



# WARWICK TOWN COUNCIL

## POLICY FOR LONE WORKING

### **Introduction**

Warwick Town Council accepts it has responsibilities as an employer for the health, safety and welfare at work of its employees and of those affected by its work activities e.g. service users, visitors, contractors and self-employed people who may be appointed to carry out work on its behalf. The aim of this policy is to ensure that staff are not unnecessarily exposed to risks associated with lone working as a result of their work and that the Town Council meets its statutory duties.

### **Definition**

Warwick Town Council recognises that a member of staff is working alone if they are; working without close or direct supervision, working when no other workers are present, where no other workers have knowledge of the work or workplace or where no other worker can respond in an emergency. Warwick Town Council recognise that lone working is carried out across the departments by a range of staff e.g. receptionists, caretakers, key holders, home-workers and grounds maintenance staff and acknowledge lone workers are employees that work full-time or part-time including temporary and agency staff.

### **Policy Statement**

This policy supports the aims, objectives and commitment to health and safety outlined in the Town Council Health & Safety Policy to achieve this, Warwick Town Council will ensure:

- All required risk assessments are carried out for lone working activities
- A safe working environment, adequate support and resources are made available for staff who work alone, whether this occurs occasionally, or as a regular part of their daily routine.
- All line managers are trained and proactive in managing lone working activities.
- Departmental policies and safe working arrangements are developed and that they are periodically reviewed to ensure they continue to be effective.
- Consultation takes place with employees and their safety representatives regarding all identified hazards and appropriate control measures.
- Lone workers receive adequate training, information and instructions to make them aware of any dangers, and to ensure that they follow any safe working arrangements.
- Adequate systems are implemented to monitor employees, who work alone.
- All accidents or incidents arising out of, or in connection with lone working, are properly investigated
- Adequate support and counselling is available for staff that are affected by any accident or incident, which may arise as a result of their working alone.

## **Responsibilities**

### ***Councillors***

The Council Members take overall responsibility for the lone working activities of their employees and others that are affected by their work and will

- Ensure that the lone working policy is implanted across the Town Council.
- Monitor lone working activities.
- Review and develop the lone working policy

### ***Managers/Supervisors***

All managers are responsible for the day-to-day management of lone workers and will ensure that:

- Risk assessments are carried out for lone working activities.
- Local lone working policies are safe working procedures developed and effectively implemented.
- Lone workers are provided with adequate training, information and instruction.
- Lone workers understand all relevant policies and local safe working arrangements.
- Relevant information is shared across the department to assist in safe working procedures.

## ***Employees***

All employees that carry out lone working activities are responsible for their own health, safety and welfare and for themselves and others that come into contact with their work activities. They will:

- Attend all relevant training sessions.
- Co-operate with their line managers to ensure lone working arrangements are followed.
- Report all incidents and hazards.

## **Arrangements**

### ***Risk Assessment***

In order to provide a safe working environment for lone workers, managers will ensure that proper risk assessments are carried out on all work activities involving lone working.

This will include:

- Identifying those members of staff who are likely to work alone at some point.
- Identifying the hazards that could possibly arise, and assessing what the possible risk could be to determine if the risks can be adequately controlled by one person, or what other support measures are needed.
- Devising and implementing safe working arrangements so that risks are eliminated or adequately controlled.

- Having a lone working procedure in place, specific to the working arrangements of the type of service provision and in line with the lone working policy and guidance.
- Ensure the risk assessment, and any procedures of control measures implemented arising out of the assessment are monitored and reviewed as and when appropriate.

## **Training**

To ensure that lone workers are made aware of dangers and follow safe working arrangements, managers will ensure that adequate training is provided to lone workers to ensure they have a knowledge and understanding of:

- How to use security alarm.
- The hazards and risks associated with the activity.
- The steps that have been taken to reduce the risks to the lowest practical level.
- Any written procedure and safe working arrangements, including any contingency arrangements for foreseeable problems and their own responsibilities.
- The appropriate steps to take to minimise the risk of violence.
- Emergency arrangements for illness or injury, including first aid provision.
- They are aware of their own responsibilities to take reasonable care of themselves and other people affected by their work, and to co-operate with Warwick Town Council by working safely.

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