

# Horley Town Council

## Lone Working Policy

### Legislation

The primary requirement of the Health and Safety at Work Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work Regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 Regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack.

Horley Town Council has identified that all of its staff may be required to work on their own as part of their employment and has endeavoured to minimise as far as is reasonable practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- All employees are encouraged to contact the office on a regular basis and to make sure someone knows their movements or plans so that an alarm can be raised if they do not return.
- Lone workers have access to either mobile phones or a land phone line for use in an emergency.
- First aid boxes are available at all buildings where employees are based and there is an opportunity for staff to attend basic First Aid training.
- Regular risk assessments are undertaken at all sites and employees are encouraged to report areas of concern that they may have.
- Lone workers should report any new or unrecorded hazards or risks to the Clerk at the first opportunity, to enable the initiation of appropriate safe working arrangements and amend risk assessment records as required.
- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.

- Employees who operate alone should inform the Clerk of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- Staff members have an opportunity to talk with the Clerk and Chairman in order that any wellbeing issues can be raised.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Clerk as soon as possible.
- Employees working alone in the office are instructed to lock the main door and not to open doors out of normal hours, panic alarms are fitted for emergency use.
- It is encouraged to be extra vigilant after dark and to park in a well-lit area and try to leave with other people if possible.

**Approved by Full Council: February 2016**

**Next review date: April 2019**