

MISTLEY PARISH COUNCIL

Lone Working Risk Assessment Policy

Lone working definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. Lone working is where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision. In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.

Responsibility

Under the Health and Safety at Work Act 1974, Mistley Parish Council as an employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. There is also contained in the legislation a general duty of care to protect members of the public. These requirements are applicable to all work situations, including where staff (and others) are working alone or outside normal working hours.

Employee responsibility

All employees have a responsibility to take care of their own safety and to cooperate with Mistley Parish Council procedures. Employees should not knowingly place themselves in situations which expose them to additional risk.

Lone workers have a responsibility to inform their line manager (for the Clerk this is the Chairman/the Council and the Cleaner and Warden will contact the Clerk), if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

Identification of risks in relation to Lone Working

- Assessment of the risks to lone workers.
- Evaluation of the control measures to ensure that risk to lone workers' are appropriately managed.

Control measures

- Arrangements for dealing with emergencies.
- Arrangements for dealing with threats of violence.

Reviewed – Each May; Review Body – Full Parish Council. Adopted 20/05/2019. Last Reviewed 19/05/2025. Next Review Date May 2026.