

Wickford Town Council

Lone Working Policy

Introduction

The aim of this policy is to ensure, so far as is reasonably practicable, that employees and others who work alone are not exposed to risks to their health and safety and to outline the steps to reduce and improve personal safety to staff who work alone.

Legal Requirements

The Health and Safety at Work Act 1974 states that employers must ensure the health and safety and welfare of their employees so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 places a duty on employers to identify significant risks to employees and others affected by an employer's activities and to reduce those risks as far as reasonably practicable.

Definition of a Lone Worker

A lone worker is anyone who works in isolation from colleagues without close or direct supervision:

- Office staff working alone
- Councillors on Council business
- Employees visiting sites for inspection or other works

Risks

The primary risks are:

- Workplace – open to all visitors; safety
- Areas being worked outside - i.e. near the highway
- Security – personal
- Equipment – manual operation and safety
- Possible confrontation – in all situations
- Illness

Guidance

Lone workers whether employed by Wickford Town Council or not, should take reasonable care not to put themselves at undue risk by evaluating each situation and taking appropriate steps.

Control Measures

1. Ensure a working telephone is available
2. All off site appointments to be entered onto the shared calendar
3. CCTV is available in the office
4. A Town Link handset is available in the office which has a direct link to the local policing team

Summary

Lone working environments present a unique health and safety problem. Wickford Town Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees. Employees are reminded that they must care for their own safety and that of other workers (and other persons who might be affected by their activities).

Date effective from:	29 June 2022
Review Date:	12 May 2025
Minute ref	25-434d
Next review:	May 2026