

Ponsanooth Parish Council

Lone Working Policy and Risk Assessment

For the purpose of this Policy, a lone worker is an individual who spends some or all of their working hours working alone.

Lone working is not where individuals experience transient situations in which they find themselves alone.

Lone working is where individuals are knowingly placed in situations in which they undertake work activities without direct or close supervision.

In practicable terms, employees and Councillors are considered to be working alone if they have neither visual or audible communication with someone who can summon assistance in the event of injury or illness.

Under the Health and Safety at Work Act 1974 employers have a duty to ensure so far as is reasonably practicable the health, safety, and welfare at work of its employees.

Employees and Councillors have a responsibility to take care of their own safety and to cooperate with the Councils' safe systems and procedures.

Employees and Councillors must not knowingly place themselves in situations that exposes them to additional risk by working alone.

Lone workers must inform their line manager if they have any concerns over the effectiveness of agreed arrangements for working alone, they must also inform of any reason why working alone would put them at risk e.g. medical conditions.

A risk assessment for lone working will be undertaken to identify safe systems of work and security which will include:

- Consideration will be given to the health and fitness of the employee;
- Arrangements for dealing with emergencies;
- Arrangements for dealing with threats of violence;

Ponsanooth Parish Council

- Arrangements for ensuring employees are given information, instruction, training, and supervision; and
- Monitoring movement of lone workers off site visiting.

When a Council Officer or Councillors solo visits, attends a sole planning site meeting, or other visits, a dedicated officer or councillor of the council or responsible significant other for that person, must be informed when they leave, the anticipated length of the visit and when they are free from the appointment and returned.

Ponsanooth Parish Council
Ponsanooth Parish Council Risk Assessment

Activity – Lone Working

The risk to lone workers is not considered to be significant as the activities / work of the Council would not in normal circumstances give cause to violent behaviour or abuse.

Hazard	Who is at risk?	What are the risks	Existing Control Measures	Is further action required? If yes: Please state	Risk Rating
Medical fitness	Employees Councillors	Sudden illness	<ul style="list-style-type: none"> Any medical condition likely to affect the employee's safety whilst working alone is declared. 	None	Low
Anti-social behaviour Aggressive behaviour Verbal abuse Physical abuse	Employees Councillors	Injuries associated with a fight Psychological effects of abuse	<ul style="list-style-type: none"> Councillors / employees carry mobile phones at all times, with good battery life; All incidents of verbal and physical abuse are reported to the police; The Council does not tolerate any verbal or physical abuse; and When appropriate counselling will be offered to the victim. 	None	Low
Emergencies	Employees	Fire	<ul style="list-style-type: none"> In a medical emergency, paramedics are called; and 	None	Low

Ponsanooth Parish Council

Hazard	Who is at risk?	What are the risks	Existing Control Measures	Is further action required? If yes: Please state	Risk Rating
		Medical	<ul style="list-style-type: none"> Employees are aware of procedure in event of a fire. 		
Communication	Employees		<ul style="list-style-type: none"> Employees have access to landline phone with portable handsets and their own mobile phone. 	None	Low
Medicines In possession	Councillors	Robbery	<ul style="list-style-type: none"> Medicines are kept safe and out of site during transport. Employees are briefed to hand over medicines and not resist to reduce risk of injury. 	None	Low
Lone working in the community, and appointments.	Employees Councillors		<ul style="list-style-type: none"> Council Officers going on solo visits inform another Councillor or responsible adult Councillors going on solo visits inform a responsible adult or the Council Office of their plans including location of meeting, time they leave, anticipated length of visit and time of their return; Details of the appointment are recorded including reason. Employees do not visit remote sites alone. A second person accompanies, a colleague, known contractor or Councillor; A mobile phone with charged battery is carried; 	None	Low

Ponsanooth Parish Council

Hazard	Who is at risk?	What are the risks	Existing Control Measures	Is further action required? If yes: Please state	Risk Rating
			<ul style="list-style-type: none"> • Emergency out of hours visits are not completed by employees or Councillors; if there is an emergency the police are called; • Hours of darkness visits are not completed by employees or Councillors. • Personal alarms are carried; • First aid kits are carried in vehicles; • Lone off-site working is kept to a minimum; • Employees do not pick up strangers whilst out and about. 		

Risk Assessment Completed by Cllr D Willcocks and Clerk M Gosling

Signed:M Gosling.....

Date:12th December 2022.....

Review Date	Reviewed By	Amendments
12/12/22	M Gosling	Page 2 - When a Council Officer or Councillors solo visits, attends a sole planning site meeting, or other visits, a dedicated officer or councillor of the council or responsible significant other for that person, must be informed when they leave, the anticipated length of the visit and when they are free from the appointment and returned.