



# Saltash Town Council

Policy/Procedure:

Lone Worker Policy

Date of Adoption:

23.07.2019

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	P&F
Date	23.07.2019	Date of approval	23.07.2019
Responsible Officer	AJT	Minute reference	64/19/20c
Responsible Committee	P&F	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
July 2019	1	CC/AJT	From CC policy

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

## **Lone Worker Policy**

Staff are advised to read policies in conjunction with other relevant documents including their contract, the Green Book and the Employee Handbook.

### **Statement**

The Council is committed to ensure that no lone worker is at greater risk of injuries and ill-health as a result of not being directly supervised or working alone whilst undertaking the Council's work.

### **Application**

This Policy applies to all Council operations, employees and establishments where workers are undertaking work alone without close supervision.

### **Requirements**

The Council will:

- Ensure early recognition and assessment of the risk to lone worker employees;
- Establish effective lone worker risk assessment and incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procedures/ management systems;
- Where significant risks are identified, put in place suitable control measures to remove or reduce those risks and establish effective communication and monitoring of control measures;
- Set up effective emergency arrangements and reporting systems to protect lone workers from foreseeable risks;
- Ensure that all incidents and near misses are reported and investigated for the purpose of improving safety and preventing recurrences.

### **Training**

The Council will provide information, instruction and such training as appropriate to ensure that staff required to work on their own are competent and aware of any associated risks.

### **Responsibilities**

#### **Senior Managers**

Have a responsibility to:

- Ensure that managers have undertaken lone worker risk assessments and have suitable safe working procedures in place to remove or reduce significant risks;
- Review lone worker incident statistics, identify trends and take action as appropriate.

#### **Line Managers**

Have a responsibility to:

- Ensure that the requirements of this policy are fulfilled;

- Undertake risk assessments of lone worker risk and ensure safe working procedures are in place to remove or reduce significant risks;
- Ensure that all staff are provided with adequate emergency equipment and are able to raise the alarm as far as is reasonable practicable;
- Ensure that lone workers are provided with adequate training to ensure they are able to operate safely;
- Ensure employees understand the need to report concerns about safety associated with lone working.

## **Employees**

Have a duty to:

- Comply with the Council's policy;
- Comply with any instructions provided for reasons of health and safety;
- Attend any training provided for health and safety;
- Report any incident for which this policy applies;
- Report any concerns or failures in safety systems.

## **Health, Safety Responsible Officer**

Has a responsibility to:

- Ensure that managers have undertaken lone worker risk assessments and have suitable safe working procedures in place;
- Advise on suitable emergency arrangements available;
- Investigate incidents in accordance with the Reporting and Investigation of Incidents Procedure.

These duties will be monitored by the Council through its management and appraisal processes. Where necessary the Council will take appropriate action to ensure that these duties are fulfilled.

## **Monitoring**

These requirements of this Policy will be monitored by way of a risk-prioritised process of auditing, regular inspections periodic self-audits

The training and responsibilities of individuals will be monitored by the Council through its management and appraisal processes.

Where necessary the Council will take appropriate action to ensure that this policy is upheld.

## **Review**

This policy will be reviewed if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.

- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required.