



# Lone Working Policy

## Document Version Control

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## 1. Introduction

The following policy and procedure have been written in order to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of Great Chart with Singleton Parish Council to assess risks to lone workers/volunteers and take steps to avoid or control risk where necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. 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.

This policy also operates in accordance with:

- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Working Time Regulations 1998
- Equality Act 2010
- Corporate Manslaughter and Corporate Homicide Act 2007

The Council will assess whether individuals are suitable to work alone, taking into account their experience, training, medical conditions, and the nature of the work. The Council will take account of individual circumstances in line with the Equality Act 2010, ensuring that lone working arrangements do not place staff at disproportionate risk.

## 2. Lone Working/Lone Workers

These are people who work by themselves without close or direct supervision: At a fixed base (office or other):

- a) Only one person working on the premises
- b) Working separately from others
- c) Working outside of normal hours Away from their fixed base:

a) Staff member who is required to travel alone to and from a fixed base to another base or to attend meetings etc

Potential Risks to Lone Workers:

- a) Open access and unlocked doors – accessible to the public, contractors etc
- b) Being taken ill whilst at work
- c) Lack of training regarding Health & Safety procedures
- d) Hazards in the workplace
- e) Remote areas
- f) Parking arrangements – poorly lit and isolated areas

### 3. Assessing the Risk

Risk assessments will be formally recorded, reviewed regularly, and updated where there are changes to work activities, incidents, or identified risks. Risk ratings are reviewed periodically and following any incident. Before drawing up and recording the assessment of risk, it must be established:

- a) Whether the work can be done by a lone worker,
- b) What arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk.

When recording an assessment of risk, the following should be taken into consideration:

- a) Environment – location, security, access/egress,
- b) Context – nature of the task,
- c) History – have there been any accidents/incidents in the past.

All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation, then consideration should be given for making other arrangements to complete the task. Lone workers are expected to carry out dynamic risk assessments while working and withdraw from situations where they feel unsafe.

Appropriate monitoring systems will be implemented, which may include check-in procedures, supervision arrangements, or use of communication devices, tracking apps, depending on the level of risk.

Report any potential risks immediately to the Clerk or the Staffing Chair so that appropriate measures can be put in place.

### 4. Safety Guidelines

All lone workers must have clear access to emergency procedures, including how to raise an alarm, contact emergency services, and summon assistance.

#### **For staff working in a fixed base:**

- a) Familiarise the layout of the building including fire exits and escape routes
- b) Keep doors locked that allow direct access to the building/office you are working in
- c) Do not open the door to unexpected visitors. In the case of contractors ask for identification. If still unsure check with the contractor's employer/head office
- d) Have contact numbers at hand to be able to contact relevant person(s) immediately – should you feel ill, intruder in the building etc
- e) Park as near as you can to the building
  - f) A risk assessment to be put in place to assess potential risks For staff working

#### **away from their fixed base:**

- a) Staff should inform relevant person(s) from the Council of their movements including how

long they are going to be away from their base and when they will return, along with any relevant information regarding where and at what time, visits will be made and to whom.

- b) Leave details of venues
- c) Take the provided mobile with you
- d) Avoid meetings in isolated places. If this cannot be avoided then either ask someone to go with you or make sure you always notify the Clerk/Office Staff when you arrive and when you leave

## **5. Responsibility**

### **5.1. Employees Responsibility & Personal Safety:**

- a) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts of omissions at work
- b) Always maintain a line of communication on a regular basis with the Clerk/Office Staff to identify and minimise risk(s)
- c) Always advise the Clerk when you arrive and leave
- d) Always report an accident/incident that occurs to you to the Clerk. All incidents, near misses and concerns must be reported and recorded. Where applicable, incidents will be reported in accordance with RIDDOR. This will allow for a full investigation to take place to assess any further potential risks and identify any additional safety procedures

### **5.2. Employers Responsibility:**

- a) To take reasonable care for the health & safety of staff by identifying and assessing potential risks to ensure that staff are safe at all times
- b) Always maintain a line of communication on a regular basis with staff to identify and minimise risk(s)
- c) Ensure a signing in and out system is put in place where necessary
- d) Ensure staff receive all relevant training and information available
- e) Ensure staff have access to first aid kits suitable for treating minor injuries.
- f) Provide lone workers with personal safety equipment where this is necessary.

## **6. Employees/Volunteers exempt from working alone in certain situations**

- a) Young persons under instruction in a fixed base (example work experience, helping with Council tasks etc)
- b) Where activities and work with substances / machinery could be hazardous to health.

## **7. Policy Review**

This policy will be reviewed annually or sooner following:

- an incident
- changes in legislation
- changes in working practice

## Appendix – Lone Working Risk Assessment

Table 2 Workplace hazards

Hazard	Risk – L M H	Control measures
Slips, trips and falls	L	Ensure that any such hazards, e.g. torn carpets, trailing cables etc. receive prompt remedial attention. Do not work alone outside normal hours if your mobility is temporarily impaired (e.g. leg injury)
Fire	M	Fire sensors/alarms routinely tested Ensure staff familiar with emergency exit routes
Electric shock	L	Electrical items are PAT tested
Driving	L	Maintain vehicle properly and carry a torch, phone etc for emergency. Always advise someone where you are going and phone in if plan changes. Always plan your route and ensure adequate fuel in vehicle. Take precautions in adverse weather.
Movement through public areas eg. using noticeboards	L	Don't engage in confrontation and call for help if needed. Use a panic alarm and keep valuables secure and out of sight. Surrender valuables if personal safety is at risk.

Table 3 Equipment hazards

Hazard	Risk – L M H	Control measures
Working with any potentially hazardous items of equipment or materials	M	Ensure that any work which involves hazardous items or materials is done during normal building occupancy.
Manual handling of loads	M	Do not attempt to lift or move any load single handed which risks injury. Re- schedule work to time when assistance is

		available. Alternatively, use lifting/moving aids where this can safely facilitate single person operation.
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**Table 4 Violence hazards**

<b>Hazard</b>	<b>Risk – L M H</b>	<b>Control measures</b>
Intruder in building	L	Internal access control measures in place; staff to secure doors and follow emergency procedures. The Council will take reasonable steps to protect lone workers from violence, aggression, or abuse in accordance with HSE guidance on violence at work.
Safe routes home after work	M	Plan out how you will get to your car/public transport/home after leaving your workplace, taking account of potential personal safety issues e.g. well lit routes etc

**Table 5 Individual hazards**

<b>Hazard</b>	<b>Risk – L M H</b>	<b>Control measures</b>
Personal medical conditions etc.	M	Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.

**Table 6 Work pattern hazards**

<b>Hazard</b>	<b>Risk – L M H</b>	<b>Control measures</b>

Avoidance of lone and out of hours working	M	Consider how your work pattern integrates with those of other workers, in terms of both time and geography, with a view to avoiding lone working as far as is practicable.
<b>Hazard</b>	<b>Risk – L M H</b>	<b>Control measures</b>
Log in/out procedures	L	When lone working is unavoidable, check- in/check- out using the agreed procedure.