



CYNGOR TREF Y DRENEWYDD A LLANLLWCHAEARN NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

LONE WORKING POLICY

1 Introduction

- 1.1 The Town Council will reduce risks for staff and councillors working alone.
- 1.2 Employers must assess risks to lone workers and control risk where necessary. (Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999)
- 1.3 Employees must take reasonable care of themselves and other people affected by their work. They must work with their employer to meet their obligations.

2. The Policy

- 2.1 The main way in which the Council controls the risk is by avoiding the need for lone working where possible.
- 2.2 When employees do work alone, their safety is the most important consideration.
- 2.3 Other policies already adopted also apply to lone working. Risk assessments identify the measures needed for workers to work alone safely.
- 2.4. Everyone must take lone working and their safety seriously at all times.

3. Definition of Lone Working/Lone Workers

- 3.1 Lone workers are those who work by themselves without close or direct supervision. They might also work out of the public view by working alone in an office or building. They may work outside normal hours. Lone working might include outdoor work.

4. Risk Assessments

- 4.1 The Council will assess the risk to lone workers to establish two main facts:
 - Whether the work can be done safely by a lone worker
 - What arrangements will prevent an individual being exposed to unnecessary risk.
- 4.2 The risk assessments will be reviewed annually or when significant change occurs.
- 4.3 A lone working procedure will be issued to all staff and councillors.
- 4.4 Training of all staff and councillors who undertake lone working will be given.

5. Responsibility & Personal Safety

5.1 Staff and councillors must always think about their own safety and avoid risks.

5.2 Staff will review the lone work risk assessment with their Line Manager before planned working alone. Councillors should discuss with the Town Clerk before working alone. When unplanned working alone occurs – please tell your work colleagues how long you will be away and review the risk assessments.

5.3 This Council adopted this Policy for Lone Working at its Staffing Committee meeting on

.....10/11/15.....

Amended or Reviewed	Date	Version No	Who
Approved	10/11/15	101115/1	David Selby
Reviewed & Amended	27/2/17	101115/2	Richard Edwards
Reviewed & Amended	15/1/18	101115/3	David Selby Chair of Resources