



Kirton in Lindsey Town Council

## **Policy No 27: Lone Working Policy**

Reviewed and Adopted December 2024 (v.20241) [FC2412/11]

Next Review: December 2025

### **1. Introduction**

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonable practicable from the risks of lone working.

The Council also recognises it has an obligation under Health and Safety at Work (1974) and the Management of Health and Safety at Work Regulations 1999, for health, safety and welfare at work of its employees.

### **2. Scope of Policy**

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees.

### **3. Definition of Lone Workers**

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all Council's employees, all of whom are required to carry out their duties for all or part of their working day working in isolation. This may be within the office or outside the office.

### **4. Aims of Policy**

The aim of the policy is to:

- a) Increase staff awareness of safety issues relating to lone working;
- b) Recognise and reduce risk by ensuring 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 reasonably practicable;
- c) 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;
- d) Ensure that appropriate support is available to staff who have to work alone;
- e) Encourage full reporting and recording of all adverse incidents relating to lone working.

### **5. Responsibilities**

#### **5.1 Town Clerk**

The Town Clerk on behalf of the Town Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice;
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy;
- Ensuring that all staff are aware of the policy;
- Ensuring that risk assessments are carried out and reviewed regularly;

- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff are given appropriate information, instruction and training;
- Ensuring that appropriate support is given to staff involved in any incident;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

## **5.2 Employees**

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Co-operating by following rules and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

## **6. Risk Assessment**

Risk assessment is essential to good risk management. Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community.

Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed (See Appendix 1). This will be used as a risk assessment for site based lone workers and will include:

- Safe access and exit;
- Risk of violence;
- Safety of equipment for individual use;
- Channels of communication in an emergency;
- Site security;
- Security arrangements i.e. alarm systems and mobile telephones;
- Level and adequacy of on/off site supervision.

Risk assessments for mobile lone works will, additionally, include:

- Travelling between sites;
- Reporting and recording arrangements;
- Communication and traceability;
- Personal safety/security.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

## **7. Mandatory Procedures**

### **7.1 Security of Buildings**

To ensure the security of buildings

- Appropriate steps should be taken to control access to the building, and that emergency exits are accessible;
- Alarm systems must be tested regularly by the owners of the building;

- Staff working alone must ensure they are familiar with the exits and alarms;
- There must be access to a telephone and first aid equipment for staff working alone;
- If there is any indication that the building has been broken into or is unsafe, a staff member must not enter alone, but must wait for back up from the appointed security contact.

## **7.2 Personal Safety**

To ensure personal safety

- Staff must not assume that having a mobile phone and a backup plan is sufficient. The first priority is to plan for a reduction of risk;
- Staff should take all reasonable precautions to ensure their own safety;
- Before working alone, assessment of the risks involved should be made and the Council informed where necessary;
- Staff must inform an identified person when they will be working alone, giving details of their location and following an agreed plan where necessary;
- If a member of staff does not report as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate;
- Where staff work alone for extended periods and/or a regular basis, the Council must make provision for regular contact, to monitor and to counter the effect of working in isolation.

## **8. Incident Reporting**

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported by or to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or “unsafe” are reported. This includes incidents of verbal abuse.

## **9. Contacting/Involving the Police**

The Council is committed to protecting the staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in the cases of emergency, the Clerk should make a report of any incident immediately. The Clerk or an identified person will thereafter take responsibility for contacting the police to report the details of the incident.

## **10. Support for Staff**

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive the appropriate training.

## **11. Immediate Support Following a Violent Incident**

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee received any necessary medical treatment and/or advice. When an incident occurs the Chair of Personnel and Disciplinary should be contacted by the Clerk.

The Clerk will also consider whether they need specific information or assistance relating to any legal or insurance matters. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

Signed..... (Kirton in Lindsey Town Mayor)

Date.....

Signed..... (Kirton in Lindsey Town Clerk)

Date.....

# Kirton in Lindsey Town Council

## LONE WORKING CHECKLIST

Checklist completed by: .....

Date completed: .....

Location: Town Hall  
Grove Street Cemetery  
The Green  
Allotments  
Around Kirton in Lindsey  
(\* circle as necessary)

### Main Issues of Concern

- Are staff working alone? Yes  No
- Do staff work outside normal office hours? Yes  No
- Do staff meet with members of the public in an isolated location? Yes  No
- Is there enough security provision? Yes  No
- Is there safe access to the building? Yes  No
- Do staff activities involve working in confined spaces? Yes  No
- Do staff activities involve handling dangerous substances? Yes  No
- Do staff carry out work in high-risk locations? Yes  No
- Do staff carry out work in isolated areas? Yes  No

### Control Measures for Consideration

- Do you provide joint working for high risk activities? Yes  No
- Do you carry out regular supervisor or colleague checks during activities? Yes  No
- Do you use entrance security systems? (i.e. digital locks) Yes  No
- Is there security lighting around access points and parking areas? Yes  No
- Have you installed panic buttons linked to manned locations? Yes  No
- Do staff have information and training on basic personal safety? Yes  No
- Is staff trained in strategies for preventing and managing violence? Yes  No

Do staff have access to forms for reporting incidents or near misses and appreciate the need for this procedure? Yes  No

Do you provide accompanied visits when there are concerns about safety? Yes  No

Do you share risk information with other agencies? Yes  No

Are there systems for monitoring staff whereabouts and movements for regularly reporting to base? Yes  No

Have you issued mobile phones? Yes  No

Have you issued personal attack alarms? Yes  No

Do staff carry forms for reporting incidents or near misses and appreciate the need for this procedure? Yes  No

**Are the existing control measures adequate?** Yes  No

**If "no", what modifications or additional actions are necessary?**

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