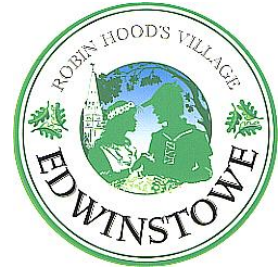


Edwinstowe Parish Council

Working to make a difference

Clerk – Alice Dunn



LONE WORKING POLICY & PROCEDURE

The Council's lone workers fall into the following two groups:

1. People in fixed establishments where:
 - only one person works on the premises, e.g. the Council Offices.
 - people work separately from others.
 - people work outside normal hours.
2. Mobile workers working away from their fixed base:
 - service workers, e.g. cemeteries, parks, street cleaning.

Safe working arrangements for lone workers

Risk assessments are conducted for routine activities which involve workers who work alone.

The Risk Assessments will address:

1. Can the risks of the job be adequately controlled by one person?
 - Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
 - Can all the plant, substances and goods involved in the work be safely handled by one person?
 - Is there a risk of violence?
 - Are women especially at risk if they work alone?
 - Are young workers especially at risk if they work alone?
 - Is the person medically fit and suitable to work alone?
2. What training is required to ensure competency in safety matters?
3. How will the person be supervised?
 - supervisors periodically visiting and observing people working alone.
 - regular contact between the lone worker and supervisor using a telephone. (for the Clerk the Chair of HR Committee or in their absence the Vice-Chair of HR Committee)
4. What happens if a person becomes ill, has an accident, or there is an emergency?
 - Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally risk assessment may indicate that lone workers need training in first aid.

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