

## **Health and Safety Policy**

### **Lone Working**

#### **1. Policy Statement**

1.1. Where the conditions of service delivery or its associated tasks require an employee to work alone; both the employee and the Parish Council have a duty to assess and reduce the risks which lone working presents.

1.2 The Health and Safety Executive defines “Lone Working” as:

*“Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations”.*

For the context of this policy lone working may be any combination or one of the following examples:

- Working alone at the Glapwell Centre
- Home workers
- Working alone within the village of Glapwell

1.3 This policy applies to all Council employees including temporary and agency staff, volunteers, students and those on work experience.

1.4 This policy should be read in conjunction with the Lone Working Policy including Appendix 1 and Appendix 2, also the additional associated Risk Assessment for Lone Workers.

#### **2. Purpose**

2.1 This policy is designed to alert employees to the risks presented by lone working to identify the responsibilities each person has in this situation, and to describe procedures to minimise risk.

2.2 The Council has a responsibility under Health and Safety at Work legislation to ensure all employees reduce the risks to lone working and to implement suitable and sufficient measures to ensure employees’ safety at all times when working alone off site, or lone working within the Glapwell Centre. This may cover those parts of employees’ homes that may be considered an extension of the workplace due to agreed home-working arrangements.

#### **3.0 Lone Worker Service Provision**

Mobile Phones to be used as a point of contact for employees.

#### **4.0 Lone Working**

#### 4.1 The Council's principles for supporting lone workers include:

- A commitment to supporting employees both in establishing and maintaining safe working practices
- Recognising and reducing risk
- A commitment to the provision of appropriate support for employees
- A clear understanding of responsibilities
- The priority placed on the safety of the individual over property
- A commitment to providing appropriate training
- Ensure appropriate equipment is made available

#### 5.0 Personal Safety

5.1 Employees should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

5.2 Reasonable precautions might include:

- Ensuring someone knows where you are and when are expected to return
- Avoiding where possible poorly lit or deserted areas
- Taking care when entering or leaving The Glapwell Centre, especially at night
- Ensuring that items such as mobile phones are carried discreetly

For more information see the Suzy Lamplugh Trust website

<http://www.suzylamplugh.org/personal-safety/personal-safety-tips/>

5.3 Before working alone, the Council's Lone Workers Policy and Lone Workers Risk Assessment should be made available for employees to familiarise themselves with. This is available on the Parish Council website and in the Policy and Procedure Portfolio folder in the Office of the Glapwell Centre.

5.4 Employees must inform the Clerk or Facilities Manager when they will be working alone, giving accurate details of their location, an agreed plan and inform the Clerk or Facilities Manager when the task is completed. This includes occasions when a staff member expects to go straight home following an external commitment rather than returning to the Glapwell Centre.

5.5 If an employee does not report in as expected, an agreed response plan should be put into operation.

5.6 The response plan should be tailored to the needs and nature of the employee(s) of Glapwell Parish Council. Issues to take into account include:

- The identified risks and measures
- Where employees work alone for extended periods and/or on a regular basis, the Facilities Manager must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation

- Employees working away from the Glapwell Centre should ensure that they have access to a mobile phone at all times (employees are responsible for checking that mobile phones are charged and in working order)

## **6.0 Employees working at home**

6.1 Employees working from home should take every reasonable precaution to ensure that their personal address and home telephone number remain confidential.

6.2 Homeworkers should be in regular contact with the Chair of the Parish Council.

## **7.0 Monitoring and Policy Review**

7.1 Any employee with a concern regarding lone working issues should ensure that it is discussed with the Clerk.

7.2 This policy shall be reviewed yearly in line with legislation and best practice to reflect the best possible level of support and management.

**Adopted March 2026, Minute No: 322/26 (d.1)**

**Review Date: May 2026**