



GREAT ALNE PARISH COUNCIL

LONE WORKING POLICY

1. Lone workers are those who are working by themselves without other individuals present or supervising. This includes those working alone out of normal working hours and those attending meetings on their own.
2. This policy sets out the responsibilities and arrangements for employees and members of Great Alne Parish Council (GAPC) who may find themselves in such situations.

3. **Lone working guidelines:**

In all situations the following guidelines should be followed by lone workers:

- Under no circumstances is a lone worker authorised to undertake activities that carry additional risk or where an additional person is required to be present (such as manoeuvring heavy items like office furniture).
- Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second employee or member of GAPC, or immediate assistance.
- All lone workers should have access to telephone numbers of several other employees or members of GAPC.
- Lone workers must report any illness or accident, however minor, to the appropriate manager.

4. **Lone working restrictions:**

The following individuals should not carry out lone work and should be refused the authority to do so:

- Pregnant women
- Under 18s
- Workers who have been with the council less than a month
- Those with existing medical conditions which could put them at risk if a second person was not immediately on hand

5. **Travelling and attending meetings alone procedure**

- All employees working regularly alone, who are mobile, are issued with a mobile phone which should be with them at all times
- Individuals should ensure that details of any visit, including time and location, are shared with another employee or member of GAPC

GAPC has overall responsibility for implementing and monitoring this policy, which will be reviewed annually following its implementation and additionally whenever there are relevant changes to our working practices.

Final text adopted by Great Alne Parish Council on 29 April 2024