



Policy Statement on Lone Working

Legislation

The primary requirement of the Health and Safety at Work Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Policy and guidance

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack. Aldwick Parish Council has identified that all of its staff may be required to work on their own as part of their employment and has endeavoured to minimise as far as is reasonable practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- Lone workers have access to either mobile phones or a land phone line for use in an emergency.
- A First aid box is available in the Parish Council premises (kitchen), where employees are based.
- Risk assessments are undertaken and employees are encouraged to report areas of concern that they may have.
- Employees should report any new or unrecorded hazards or risks to the Clerk at the first opportunity, to enable the initiation of appropriate safe working arrangements and amend risk assessment records as required. (The Clerk will report to the Chair of Council and/or Staffing Committee).
- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- Employees who operate alone should inform the Clerk/Chairman of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Chairman/Clerk as soon as possible.
- Employers are encouraged to keep the half door from the foyer to inner hall closed and locked at all times during opening hours.
- Employees working alone in the office are instructed to lock the main front door and encouraged not to open doors out of normal opening hours.
- Employees are encouraged to be extra careful and vigilant after dark, eg to park in a well-lit area where possible.

Adopted 26.11.2024

Next Review: November 2026