

Yaxham Parish Council Lone Working Policy

Introduction:

1. Lone working is a common work situation in local government and while many hazards at work are relatively straightforward to identify and control, other aspects of work place health such as the risks posed to 'Lone Workers' are less easy to define.
2. The broad duties of Health and Safety at Work Act 1974 include considering lone working in the assessment of the risks associated with service activities as part of the Council's responsibility for the health, safety and welfare of their staff.
3. The Council must therefore have a systematic approach to assess the risks that a lone worker may face and take such action where possible to remove or reduce the risk to an acceptable level.
4. Employees also have a duty of care for their own safety, the safety of fellow workers, and of any person affected by the Parish Council's work activities.
5. Lone Workers are those who work by themselves without close or direct supervision.

Principles: The Parish Council will, so far as is reasonably practicable ensure that:

1. Employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
2. The risks to employee's health and safety are identified by suitable and sufficient risk assessments of the work activities, and where appropriate, introduce control measures to reduce the risk to an acceptable level or within statutory requirements.
3. Employees are given information, instruction and/or training if appropriate before being expected to work alone. The degree of information etc. will be dependent on the risk assessment.

Risk Assessment:

1. The Parish Council need to investigate the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. Then ensure that measures are in place to control or avoid such risks.
2. The Parish Council should:
 1. involve staff when undertaking the required risk assessment process.
 2. Take steps to check control measures are in place
 3. Review risk assessments annually or when there has been a significant change in working practice.
3. The Parish Council are to ensure that suitable and efficient risk assessments are carried out. This process should identify the hazards associated with specific lone working activities and will determine appropriate control measures which must be implemented.

When carrying out the risk assessment particular consideration should be given to:

1. The remoteness or isolation of the workplace.
2. Risk from farm/other animals.
3. Any problems of communication.
4. Adverse weather.
5. Knowledge of the location and/or person
6. The nature of potential injury or damage to health
7. Previous incidents/accidents in relation to lone workers and their work activities.
8. The level of experience and knowledge of individuals.
9. The availability of first aid facilities.

First Aid:

1. The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide first aid facilities.

2. For lone workers consider the following additional points:
 1. Do they need a travelling first-aid kit
 2. Are they aware of where they can obtain medical assistance?

Advice and Guidance for 'Lone Workers'

1. Employees should carry out their own 'Personal Assessment' before undertaking any activity which involves working alone.
2. Before starting work employees should be advised that, if they have a feeling that something is wrong, that they should rely on their senses/professional judgement. They must not commence the task, but report to the Parish Council to seek clarification or advice.