Easton Parish Council

Lone Working Policy

Purpose of this policy
The following policy and procedure has been written to minimise risks for staff working alone at home and working away from their fixed base, for members visiting or attending meetings, for volunteers assisting with council projects and activities.

Legal background
Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of the Parish Council to assess risks to lone workers, members and volunteers and take steps to avoid or control risk where necessary. Employees of the council have responsibilities to take reasonable care of themselves, and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Lone working
These are the people who work by themselves without close or direct supervision:

- Employees - working at home on their own and outside of normal hours; travelling on their own to attend meetings and so on

- Members - these are individuals who visit parishioners or travel on their own to attend meetings and so on.

- Volunteers - these are individuals who take part in voluntary activities organised by the council.

The purpose of this policy is to ensure that there adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far is responsibly possible and practicable.

Organisational and Arrangements
Easton Parish Council is responsible for:

- The lone working arrangements of the clerk and councillors.
- Determining the contents of this policy.
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Ensuring compliance with the policy and providing resources for putting the policy into practice
- Making sure that support is given to employees and councillors involved in ay incident
- Making sure that employees and councillors are aware of this policy

All employees, councillors and volunteers are responsible for:

- Taking reasonable care of themselves and other people who may be affected by
- their actions
- Following rules and regulations laid down by the Council
- Reporting incidents that may affect the health and safety of themselves or others
- Reporting dangers or concerns they may have
- Recognising potentially high-risk activities and putting in place arrangements to
- mitigate risk associated with working alone

Risk Management

Potential Risks

- Being taken ill whilst working alone
- Aggressive or abusive members of the public Assessing the Risks
- Can the work be undertaken by a lone worker or is the risk too high
- What arrangements can be put in place to mitigate the risks

Lone Worker Guidance – mitigation

- Carry a mobile phone with you if you have one
- Do not put yourself at undue risk
- Discuss any concerns with someone else
- Plan the visit – let someone know time of leaving, where you are going and estimated time of return
- Try to avoid confrontation
- If violence is threatened, try to withdraw from the situation or call for help
- Employees working from home should not invite members of the public into their home unless the person is known and the meeting is pre-arranged
- Where there is potential for difficulty, employees should always arrange for another individual – chairman or councillor – to attend at the same time. This meeting should not be a the Clerk's home but in a public building
- At the end of a meeting, at least two people should lock up the building and leave together.

Date of Policy: November 2025
To be reviewed: November 2026