Cilybebyll Community Council

Lone Working Policy & Guidelines

October 2014

Disclaimer

When using this document please ensure that the version you are using is the most up to date. If the review date has passed, please contact the document owner

OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED ON

Policy Statement

Cilybebyll Community Council is committed to ensuring, as far as is reasonably practicable, the personal safety to lone working conditions.

It should be clearly understood by all concerned that in any situation, the reduction of risk and avoidance of untoward incidents is of paramount importance.

Where visitors or clients are involved, the emphasis must be on safeguarding them from harm, even in cases where they may contribute to the disturbance.

Scope

This policy covers all Cilybebyll Community Council employees that are exposed to lone working conditions.

Specific Requirements

Cilybebyll Community Council defines a lone worker as someone who works by themselves without close or direct supervision. Employees are also considered to be working alone if they have neither visual nor audible communication in the event of an incident. Relevant examples of situations where lone working would arise include:

- Unaccompanied site visits to footpaths or parks within the Cilybebyll Community Council area;
- Working alone in community buildings in any circumstances.

Cilybebyll Community Council has in place suitable and sufficient arrangements towards lone workers under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. These include:

- All lone working requests or planned work is subject to an appropriate risk assessment to be completed by the employee and signed off by the line manager.
- Where the risk to the individual employee is significant then lone working is not to be undertaken unless precautions are implemented to adequately control the risk;
- Suitable and sufficient procedures must be in place to protect any employee required to undertake lone working irrespective of the risk.

Manager Responsibilities

- Shall review operations to identify situations where employees may be exposed to foreseeable risks
- Shall establish clear procedures to set limits as to what can and cannot be done whilst working alone, and where appropriate, when to stop work and seek advice
- To ensure that all employees are aware of the requirement to complete a risk assessment before commencing any lone working.
- Shall ensure that all employees are aware that they must not attempt lone working if there are any concerns regarding the employee's personal safety. In this case, a manager may request that they are accompanied by another colleague for an agreed period (to be agreed with the line manager) or desist from certain activities
- Shall ensure that all employees are aware of this Policy and any additional Lone Worker Guidelines
- Shall monitor reports of incidents or near-misses to ensure that correct action is taken to prevent a recurrence.

Health and Safety Advisor Responsibilities

- To provide advice, guidance and support to Cilybebyll Community Council in developing individual local arrangements under this Policy
- Work with manager/s to investigate any incident of violence or security breach and identify ways to reduce the risk
- Periodically review lone worker risk assessments to ensure they meet the needs of the individual on health and safety matters such as security arrangements, supervision and first aid

Employee Responsibilities

- To be aware of the requirement to complete a risk assessment before commencing any lone working.
- To be personally accountable for their actions and responsible for ensuring they comply with the agreed Policy and procedures
- To understand that lone working must not be attempted where there are any concerns regarding personal safety – speak with your line manager if you are unsure
- To make sensible and informed choices about lone working, ensuring that your line manager is aware of every situation, and that you engage with a "buddy" before and after any lone working session.
- To familiarise themselves with the policy and Lone Worker Guidelines
- To ensure that wherever possible, lone working tasks should be made in normal working time and in daylight hours
- To report to their line manager any problems whilst working alone
- To take reasonable care of themselves and other people affected by their work and co-operate with their employers in meeting their obligations.

OUTLINE GUIDANCE RE: LONE WORKING

Risk Assessments

- Whilst lone working is a necessary and important part of the work of Cilybebyll Community Council employees, it should not be undertaken unless it has been subject to a proper risk assessment.
- Where the risk assessment identifies the need for a second person to be in attendance or available, that person must be suitably trained and experienced to respond to the relevant emergency situations.
- Where the risk assessment identifies the need for mitigating or protective measures and steps, these should be discussed and agreed with the Clerk to the Council.

Buildings Lone Working on Council Property and External On-site Working in Parks and on Footpaths

- Lone working should be considered against the general risk criteria noted above. Where the risk is considered to be 'significant' (eg in some circumstances of evening, night or weekend work) then the work should not be undertaken by a lone employee. Completion of out of hours work should be reported to an appropriate contact point or a nominated "buddy". Suitable alerting systems should be available (e.g. mobile phones).
- Lone working in community centres and in parks and on footpaths during the day carries significantly less risk and whilst no special measures are required over and above the normal workplace/task risk assessment, it should be adhere to the same principles as detailed above.
- Equipment should always be operated in accordance with relevant health and safety parameters and any training provided. If training is required, it should be requested through the Clerk to the Council, and employees should not refuse any reasonable request to attend a training session.
- Employees must always withdraw from a potentially violent or aggressive situation and must notify the Clerk to the Council of any such event.
- The experience of the employee to detect an emerging situation should be taken into account when planning Lone Working together with any pre-existing medical conditions which could affect their ability to handle such a situation.

Lone Workers Checklist

Are you aware of the Lone Working Policy and the Lone Worker Guidelines?	Yes / No
Have you completed the Risk Assessment?	Yes / No
If Yes, are there any risks you are concerned with?	
Have you discussed these with your line manager?	Yes / No
For off-site working have you arranged a contact situation with your line manager / another colleague / “buddy”?	Yes / No
Have you notified your line manager of the contact details of your “buddy”?	Yes / No