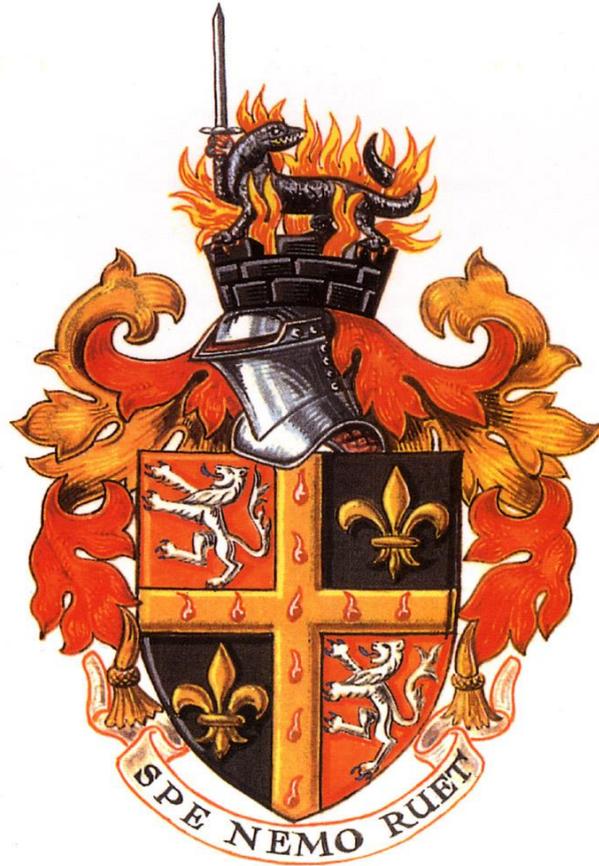


SPENNYMOOR TOWN COUNCIL



LONE WORKING POLICY

Author of Policy:	Town Clerk
Date Effective From:	22 May 2018
Policy Review: When & By Whom	13 April 2018 Constitution Working Group
Next Review:	September 2020
Version Control:	V2

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

1. Introduction

Having reviewed guidance from the Health & Safety Executive and drawn upon aspects of a guide entitled *Health and safety guidance on the risks of lone working*, this Policy has been prepared to aid the Council in fulfilling its duty under the Health & Safety at Work Act to provide all employees with a safe working environment.

2. Details

The Health & Safety Executive guidance states that it is legal to work alone but employers have a duty to assess the risks to lone workers and take steps to avoid or control the risks. This requires the identification of hazards at work, assessing the risks involved, and putting measures in place to avoid or control the risks.

The guidance mentions that consultation with employees and their representatives on health and safety matters is a legal duty. To this end the Council has both a Health and Safety Working Group and Committee, with employee and unions representatives.

After the identification of risks, control measures may include instruction, training, supervision or the use of protective equipment. The Council will also need to consider if there is a risk of violence and how to avoid or control this risk. The Council has a separate Protection of Staff against Violence at Work Policy.

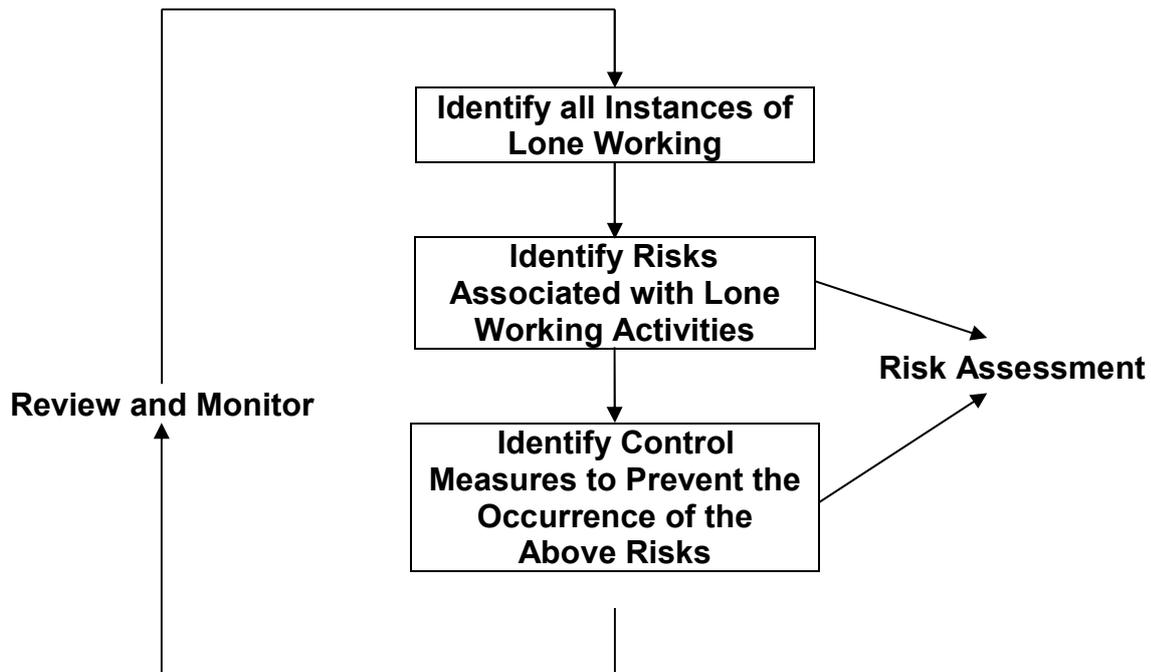
Furthermore, women or young workers may be especially at risk if they work alone. The Council should devise plans for the risk of a lone worker becoming ill, having an accident or facing an emergency.

The Council is also required to consider what training is required to ensure competency in safety matters. The Council has a Training and Development Policy to ensure that training requirements are met.

The Council must include lone workers in Employers' Liability Insurance.

IDENTIFICATION OF RISKS AND IMPLEMENTATION OF CONTROL MEASURES

The following diagram can be used as a guide to the process that is required when planning to control the risks associated with lone working:



Examples of Lone Working Within the Council

The main examples of lone working within the Council are listed below:

- One employee overseeing the facilities at Jubilee Park – especially at evenings and weekends.
- One employee on duty in each cemetery
- One Facilities Assistant manning the entrance to functions and civic events.

It is the responsibility of the Town Clerk and members of the Senior Management Team to ensure that risks assessments are undertaken in relation to lone working and that control measures are put in place where appropriate and that risk assessments are reviewed every six months.