



PRESCOT TOWN COUNCIL

Lone Working Policy & Procedures 2024

Version 1.1

Date approved: 31st October 2024

Date to be reviewed 31st October 2025

POLICY CONTROL SHEET	
POLICY AUTHOR	Alex Spencer – Town Clerk
POLICY STATUS	Approved
POLICY APPROVAL DATE	31 st October 2024
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee
DATE OF POLICY REVIEW	31 st October 2025

POLICY VERSION CONTROL SHEET	
PREVIOUS VERSION OF POLICY	1.0
POLICY STATUS	Draft – As presented to Finance, Policy and HR Committee on 31 st October 2024
AMENDMENT(s) TO POLICY	<p>Following presentation of Version 1.0 to Finance, Policy and HR Committee on 31st October 2024, Members resolved that Lone Working should be the exception to the rule – and that whilst there may be a need for officers to work at Prescott Town Hall alone – this should be by exception and that officers should endeavour to work together as much as possible (at 1.5 below)</p> <p>Members acknowledged that there will be a need for lone working on occasion, and that it may be more frequent depending on the job role / tasks involved i.e. lone working more prevalent for caretaking role in comparison to admin office</p> <p>Version 1.1 incorporates this resolution.</p>
AMENDED POLICY APPROVAL	31 st October 2024
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee
DATE OF POLICY REVIEW	31 st October 2025

1.0 Preamble

- 1.1 As an employer, Council owes a duty of care to all employees to manage work-placed risks which may affect an employee's health and safety.
- 1.2 This duty extends to those who work alone or without close or direct supervision – the Health and Safety Executive (HSE) defining such employees as “Lone Workers.”
- 1.3 The HSE provides guidance for both employers and employees where lone working applies and offers a range of supporting documents, videos and toolkits to help identify and mitigate risks associated with lone working.
- 1.4 This policy and procedure document therefore makes direct reference HSE materials which can be found at

<https://www.hse.gov.uk/lone-working/employer/index.htm>
- 1.5 Following the presentation of the draft version of this policy (version 1.0) to Finance, Policy and Human Resources Committee Members on 31st October 2024, there was unanimous resolution that lone working should be by exception rather than the norm – and that officers should coordinate work patterns, annual leave etc so as lone working is limited as much as possible.

Committee Members did accept that on occasion, lone working would be required and that it may vary depending on the job role and/or tasks to be performed. However, given the risks associated with lone working, this should be limited as much as possible; and with regular reference to the Lone Working Risk Assessment accompanying this policy.

2.0 Introduction

- 2.1 As an employer, Council must manage and mitigate any health and safety risks **before** people can work alone. This duty applies to all contracted employees “*who work by themselves or without close or direct supervision.*”
- 2.2 The HSE provides a non-exhaustive list of the type of employee which would satisfy this definition:-
 - Delivery drivers
 - Security staff
 - Cleaners
 - Employees who work from home
- 2.3 The HSE recognises that employees who lone work **may** be exposed to increased risks to their health & safety by virtue of them being unable to call on support when things go wrong.

3.0 **As an Employer**

3.1 Under the Management of Health & Safety at Work Regulations 1999, an employer must manage the risks to lone workers.

The Regulations state:

“Employers are responsible by law for the health, safety and welfare at work of all their workers and any contractors or self-employed people doing work for them. These legal obligations cannot be transferred to any other person, including those people who work alone.”

3.2 Employers are required to:-

- a. Identify risks
- b. Mitigate risks (implementation of control measures)
- c. Provide relevant equipment and/or PPE and ensure employee competency.
- d. Train employees (risk identification, use of equipment, PPE etc)
- e. Supervise employees (introduction of monitoring system)
- f. Monitor systems of work and practices (extends to emergency procedures and evacuation)

3.3 Underpinning this requirement is a managed lone working risk assessment.

This assessment can be:-

- a. Employee focused i.e. an assessment of the role of the employee and circumstances in which the employee will work alone; or
- b. Lone working focussed i.e. circumstances in which any employee is likely to work alone.

3.4 Irrespective of the type of assessment used, the employer will be expected to satisfy the requirements as stated in 3.2 a – e

3.5 The HSE provides a non-exhaustive list of *some* risks which a lone worker may be exposed to:-

- a. Violence in the workplace
- b. Stress and mental health or well-being
- c. Medical suitability
- d. Location of the workplace or off-site working
- e. Working in confined spaces
- f. Driving operations
- g. Manual handling
- h. Working from home

3.6 As an employer, Council has a duty to conduct a risk assessment as stated at 3.3 and continually monitor and mitigate any risks identified. This can be supported and enhanced by regular meetings with the employee(s) which can be in the form of formal team meetings or toolbox talks.

3.7 In the event of a lone worker suffering harm or injury whilst in the workplace, the employer has a duty to follow its accident reporting and/or near miss procedure; and if necessary, report the incident to the HSE.

4.0 **The Employee**

4.1 The employee must take care of their own health and safety and that of others who may be harmed by the employee's actions or inaction.

4.2 Where the employee has not received an induction, has not received equipment (including PPE) and/or training in that equipment or has not received adequate training, the employee has a duty to report this to their employee. The employee also reserves the right to refuse to work/following an instruction if he/she/they feel that inadequate training/equipment has been provided.

4.3 Where mitigation to lone working risks have been identified and implemented, the employee must adhere to these measures i.e. signing in/out sheets, keep in touch phonecalls to the workplace etc. emergency and evacuation procedures. He/she/they will also be expected to feed in any further mitigation to managers during meetings, toolbox talks etc.

5.0 **Lone Working Risk Assessment**

5.1 The Town Clerk has produced a lone working risk assessment which is an appendix to this policy.

DRAFT