# Lone Working Policy and Protocol

# Statement of Policy

Repton Parish Council will take every practicable step to protect the health, safety and welfare of its employees whenever they are required by the nature of their duties to work alone and without direct support and supervision.

Repton Parish Council’s employees will, on a regular basis, be expected to work alone. Whilst working alone is not in itself unsafe there may be circumstances where working alone can increase risks. Repton Parish Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

The policy applies to employees and for the purposes of this policy lone working is defined as any activity or function performed on behalf of Repton Parish Council without any close supervision or with other employees.

## Organisation and Arrangements

*The Repton Parish Council is responsible for:*

* The lone working arrangements of employees;
* 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 employees are aware of this policy;
* Making sure that appropriate support is given to all involved in any incident.

*The Chairman is responsible for:*

* Making sure that risk assessments are carried out and reviewed regularly;
* Reporting to the Repton Parish Council on any incidents and actions taken in response.

*All employees engaged in lone working are responsible for:*

* Taking reasonable care of themselves and other people who may be affected by their actions;
* Following all rules and regulations laid down by the Repton Parish Council;
* Reporting all incidents that may affect the health and safety of themselves or others;
* Taking part in any training designed to meet the requirements of this policy;
* Reporting any dangers they identify or any concerns they might have;
* Recognising and assessing potentially high risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone;

## Lone Worker Protocol:

*Lone workers must:*

* Carry a charged mobile telephone
* Take reasonable care not to put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken then they should discuss this with the Chairman.
* Try to avoid confrontation. If a situation does become heated try to stay calm. If violence is threatened it is best to withdraw.
* Ensure that they are properly trained and have the skills and knowledge to do their job safely and without risks to health. If you feel that you need extra training then discuss this with the Chairman.
* Try to avoid entering unattended sites or premises.

# REPTON PARISH COUNCIL

# LONE WORKER RISK ASSESSMENT

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| **HAZARD AND WHO MAY BE AFFECTED** | **LEVEL OF RISK**  **1 / 2 / 3** | **WHAT CONTROLS TO BE IN PLACE** | **PERSON TO IMPLEMENT** | **LEVEL WITH CONTROLS**  **1 / 2 / 3** | **OVERALL RESPONSIBLE**  **PERSON** |
|  |  |  |  |  |  |
| Unwanted/violent/abusive visitors  Threat to employee (Clerk) | 2 | Electronic entry system in front door to prevent unauthorised entry if in the Village Hall. . Clerk will not invite people to their home office | Clerk | 1 | Village Hall Committee |
|  |  |  |  |  |  |
| Sudden illness for any reason of employee | 2 | Clerk always has mobile phone on their person | Clerk | 1 | Clerk |
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## Review of Lone Working Policy

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| --- | --- | --- | --- |
| **Version Number** | **Date of Review** | **Revisions Made** | **Date of Next Review** |
| 1 | March 2021 | Initial Document adopted | March 2022 |
| 1a | March 2022 | No revisions needed | March 2023 |
| 1b | March 2023 | No revisions needed | March 2024 |
| 1c | March 2024 | No revisions needed | March 2025 |
| 2 | March 2025 | Updated to reflect home working | March 2026 |