

Lone Working Policy
For
Wainfleet All Saints
Town Council

Reviewed – June 2023
Next Review Date - June 2025

Lone Working Policy & Procedure

The Council's lone workers fall into two groups:

1. People in fixed establishments where:
 - Only one person works on the premises – eg. the Council Offices
 - People work separately from others
 - People work outside normal hours
2. Mobile workers working away from their fixed base:
 - Service workers – eg. cemeteries, parks, street cleaning

Safe working arrangements for lone workers

Risk Assessments are conducted for all routine activities which involve workers who work alone.

The Risk Assessments will address:

1. **Can the risk of the job be adequately controlled by one person?**
 - Is there a safe way in and out for one person?
 - Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
 - Can all plant, substances and goods involved in the work be safely handled by one person?
 - Is there a risk of violence?
 - Are women especially at risk if they work alone?
 - Are young workers especially at risk if they work alone?
2. **Is the person medically fit and suitable to work alone?**
3. **What training is required to ensure competency in safety matters?**
4. **How will the person be supervised?**
 - Supervisors periodically visiting and observing people working alone
 - Regular contact between the lone worker and supervisor using either phone or radio
 - Automatic warning devices which operate if specific signals are not received periodically from the lone worker – eg. systems for security staff
 - Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity
 - Checks that a lone worker has returned to their base or home on completion of a task
5. **What happens if a person becomes ill, has an accident or there is an emergency?**
 - Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating injuries
 - Occasionally, risk assessment may indicate that lone workers need training in first aid

Adopted by Wainfleet All Saints Town Council

Signed Mayor/Chairman

Signed Clerk

Date