

# Lone Worker Policy for Ashurst Parish Council

## Legislation

The primary requirement of the Health and Safety at Work etc Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack. **Ashurst Parish Council** ('the Council') has identified that it's Clerk is required to work on their own as part of their employment and has endeavoured to minimise as far as is reasonable practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- Lone workers have access to either mobile phones or a land phone line for use in an emergency.
- Regular risk assessments are undertaken at all sites and employees are encouraged to report areas of concern that they may have.
- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- The Clerk should inform the Council of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- The Clerk has an opportunity to talk with the Council in order that any wellbeing issues can be raised.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Council as soon as possible.
- Employees working alone in any building are instructed to lock the doors.
- Employees have the right to refuse entry to a building if there is any concern.
- It is encouraged to be extra vigilant after dark and to park in a well-lit area and try to leave with other people if possible - the Clerk will arrange to meet the Chairman for the meeting in advance of each meeting to get the Village Hall ready.