



LONE WORKING POLICY

1. Introduction

The Parish Council has entrusted the day-to-day responsibility of the Lone Working Policy to the Parish Clerk. Areas of concern are to be taken to the Council for consideration.

There are two major pieces of legislation that apply:

- a) The Health and Safety at Work etc Act 1974: Section 2 sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.
- b) The Management of Health and Safety at work Regulations 1999:
Regulation 3 states that every employer shall make a suitable and sufficient assessment of –
 - the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
 - the employee has a responsibility to take reasonable care of themselves, and other people affected by their work.

2. Definition

Lone workers can be anyone who works by themselves without close or direct supervision. Some common examples are:

- The clerk working alone in the office
- The clerk working at home alone
- A councillor on council business
- The clerk working outside normal hours on their own

3. Scope

This policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees. Whilst lone working is not in itself unsafe, lone workers face unique risks arising from the fact that they are required to work on their own for some or all of the time and thus are especially vulnerable to risk.

4. Considerations

It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. Any employee / contractor / member who could be considered as a lone worker has a duty to advise the Chair or the Clerk of any medical conditions which may affect them working alone. Where a medical condition is known an assessment conducted through Occupational Health professional should be employed. Consideration will then be given to routine work and foreseeable emergencies which may impose addition or specific risks.

5. Risk Assessment

Risk Assessment is essential to good risk management. Recommendations will be made to eliminate or reduce the risk to the lowest level reasonably practicable. A lone workers checklist will be included

in Bugbrooke Parish Council Health and Safety Risk Assessment. This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working. Risk assessments for site based lone workers will include:

- Is the person fit and suitable to work alone;
- Safe access and exit;
- Risk of violence;
- Safety of equipment and office environment for individual use;
- Channels of communication in an emergency;
- Site security
- Security arrangements, ie alarm systems and response to personal alarms.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

6. Guidance for lone working

- If possible a relative should be advised when the clerk is are going out to undertake duties or leaving the office to give them an idea of the time you should be expected home.
- Where possible, when locking premises, any internal areas to be checked should be done when there is more than one person in the building and Councillors should ensure the Clerk has assistance when locking the premises at the end of a meeting.
- If the Clerk or any Councillor is faced with aggression / or conflict from a member of public they should seek to extricate themselves from the situation with the minimum of risk and get to a place of safety.
- The Clerk and Councillors should not enter into any kind of argument with anyone who is being aggressive or threatening towards you as this will only serve to inflame the situation. If necessary they should call for assistance from the Police.
- If the Clerk has any concerns about lone working they should contact the Chair who will discuss these concerns and consider any measures necessary to reduce any risk.

Approved and adopted by Bugbrooke Parish Council

Signed _____ Chair

Date 11th May 2026