



Rothley
Parish Council

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025 (a) - LONE WORKING POLICY

This policy was approved by resolution of a full meeting of Rothley Parish Council on Monday 15th October 2018 minute reference 18/93.

This was reviewed at the Full Council Meeting on 17/05/2021 minute ref: 21/355 no amendments made

1. Scope

Lone workers are those employees of Rothley Parish Council (RPC) who work without supervision and without the presence of a colleague for substantial periods of time. This includes caretaking and administrative staffs.

2. Objectives

RPC as an employer will seek to assess any risks to lone workers and will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

3. Legislation

The Council is aware of two major pieces of legislation that apply:

reviewed 20/05/2019 no amendments minute ref 19/22

Reviewed 17/05/2021 at the Full Council Meeting , minute ref: 21/355 – no amendments

- The Health and Safety at Work Act 1974 sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.
- The Management of Health and Safety at work Regulations 1999, Regulation 3 states that every employer shall make a suitable and sufficient assessment of:
 - a) The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
 - b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertaking.

Responsibilities

The Parish Council has entrusted day-to-day responsibility to the Clerk, who will take any areas of concern to the Staffing Committee for consideration before taking any recommendations to the Council.

Employees also have a responsibility to avoid risks and to draw to the attention of the Clerk any new or previously unidentified risks.

Policies

- a) The administrative staff and caretakers should all have mobile phones which should be kept with them whenever working alone on RPC business.
- b) All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number to call if the lone worker fails to return home at the expected time.
- c) Any member of staff who is faced with aggression or conflict from a member of the public should seek to extricate themselves from the situation with the

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minimum of risk and get to a place of safety. If necessary they should call for assistance from the police.

- d) If any member of staff has any concerns about lone working they should contact the Clerk who will discuss these concerns and consider any further measures necessary to reduce any risk.