

WHITBY TOWN COUNCIL LONE WORKING POLICY

This procedure covers general safety and preventative measures relating to employees working alone. It should be read in conjunction with other related health and safety procedures.

Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

DEFINITION OF A LONE WORKER

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations:-

- People who work separately from others in premises
- People who work outside normal hours
- People who work from home

Town Council responsibilities:-

1. The Council has a duty to make adequate provision for the health and safety of lone workers in accordance with the requirements of the health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
2. The Health and Safety at Work etc Act 1974 requires that employers must ensure the welfare, health and safety of all employees and assessments must be carried out on all work activities. The findings of risk assessments must be disseminated to the employees involved or affected by the work.
3. Once lone workers have been identified it is essential that risk assessments are undertaken. This can be achieved by using the Council Form 'Lone Worker Initial Assessment' and 'Safe Working Procedures Form'. Risk assessments must be undertaken upon the commencement of an individual and thereafter to review the assessment on an annual basis.
4. Thorough planning and preparation are essential for the safety and well being of the participant in any lone working activity. It must take place as early as possible in order to ensure that sufficient time is available to consider all aspects of the activity and to enable sufficient time for the appropriate level of safeguards to be put in place.
5. The Council is responsible for ensuring that lone working activities are robustly monitored. Managers who have staff or members involved in lone working must ensure that risk assessments are completed in order to identify any hazards and associated risks and that the control measures and safe working procedures are robust enough to ensure the safety of staff undertaking lone working.

6. Any person who has concerns about the continuance of an activity should feel confident that they have their line manager's support to terminate an activity at any time. Where such incidents arise, individuals must also ensure that they report the details to their manager. If they feel any issues need to be addressed the risk assessment may need to be modified and used as part of the planning process for subsequent activities.
7. Managers and supervisors (following a risk assessment) must provide an appropriate emergency procedure. There are a variety of control measures that can be used, dependent upon the level of risk and the confidence of the member of staff. Staff must receive training in all cases.
8. The Council will consult with its employees to ensure that all relevant hazards are identified and appropriate and proportionate control measures are chosen.
9. Lone workers need to be sufficiently experienced to understand the risks and precautions fully. Managers and supervisors need to set limits on what can and cannot be done when working alone. Employees must be competent to deal with circumstances should they arise and therefore the Council will provide appropriate training for lone workers both at induction and during the period of employment.

Policy first adopted by Whitby Town Council Human Resources Committee on 6th December 2016

Signed: 

Chair of Human Resources Committee



Town Clerk