



Lone Working Policy

1. Introduction

- 1.1 Lone workers can be anyone who works by themselves without close or direct supervision, e.g. home workers, persons working in an office on their own, people working outside normal hours on their own, workers who have to travel on their own to other locations for work away from their office base.

2 Definition of Lone Working

- 2.1 Any paid member of staff or volunteer who carries out their work in a location away from their home/office base and in isolation, or who is travelling between work locations on business, or who is working alone in the office, or is working from home. This may be on a regular or occasional basis.

3 People and Their Duties and Responsibilities

- 3.1 The Parish Council has responsibility for:

- Taking a legal “duty of care” to their employees and volunteers to provide them with a safe system of work.
- Regularly reviewing, documenting, updating, and communicating working practices and procedures to all paid staff and volunteers.
- Putting in place working practices and procedures to reduce risk.
- Ensuring that all staff and volunteers understand what is required of them.
- Knowing where employees and volunteers are if working outside of normal office.
- Ensuring that employees and volunteers follow agreed practices and procedures.
- Raising lone working issues with the Chair.
- Learning any lessons and putting revised plans into action where necessary.

- 3.2 All lone workers are responsible for:

- Taking a legal “duty of care” for their colleagues.
- Carrying and using all equipment provided for their safety e.g. personal alarms and mobile phones and making sure batteries are working and fully charged.
- Following all working practices and procedures that have been put in place by the Council.
- Ensuring that attendance at site meetings needs to be with another Councillor/person not alone.
- Understanding the risks that affect them and not taking unnecessary risks.
- Raising any issues or concerns with the Chair.
- Keeping in contact with a designated person whilst working alone.
- Informing the Chair/Vice Chair/Councillor of any changes to their movements.
- Ensuring that their vehicle is suitably maintained and has sufficient fuel for the journey, especially when entering an unknown area; ensuring that weather and road conditions are safe for travel.
- Knowing what to do if threatened verbally or physically (see below.)

- Reporting to the Chair/Vice Chair/Councillor immediately if they experience anything unpleasant, no matter how trivial.
- Ensuring that a record is made of any incident.
- Ensuring that an outside individual will act if they do not return home when expected.

3.3 Action to be taken if you are threatened verbally or physically:

- If you are in a position to do so, get out as quickly as possible.
- If you are not near an escape route, withdraw to a room, barricade yourself in.
- Smash a window, scream FIRE (it is proven to be more successful than HELP).
- Do not feel embarrassed about causing a scene, do all you can to attract attention.
- Call 999 on your mobile phone and remember to tell them your address.
- If possible, dial 999 again on a terrestrial phone as the call will be traced automatically.

4. **Reviews**

This policy will be reviewed three years from the date of adoption by KPC.

Adopted at the Parish Council Meeting on 18th September 2024 (Minute 388)
Review date 18th September 2027

Revision Control

Revision	Details of Change
Nov 23	New
Sep 24	Re-formatted on new template. Review period added at Para 4 Minor typos and grammar changes made.