



# Lone Worker Policy

## 01. Introduction

Yelvertoft 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, Yelvertoft 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 Yelvertoft Parish Council.

## 03. Definition

The Health & Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. This covers Yelvertoft Parish Council's employee, the Clerk, who is required to carry out his or her duties for all or part of his/her working day, working mainly in isolation.

## 04. Aims

The aim of this policy is to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and 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 have to work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.

## 05. Responsibilities

Yelvertoft Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working affecting its employees, especially 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.

Please see the Risk Assessment attached below.

## Yelvertoft Parish Council Lone Worker Risk Assessment

**Date of Assessment:** 15<sup>th</sup> May 2023     **Assessor:** Samantha Haywood – Clerk/RFO

**Location of Assessment:** Clerk's residence

<b>Desk Area</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Do you have adequate space to work comfortably?	YES	
Is there enough space underneath your desk to stretch your legs?	YES	
Are all trailing electrical cables underneath your desk tied up?	YES	
Is your working area warm, well-lit and well-ventilated?	YES	
Do you need a desk lamp to improve lighting?	NO	Work by window(s) so ample natural light. If working when dark ample lighting in room.
Is your working area clutter free so that you can focus easily on the task?	YES	
<b>Display Screen Set-up</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Is your office chair set up correctly? Is your lower back supported, are there arm rest and are your feet flat on the floor?	YES	The Clerk has an official office/operators chair. However, it does not require arms as the seat is at desk height which allows the Clerk to rest their arms on the desk.
Do you have enough surface space in your desk to work comfortably?	YES	
Are your keyboard and mouse clean and positioned within easy reach without having to stretch?	YES	
Is your display screen level with your eyes so it doesn't cause discomfort to you neck and head?	YES	
Is your display screen clean and positioned so there is no glare from a window or light?	YES	
Can you easily reach everything that you require to fulfil your duties?	YES	
<b>Fire and Electrical Safety</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Are smoke detectors working and checked regularly?	YES	Tested once a month and batteries replaced as and when necessary.
Do you regularly dispose of waste, including papers to prevent a build-up of fire fuel?	YES	All paperwork which is not needed or filed away, is taken away daily and put in the recycle bin outside.
Does any electrical equipment spark or show signs of burns and so needs removing from use?	NO	
Do any wires look damaged or frayed and so need removing from use?	NO	
Do you have your electrical equipment inspected by a qualified electrician?	YES	PAT tested and up-to-date.
Do you switch off your equipment when not in use?	YES	
Do you have emergency arrangements in place in a case of fire?	YES	If upstairs, exiting the building by the stairs if safe to do so, or out of the windows which have been approved by building regulations for safe exit in the event of a fire. If downstairs, exiting the building through the front door, back door, or a downstairs window.

		Shutting as many internal doors as possible to contain the fire and calling emergency services. Smoke detectors are fitted in the majority of rooms so if fire or smoke are detected will help raise the alarm.
<b>Stress and Welfare</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Do you take regular breaks away from your workstation?	YES	
Do you carry out stretches regularly at your desk to avoid stiff or sore muscles?	YES	
Do you sit with good posture at your desk, i.e. shoulders back?	YES	
Do you have access to first aid equipment if required?	YES	
If you regularly use a computer, do you have your eyes tested?	YES	The Clerk wears glasses for computer work and has her eyes tested annually.
<b>Manual Handling</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Are all items that need to work within easy reach?	YES	
Are heavy items stored on lower shelves / the floor, to avoid the need to lift from heights?	YES	
Do you know how to correctly pick up and lift heavy items?	YES	The Clerk has received manual handling training.
Are floor coverings such as carpets and rugs secure?	YES	There is only one rug which is situated away from the Clerk's workstation.
Do you regularly carry hot drinks and food upstairs and downstairs and risk tripping?	YES	No food or drink taken upstairs. Food and drink are taken into downstairs office. Smooth flooring with no trip hazards. Any spills are cleaned up straight away.
Is the floor area around your desk clear of boxes, papers, and wires?	YES	
<b>Lone Working</b>	<b>Yes/No</b>	<b>Notes / Action Required</b>
Are you familiar with your employer's lone working and health and safety policy?	YES	
Do you know the name and number of a manager or supervisor who you can contact easily?	YES	Yes, the Chairman or any other council member.
Do you have a system for regularly checking in with your employer?	YES	Via email, meetings, and telephone.
Is your home kept secure whilst you are working alone?	YES	All external doors are kept locked whilst working alone. Dog always present.
Are important files and laptops kept locked away securely when not in use?	YES & NO	Important documents are stored in a metal storage unit. Laptop is kept in the home and is passworded and regularly backed up remotely. Home is always kept locked.
Do you have a safe working system in place dealing with unfamiliar visitors to your home or alone?	YES	If at home alone and the Clerk does not know the individual knocking at the door, a window is opened for safety reasons to ask who they are or the RING doorbell is used, and if its council related, they are asked to book an appointment through the correct channels i.e. email or phone. Members of the public are not invited to the Clerks home, they are usually seen at their home (if known to the Clerk), at the Parish Council meeting with others present, or at a meeting place within Yelvertoft.
Do you have a safe working system in place to handle abusive individuals?	YES	The individual will be asked to leave, and a call and report made to the Police. The Clerk also has the telephone number of the local PCSOs who can be contacted if necessary. Details will also be reported to the Parish Councillors.

Do you have a safe working system in place when left alone to lock up public buildings or attend council meetings?	YES	If working alone in a public building, the external door is locked so the building cannot be accessed from the outside. Locking up after meetings, a council member(s) is present with the Clerk whilst doing so. If working out of hours, the Clerk notifies her spouse of where she is and how long she will be whilst performing council duties, and during work hours, the Clerk makes reports to the Chairman where necessary.
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Reviewed at the Full Council meeting held on 9<sup>th</sup> May 2022  
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