

Leigh-on-Sea Town Council

LONE WORKING POLICY

Introduction

The aim of this policy is to ensure, so far as is reasonably practicable, that employees and others who work alone are not exposed to risks to their health and safety and to outline the steps to reduce and improve personal safety to staff who work alone.

Legal Requirements

The Health and Safety at Work Act 1974 states that employers must ensure the health and safety and welfare of their employees so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 places a duty on employers to identify significant risks to employees and others affected by an employer's activities and to reduce those risks as far as reasonably practicable.

Definition of a Lone Worker

A lone worker is anyone who works in isolation from colleagues without close or direct supervision:

- Office staff working alone
- Councillors on Council business
- Employees visiting sites for inspection or other works

Risks

The primary risks are:

- Workplace – open to all visitors; safety
- Areas being worked outside - i.e. near the highway
- Security – personal
- Equipment – manual operation and safety
- Possible confrontation – in all situations
- Illness

Guidance

Lone workers whether employed by Leigh Town Council or not, should take reasonable care not to put themselves at undue risk by evaluating each situation and taking appropriate steps.

Summary

Lone working environments present a unique health and safety problem. Leigh Town Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees. Employees are reminded that they must care for their own safety and that of other workers (and other persons who might be affected by their activities).

If a situation arises that a member of staff or a contractor has a concern regarding any foreseen situation relating to lone working they shall have the ability to raise this with the Town Clerk or the Staffing Committee for consideration and action to be taken.

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