

Brixworth Parish Council

Lone Worker Policy



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1. Introduction

Brixworth Parish Council takes the health and safety of its employees and volunteers seriously. We have a legal duty to ensure their health, safety, and welfare, while at work or carrying out a volunteer activity. We realise that staff or volunteers could be working at any given time, either in the parish office/community centre or externally and are responsible for assessing the risks to lone workers and taking steps **to avoid or control these**. Employees and Volunteers have responsibility to take reasonable care of themselves and others in lone working situations.

2. Aim & Scope

This policy is designed for employees and volunteers who either frequently or occasionally work alone and refers to high and low risk activities. It also notifies employees and volunteers of the risks presented by lone working, identifies the responsibilities each person has in those situations, and describes the procedures to minimise such risks. Additionally, it is designed to give employees and volunteers a framework for managing potentially risky situations.

3. Lone Worker Definition

The Health and Safety Executive (HSE) defines a lone worker as "*someone who works by themselves without close or direct supervision*". Ultimately, if an employee cannot be seen or heard by a colleague, they are classed as a lone worker, irrespective of whether this occurs all or some of the time.

The following list covers all those at Brixworth Parish Council who are classed as lone workers some of the time, during contracted hours of work:

- Parish Clerk and Administration Staff
- Cleaner
- Grounds person
- People who work from home
- Anyone working alone in the office

4. Related Legislation, Policies and Procedures

- [Health & Safety Executive 1974 Act](#)
- [Lone Worker Risk Assessment Requirement](#)
- [Suitability for Lone Working](#)
- Lone Worker Risk Assessment
- Lone Working Procedure

5. Line Management Accountabilities

The line manager will ensure the following:

- emergency procedures are in place so that members of staff working alone can obtain assistance if required.
- a risk assessment is completed by a person competent to do so, prior to employees working alone.

- any employee working alone is capable of undertaking the work alone.
- as far as practicable, arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times.
- employees working alone will be provided with a company mobile phone and sim card.
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.
- training records are kept.

6. Employees working alone will:

- carry their company phone on their person at all times during their working day, ensuring it is charged and maintained. Any fault or damage to the phone should be reported immediately;
- follow the safe working arrangements developed by the Company for lone working;
- take reasonable steps to ensure their own safety;
- inform their Line Manager of any incidents or safety concerns.

7. The person conducting the risk assessment will:

- give consideration to the greater risks to expectant mothers and young persons;
- involve the employee who is working alone in the assessment process and the development of safe working methods;
- advise the employee undertaking the lone working of the findings of the assessment;
- maintain a file of all lone working risk assessments.

8. The Risk Assessment will give consideration to:

- the remoteness of the workplace;
- potential communication problems;
- the likelihood of a criminal attack;
- potential for verbal and physical abuse;
- vulnerability of lone workers to feelings of isolation, stress and depression;
- whether all the plant, equipment, materials, etc. can be handled safely by one person;
- whether the person is medically fit and suitable to work alone;
- how the lone worker will be supervised;
- how the lone worker will obtain help in an emergency such as an assault, vehicle breakdown, accident or fire;
- whether there is adequate first-aid cover.

9. Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff or volunteers, but the risk assessment must take account of additional risk factors.

Brixworth Parish Council ensures that measures are in place to reduce the risk and that expectations have been communicated to all people operating alone and that appropriate training is provided.

All staff and volunteers, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.