

# Linton Parish Council

## Lone Working Policy and Procedure

### Lone Working:

The Council's lone workers fall into the following two groups:

1. People in fixed establishments where:
  - Only one person works on the premises, e.g. Council Office / Homebased workers
  - People work separately from others
  - People work outside normal hours
2. Mobile Workers working away from their fixed base:
  - Service workers, e.g. parks, street cleaning
  - People on site visits e.g. parks, noticeboards

### Safe working arrangements for lone workers

Risks assessments are conducted for routine activities which involve workers who work alone.

The Risk Assessments will address:

1. Can the risks of the job be adequately controlled by one person?
  - Is there a safe way in and a way 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?
  - Is an individual worker 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 Line Manager using either a telephone or radio?
  - Systems 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 minor injuries
  - Occasionally risk assessment may indicate that lone workers need training in first aid.