

# Oulton Parish Council

## Lone/Home Worker Policy

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### General

Oulton Parish Council recognises that its employee is required to work by themselves without close or direct supervision in the community, in isolated work areas and out of office hours. As the Clerk is expected to work alone at home she is defined as a lone worker and is entitled to protection and support.

Under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 Oulton Parish Council has a duty of care to advise and assess risk for workers when they work by themselves. However, employees have a responsibility to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligation.

### Aims

- Increase councillor and employee awareness of safety issues relating to home working.
- Ensure appropriate support is available to staff who must work alone.
- Provide appropriate training for lone workers that enables them to recognise risks and provides practical advice on working alone.
- Ensure that safe systems and methods of work are put in place to reduce risk as far is reasonably practicable.
- Ensure full reporting and recording of any incidents relating to lone working.
- Ensure lone working risk assessments are carried out in a systematic and on-going way.

### Responsibilities

#### As the Employer, Oulton Parish Council will:

- Ensure there are arrangements for identifying, evaluating and managing risk associated with lone and home working.
- Provide resources for putting the policy into practice including the provision of a basic first aid kit.
- Be responsible for this policy and regularly review it.

#### As the Employee:

- Take reasonable care of themselves and others affected by their actions.
- Follow the rules and procedures put in place by the employer designed for safe lone and home working.

- Report to the Chair all incidents, dangers or potential dangers that may affect health, safety and wellbeing of themselves or others.
- Take part in training designed to meet the requirements of this policy.
- Advise a responsible person who, when and where they are visiting and the expected time of return home.
- Take all reasonable precautions when traveling on Council business or working away from the home environment.
- Always carry a charged up mobile phone.
- Ensure motor insurance policy covers for business use.

## **Risk Assessment**

Risk assessment is essential to good risk management. Assessments will be carried out for and by those whose working practices make them vulnerable as a lone worker. Risk assessment will be an agenda item at the Clerk Annual Appraisal and include:

- Safe access and exit points
- Risk of violence
- Safety of equipment for individual use
- Channels of communication in case of emergency
- Travelling between sites
- Communication and traceability
- Personal safety/security
- Health issues/concerns
- Reporting and recording arrangements

Following the risk assessment, recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable. The risk assessment will be kept on file by the Clerk.

## **Incident Reporting**

- Should an incident occur it is the responsibility of the Clerk to notify the Chair and Vice-Chair immediately, first by telephone and then by confirmation in writing.
- All incidents will be recorded in the Incident Report Log.
- If incident is of a violent nature to report it to the police and call 999 if they need emergency help whilst out and about.

This policy will be reviewed annually by Oulton Parish Council to ensure that it is relevant to working practice.