

# NORTHALLERTON TOWN COUNCIL

**Adopted 15/01/18**  
**Reviewed 15/01/21**

## LONE WORKING POLICY

### 1 Introduction

1.1 The following policy and procedure has been written in order to minimise risks for staff working alone and volunteers working with Northallerton Town Council.

1.2 Under the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees 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.

1.3 The Town Council will regularly review the Policy and Procedure to ensure its implementation and to ensure that it is relevant to working practice.

### 2 Policy

2.1 To enable the Council to comply with its statutory duties with regard to lone working, the Council will, through procedures adopted at all levels avoid the need for lone working wherever possible.

2.2 Where employees have to undertake lone working, personal safety will be of paramount importance.

2.3 Lone working must **not** be viewed in isolation, other relevant policies already adopted will also apply, such as risk assessment, which will identify the protective and preventative measures necessary for employees to undertake lone working activities.

2.4 The following details, although mostly common sense, are provided to reinforce the need for everyone to take lone working and their safety seriously at all times.

### 3 Definition of Lone Working/Lone Workers

3.1 Lone workers are those who work by themselves without close or direct supervision. For example:

#### 3.2 People in fixed establishments (office or other base)

A staff member working alone in an office or other base.

People working outside normal hours, e.g. staff working late etc.

#### 3.3 Mobile workers working away from their fixed base

A staff member/volunteer who is required to travel alone to and from a fixed base to another place of work.

Environment works, such as grass cutting or leisure provision, such as in the Parks.

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### 4 Potential Risks

4.1 Some of the main risks have been highlighted below, however, this list is not meant to be exhaustive.

Accessibility by members of the public, contractors etc e.g. open access/unlocked doors.

Requirement to lock up when leaving a building.

Poorly lit entrance/exits.

Isolated and poorly lit car parking facilities.

Being taken ill whilst working alone.

Lack of knowledge regarding Health & Safety procedures.

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## **5 Assessing the Risk**

5.1 The purpose of assessing the risk of lone working is to establish two main facts: Whether the work can be done safely by a lone worker. → What arrangements will ensure that an individual is not exposed to unnecessary and unacceptable risk?

5.2 In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

the environment – location, security, access;

the context – nature of the task, any special circumstances; the individuals concerned – indicators of potential or actual risk;

any other special circumstances.history – any previous incidents in similar situations;

5.3 All available information should be taken into account and checked or updated as necessary.

5.4 Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

5.5 While resource implications cannot be ignored, safety must be the prime concern.

## **6 Prohibition of Lone Working**

6.1 Certain situations require that employees cannot work alone, these include: Young persons under instruction and training on machines.

Certain fumigation activities and other work with substances hazardous to health.

## **7 Responsibility & Personal Safety**

7.1 It is your responsibility to keep yourself safe. Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

7.2 Keeping track of individual movements is sometimes difficult but it is the responsibility of the staff member and the line manager to identify potential risks in carrying out the work and to minimise these risks, by maintaining regular communication.

7.3 Staff must not assume that having a mobile phone and a back-up plan is sufficient safeguard in itself. The first priority is to plan for a reduction of risk.

7.4 Before working alone, an assessment of the risks involved should be made in conjunction with the line manager, as set out in paragraph 5.2 above.

7.5 Staff must inform their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a staff member expects to go home following a visit rather than returning to their base.

7.6 Managers must ensure that there is a robust system in place for signing in and out, and that staff use it.

7.7 If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate.

7.8 Where staff work alone for extended periods and/or on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.

## **8 Procedures for staff working in fixed bases**

8.1 Staff should always adhere to the following guidelines in order to minimise risks when working alone at any fixed base.

Avoid unnecessary 'out of normal office hours' working where ever possible.

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Familiarise yourself with the layout of the building/floor. Ensure you have keys. Lock all doors that allow direct access to the building and/or office you are working in.

Familiarise yourself with the Fire Safety Procedures and identify escape routes.

Do not answer the door to unexpected visitors, e.g. in the case of contractors, ask for identification and don't let them in until you have checked it out if you are at all unsure.

Practice setting the alarm system.

Practice the locking up procedures.

Do not use lonely exit routes if there are safer alternatives.

If possible, avoid parking your car in badly lit areas, move it nearer to the place you exit the building if possible.

Carry a torch and personal alarm if working late.

Notify people at home when you intend leaving work and what time to expect you home.

Leave contact numbers at home so that the Town Council can be contacted if there are concerns for your safety.

Should you feel ill whilst working alone – seek help immediately – dial 999 if necessary.

Undertake a risk assessment for lone working with your line manager. Report any concerns, hazards or potential risks to your line manager immediately.

### **9 Procedures for mobile workers working away from their fixed base**

9.1 All staff should leave details of their movements and give an idea of how long they are going to be away from base and when they expect to be back. If plans change the staff member must ring in to let their main office based staff know.

### **10 Parking**

10.1 Park your car in a well lit area – especially if you intend returning to it after dark. If possible ask someone you know to accompany you to the car. If this is not possible carry a small torch and personal alarm with you.

### **11 Planning**

11.1 By thinking things through and planning for the unexpected it will help you to remain confident when faced with an emergency.

11.2 If you work alone on a regular basis, assess any risks with your line manager and identify any measures needed to ensure your personal safety.

### **12 Out of Hours Call Out**

12.1 Staff who are called out to alarm activation incidents, out of hours, will follow the alarm call out procedure.

### **13 Communication**

13.1 Managers must consider whether communication is adequate, and in particular: → What level of supervision is intended and how is it to be carried out.

Has the lone worker been equipped with a system of maintaining contact, mobile telephone or radio.

Is CCTV system available and will it be monitored?

13.2 Do not forget to communicate your whereabouts – this is crucial – tell someone about your plans.

### **14 Reporting an incident**

14.1 It is important to report any incident that occurs to you, whether it is aggression, violence, a transport breakdown or a personal accident, to your line manager. In this way, a full investigation can be made to assess any further potential risks and identify any additional safety procedures needed in order to prevent a similar incident happening to somebody else.