

KESGRAVE TOWN COUNCIL LONE WORKER/WORKING LONE POLICY

The Town Council is aware that Lone Working is not against the law. However, the law does require the Council to carry out an appropriate Risk Assessment. (A separate Lone Working Risk Assessment is in place). This is important because Lone Workers are often more vulnerable than someone who, e.g. works in a busy environment or office. For example, Caretakers/Litter Pickers.

Employers are responsible for the health, safety and welfare at work of their employees. They are also responsible for the health and safety of any contractors or self-employed people doing work for them.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with the Town Council as their employer, in meeting their legal obligations.

The Town Council as the employer, has in place control measures to control the risks of employees working on their own outside of normal hours, for example, Caretakers/Litter Pickers, cleaning, maintenance, security or maintenance/repair staff and in the case of an intruder or the sudden onset of illness. The Town Council consider the identified risks and takes proportionate measures to control said risks. It considers who might be harmed and how, it evaluates the risks and determines precautions, records its findings and implements them and reviews and updates these risks. The Town Council accepts its duty of care and works within best practice guidance.

The Town Council involves its employees when considering potential risks and measures to control these risks. Steps will be taken to ensure risks are removed where possible, or control measures will be put in place, for example, ensuring that work equipment is in place to ensure that the employee is able to perform the required tasks in safety. For example, appropriate litter picker equipment for this task etc.

The Town Council will review its risk assessments periodically or when there has been a significant change in working practice. Risk assessments will also assist the Town Council in deciding on the right level of supervision. If there are some high-risk activities such as working in confined spaces, working at or near exposed live electricity conductors, working at height, or dealing with unpredictable local residents behaviour or situations. In the case of unlocking and locking up the MJH (Millennium Jubilee Hall) and unlocking the MJH car park barrier, also the Teen-shelter at Cedarwood Green, the employee should not engage in any confrontational conversation or behavior and the Police should be called if the employee feels in any way threatened.

The Town Council's Health and Safety policies and procedures should be familiar to all employees. Lone Workers should not be put at more risk than other employees. The Town Council takes into account out of normal work and unforeseeable emergencies, for example, fire, equipment failure, illness and accidents.

The Town Council takes into account any medical conditions of the employees and it considers if the person is able to work alone and ensures that no additional physical or mental burdens are put onto any of its employees. The Town Council ensure that its Lone Working employees have undergone any necessary training. The Town Council ensures that its Lone Working employees are aware of the Council's limits on them as to what can and cannot be carried out whilst working alone, where it ensures that its employees are competent to deal with the requirements of their respective jobs and know when to seek advice and from whom, elsewhere.

The Town Council will stipulate to the employees the extent of supervision that they will require and this will depend on the risks involved and the ability of the Lone Workers to identify and handle health and safety issues. The level of supervision deemed to be necessary is a management decision and will be based on the findings of the risk assessment, that is, the higher the risk, the greater the level of supervision to be required. It is not down to employees to decide if they need assistance. Employees should follow the Town Council's current policies and procedures. When an employee is new to the role and still in their probationary period and undergoing training, the Town Council will decide if it is advisable for them to be accompanied when they first take up the post.

An effective means of communication is essential with Lone Workers and by arrangement with the Town Council, this may include pre-agreed intervals of regular contact between the Lone Worker and the Line Manager, either by telephone or email. The Lone Worker is advised to advise a family member if they for example, leave their homes to go to unlock or lock up the MJH, or unlock the MJH car park barrier, or Teen-shelter during the evenings, with an expected time that they will be back. If there are any issues then the Police or Line Manager should be contacted. Employees are trained and aware of the emergency evacuation procedures. A first aid kit is available at the MJH Hall.

The Clerk will conduct a Lone Worker Risk Assessment for relevant staff each month.

**POLICY REVIEWED & RESOLVED BY FULL TOWN COUNCIL;14 May 2018
DATE OF NEXT REVIEW; March/April 2019**