

## **SAFETY INSTRUCTIONS FOR LONE WORKING**

### References:

- A. The Health & Safety at Work etc Act 1974, Section 2.
- B. The Management of Health & Safety at Work Regulations 1999, Regulation 3.
- C. HSE, INDG73 (rev 3), Working Alone in Safety.

### GENERAL

1. There is no clear definition of 'Lone Worker'. Parish Council employees by the very nature of their duties, will be required to work alone without close or direct supervision, and they fit into the following categories:
  - Office Staff (Clerk/Admin) – where one person works on the premises.
  - Cleaner – working mainly outside normal working hours, mostly off premises.
2. There is no legal prohibition on working alone but there is a very real duty on management under the general duties of References A & B. These include the identification of hazards, assessment of risks and the implementation of control measures in relation to lone working.

### LEGAL

3. Further to the duties of management, staff as employees, are bound under Section 7 of Reference A and Regulation 12 of Reference B. Lone workers are to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

### PERSONAL SAFETY

4. As lone working has many variables, it is important that each lone working situation is addressed individually, and addressed in a Risk Assessment. Individuals are to ensure that they do not unnecessarily place themselves in hazardous situations. It should be noted that Council should attempt to manage situations where Councillors are alone in similar terms.

### Associated with this policy:

- Risk Assessment – appropriate to all staff in 1 above

This policy was adopted by Council on the recommendation of the Personnel Group on 6/11/2019 (minute ref: 2019.11.06.10.d.ii)

