



# **BOURNE TOWN COUNCIL - LONE WORKING POLICY**

Bourne Town Council

## **Lone Working Policy**

### **1. Introduction**

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is: “Those who work by themselves without close or direct supervision”.

### **Persons at Risk**

At Bourne Town Council, people at risk may include anyone who comes into the building alone during closure times and particularly the Clerk to the Council and the Council Support Officer.

### **Hazards**

These may include, for example:

- A potential for violence or threatening behaviour towards an individual.
- The use of machinery, electrical or other equipment.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Competency, ability and medical condition of the individual.
- Potential of slip, trip causing injury.
- Potential of illness

This is not an exhaustive list, individuals are expected to discuss any potential lone working with their immediate line manager so the risk can be assessed and any necessary control measures applied.



## **2. Control Measures**

All staff will:

- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Tell their manager about any relevant medical conditions.
- Report any hazards or accidents encountered.

Bourne Town Council will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources.
- Consider alternative work methods where possible to reduce exposure to any potential hazard

Where possible outside of normal working hours, staff should arrange to be in the building with others. Staff should inform the Clerk and the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone at home that they are working out of normal hours.

## **3. Emergency Services Information**

Dial 999 and be ready to give the following information:

- Your name.
- Telephone number: 01778 426123.
- Address: SK Community Point, 3 Abbey Road, Bourne, PE10 9EF.
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.