

DORDON PARISH COUNCIL

Dordon Village Hall
Browns Lane
Dordon
Tamworth, B78 1TR

Tel: 01827 707944/07855050424 Email: blusea02@outlook.com

Lone Worker Policy

01. Introduction

Dordon Parish Council recognises that its employee(s) are required to work alone for significant periods of time, without close or direct supervision in isolated areas, in the community and out of office hours.

Pursuant to the Healthy and Safety at Work Act 1974 and the Management of Health and Safety at work Regulations 1999, Dordon Parish Council has a duty of care to advise and assess risk for workers when they work alone in these circumstances. However, employee(s) 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.

02. Scope of the Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Dordon Parish Council.

03. Definition

The Health & Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. This covers Dordon Parish Council's employees; the Clerk, Hall Facilitator and Cleaner who are required to carry out their duties for all or part of their working day in isolation.

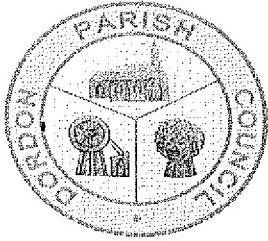
04. Aims

The aim of this policy is to:

- + Increase staff awareness of safety issues relating to lone working.
- + Ensure that the on-going assessment for lone working is carried out in a systematic way.
- + Ensure that safe systems and methods of work, are put in place to reduce the risk so far as is practicably possible.
- + Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- + Ensure that appropriate support is available to staff who work alone.
- + Encourage full reporting and recording of all adverse incidents relating to lone working.

05. Responsibilities

Dordon Parish Council is responsible for:



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- ✦ Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working affecting its employees, including if they work from home.
- ✦ Providing resources for putting the policy into practice, such as providing personal safety equipment to enable employees to carry out their duties effectively and safely.
- ✦ Ensuring that risk assessments are carried out and reviewed regularly.
- ✦ Ensuring that staff identified as being at risk are given appropriate information, training and resources to carry out their duties safely.
- ✦ Identifying situations where people work alone and deciding whether a system can be adopted to avoid workers carrying out tasks on their own.
- ✦ Ensuring appropriate support is given to staff involved in any incident.
- ✦ Reporting serious incidents to relevant authorities and ensuring a RIDDOR report (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is completed.

Approval

12.1 Lone Working Policy was presented to Full Council and accepted on 29 June 2021.

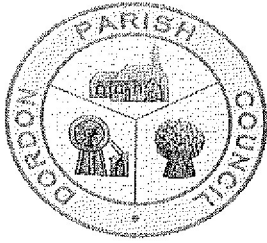
Signed: _____
Robert Young

Clerk

For and on behalf of
Dordon Parish Council

Date: 20th July 2021

Please see the Risk Assessment attached.



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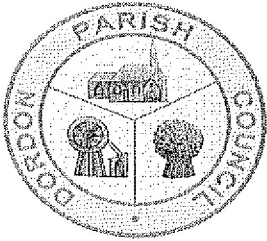
Lone Worker Risk Assessment

Date of Assessment:

Assessor:

Location of Assessment:

Desk Area	Yes/No	Notes / Action Required
Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are all trailing electrical cables underneath your desk tied up?		
Is your working area warm, well-lit and well-ventilated?		
Do you need a desk lamp to improve lighting?		
Is your working area clutter free so that you can focus easily on the task?		
Display Screen Set-up	Yes/No	Notes / Action Required
Is your office chair set up correctly? Is your lower back supported, are there arm rest and are your feet flat on the floor?		
Do you have enough surface space in your desk to work comfortably?		
Are your keyboard and mouse clean and positioned within easy reach without having to		



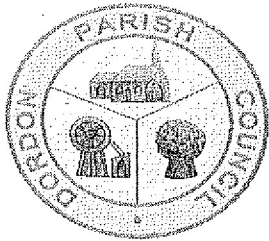
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stretch?		
Is your display screen level with your eyes so it does not cause discomfort to you neck and head?		
Is your display screen clean and positioned so there is no glare from a window or light?		
Can you easily reach everything that you require to fulfil your duties?		
Fire and Electrical Safety	Yes/No	Notes / Action Required
Are smoke detectors working and checked regularly?		
Do you regularly dispose of waste, including papers to prevent a build-up of fire fuel?		
Does any electrical equipment spark or show signs of burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you have your electrical equipment inspected by a qualified electrician?		
Do you switch off your equipment when not in use?		
Do you have emergency arrangements in place in a case of fire?	YES	

Stress and Welfare	Yes/No	Notes / Action Required
Do you take regular breaks away from your workstation?		
Do you carry out stretches regularly at your desk to avoid stiff or sore muscles?		
Do you sit with good posture at your desk, i.e. shoulders back?		
Do you have access to first aid equipment if required?		
If you regularly use a computer, do you have your eyes tested?		
Manual Handling	Yes/No	Notes / Action Required

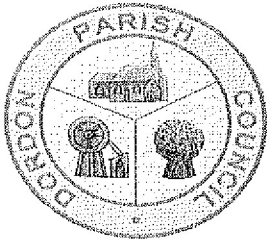


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Are all items that need to work within easy reach?		
Are heavy items stored on lower shelves / the floor, to avoid the need to lift from heights?		
Do you know how to correctly pick up and lift heavy items?		
Are floor coverings such as carpets and rugs secure?		
Do you regularly carry hot drinks and food upstairs and downstairs and risk tripping?		
Is the floor area around your desk clear of boxes, papers, and wires?		
Lone Working	Yes/No	Notes / Action Required
Are you familiar with your employer's lone working and health and safety policy?		
Do you know the name and number of a manager or supervisor who you can contact easily?		
Do you have a system for regularly checking in with your employer?		
Is your home kept secure whilst you are working alone?		
Are important files and laptops kept locked away securely when not in use?		
Do you have a safe working system in place dealing with unfamiliar visitors to your home or alone?		
Do you have a safe working system in place to handle abusive individuals?		



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Do you have a safe working system in place when left alone to lock up public buildings or attend council meetings?		
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