



Nailsworth Town Council

Lone Workers Policy for Staff and Volunteers

Policy Statement

This policy applies to all staff and volunteers who may be working alone at any time. Where staff/volunteers may work alone, both the individual and Nailsworth Town Council have a duty to assess and reduce the risks which lone working presents. This policy should be read in conjunction with Nailsworth Town Council Health & Safety Policy.

Definition

Within this document, 'lone working' refers to situations where staff/volunteers, in the course of their duties, are the only person present in an office or other place of work. They may be physically isolated from colleagues, and without access to immediate assistance (also where there are other staff in the building but the nature of the building itself may essentially create isolated areas).

Objective

The objective of this policy is to comply with the current requirements of the management of Health & Safety at work regulations and to provide all staff/volunteers with a safe working environment.

This policy is designed to alert staff/volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to take steps which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give a framework for managing potentially risky situations.

Commitments

The council understands that as employers we have a duty to assess the risks faced by lone staff/volunteers to determine:

- If the work can be done safely by an unaccompanied person
- What arrangements are in place to ensure that the employee is not exposed to greater risks than others who work together
- What arrangements are in place for identifying, evaluating and managing risk associated with lone working
- Have a system in place for recording next of kin information

Wherever possible lone working will be avoided however Nailsworth Town Council recognises that some staff and volunteers are sometimes required to work alone.

Nailsworth Town Council offers:

- A commitment to supporting staff/volunteers both in establishing and maintaining safe working practices
- Ensure all staff/volunteers are trained to ensure they can work safely and are capable of responding correctly to an emergency
- Follow guidance and safe working procedures
- Recognising and reducing risk by completion of risk assessments
- A clear understanding of responsibilities
- The priority placed on the safety of the individual over property
- Provision of a panic button where appropriate



Nailsworth Town Council

Lone Workers Policy for Staff and Volunteers

Version, date and change history	Version 1.0	15.1.19	Approved minute 2018/179
	Review Date	Sept 2020	
Author	Deputy Clerk Justine Hopkins		