

Lone Workers Policy

Document Control

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Parish Council

Change Log		
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1. Introduction

Central Swindon North Parish Council (CSNPC) is committed to ensuring the health, safety, and welfare of all employees, including those who work alone. Working alone can increase certain risks, but these risks can be managed through appropriate safety measures. This policy is designed to meet the requirements of the *Health and Safety at Work etc. Act 1974* and *The Management of Health and Safety at Work Regulations 1999* to safeguard lone workers by identifying potential hazards, implementing safety protocols, and providing necessary training and resources.

2. Purpose

The purpose of this policy is to ensure the protection of employees who work alone by minimizing risks associated with lone working, offering training, and establishing clear safety protocols. The policy ensures compliance with relevant UK legislation, including:

- *The Health and Safety at Work etc. Act 1974*
- *The Management of Health and Safety at Work Regulations 1999*
- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*
- *The Control of Substances Hazardous to Health (COSHH) Regulations 2002*
- *The Provision and Use of Work Equipment Regulations 1998*
- *The Workplace (Health, Safety and Welfare) Regulations 1992*

3. Scope

This policy applies to all employees, contractors, and volunteers working on behalf of CSNPC who may find themselves working alone. It covers all activities where the lack of immediate support increases risks.

4. Definitions

- **Lone Working:** Refers to any situation where an employee works alone without direct supervision, increasing the risks related to tasks or the environment.
- **Physical Assault:** The intentional use of force that results in physical injury or discomfort. Examples include shoving, pushing, or hitting.
- **Non-Physical Assault:** The use of inappropriate behaviour or language that causes distress or harassment, such as verbal abuse, threats, or intimidation.

Note: These examples are illustrative and not exhaustive. Any situation that compromises an employee's safety should be handled as a potential threat.

5. Policy Statement

CSNPC acknowledges that lone working may increase the risks to employees' health and safety. Managers are required to identify situations where lone working is necessary, conduct risk assessments, and implement control measures to reduce those risks, in line with *The Management of Health and Safety at Work Regulations 1999*.

Lone working is not illegal under UK law, but certain tasks and environments pose higher risks when performed alone. This policy ensures these risks are identified and controlled, and that employees receive appropriate training to manage them effectively.

6. Legal and Regulatory Framework

CSNPC operates in accordance with the following laws and regulations, which define employers' responsibilities regarding the safety of employees, particularly those working alone:

- **The Health and Safety at Work etc. Act 1974:** Imposes a general duty on employers to ensure the health, safety, and welfare of all employees, including those working alone.
- **The Management of Health and Safety at Work Regulations 1999:** Requires employers to assess risks to workers, including lone workers, and implement measures to reduce or control these risks.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:** Mandates the reporting of work-related accidents, injuries, or dangerous occurrences to the Health and Safety Executive (HSE), including incidents involving lone workers.
- **The Control of Substances Hazardous to Health (COSHH) Regulations 2002:** Governs the control of substances that are hazardous to health, ensuring that lone workers are adequately trained to manage risks associated with hazardous materials.

- **The Provision and Use of Work Equipment Regulations (PUWER) 1998:** Requires that work equipment is suitable for its intended purpose and properly maintained, particularly when used by lone workers.
- **The Workplace (Health, Safety and Welfare) Regulations 1992:** Ensures that workplaces, including those where lone workers operate, are safe and meet minimum health and safety standards.

7. Risk Assessment

Risk assessments must be carried out for all lone working scenarios in line with *The Management of Health and Safety at Work Regulations 1999*. This process will evaluate potential hazards, address whether tasks can be performed safely by one person, and ensure that equipment and work environments are secure.

Lone workers should also perform **dynamic risk assessments**, continuously evaluating risks and reporting any changes in conditions that increase danger.

8. Manager Responsibilities

Managers are responsible for:

- Promoting and supporting the aims of this policy.
- Conducting and reviewing risk assessments for lone working in compliance with *The Health and Safety at Work etc. Act 1974*.
- Ensuring that adequate control measures are in place.
- Providing appropriate training and resources.
- Ensuring regular communication with lone workers and responding to any reported concerns or incidents.

9. Employee Responsibilities

Lone workers must:

- Take reasonable care of their own safety, in line with *The Health and Safety at Work etc. Act 1974*.
- Follow the procedures outlined in this policy.
- Report any incidents or hazards to their line manager immediately.
- Carry out dynamic risk assessments when working alone.
- Maintain communication with colleagues and supervisors, and ensure their whereabouts are known.

10. Emergency Contact and Communication Protocols

In line with *The Workplace (Health, Safety and Welfare) Regulations 1992*, CSNPC ensures that communication systems are in place to support lone workers in emergencies. Lone workers must:

- Follow designated communication protocols.
- Use company-issued communication devices to maintain regular contact.
- Remove themselves from danger and contact emergency services if necessary, following *The Health and Safety at Work etc. Act 1974* guidelines for emergency response.

11. Incident Reporting

In accordance with *RIDDOR 2013*, all incidents, including near-misses and accidents, must be reported. Lone workers are responsible for reporting incidents promptly, and managers must ensure these are logged and addressed.

12. Supporting Staff After an Incident

Following any serious incident, debriefing sessions will take place. Emotional support, including counseling services, will be offered to affected employees, where necessary, as per *The Management of Health and Safety at Work Regulations 1999*.

13. Training and Refresher Courses

Lone workers must receive comprehensive training before starting their work, in compliance with *The Health and Safety at Work etc. Act 1974* and *COSHH Regulations 2002*. Annual refresher courses will be provided to ensure employees remain up to date with best practices and legal requirements.

14. Monitoring Lone Workers

Managers must ensure that a clear record of lone workers' locations and activities is maintained. Regular check-ins are required, particularly during high-risk activities, to comply with *The Workplace (Health, Safety and Welfare) Regulations 1992*.

15. Review Process

This policy will be reviewed annually, or whenever significant changes occur in legislation, operations, or staffing, as required by *The Management of Health and Safety at Work Regulations 1999*.

16. Summary Policy Statement

CSNPC is committed to protecting its employees, including those working alone, through proper procedures, risk assessments, and support systems. Employees must be confident in their ability to manage risks and know what to do in an emergency. This policy ensures that:

- Lone workers have full knowledge of the hazards and risks they face.
- Regular contact with colleagues and supervisors is maintained.
- Employees are equipped to respond effectively to emergencies.

This policy complies with all relevant UK legislation and aims to safeguard the health and safety of all lone workers.