



## Lone Working Policy

1. Desford Parish Council will ensure, so far as is reasonably practicable, that employees and contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
2. The Parish Council has entrusted the day-to-day responsibility for health and safety issues to the Clerk. **Areas of concern about health and safety are reported to the Procedures Working Group for consideration before taking any recommendations to the Council.** The Council is aware of two major pieces of legislation that apply:
  - a. The Health and Safety at Work Act 1974 [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uk/1974/519/contents/made) sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work.
  - b. The Management of Health and Safety at Work Regulations 1999; Regulation 3 <https://www.legislation.gov.uk/uksi/1999/3242/contents/made> states that every employer shall make a suitable and sufficient assessment of:
    - i. The risks to the health and safety of their employees to which they are exposed whilst they are at work and
    - ii. The risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them or their undertaking.

### 3. Office Staff

Desford Parish Council's office is located in the public library. When there is a lone person in the office and the library isn't open to the public, the main door to the library MUST be kept locked. All visitors must be identified before they are allowed into the library. When the library is open, then library volunteers will also be on duty within the building.

It is the responsibility of the lone worker to make sure that they are satisfied that there is no risk before allowing a visitor to enter the library.

### 4. Ground Maintenance and Other Contractors

Any contractors employed by the Council must provide a safe method of working for approval by the Clerk on behalf of the Council.

### 5. Meetings held outside Library Opening Hours

In darkness, the outside entrance must be lit. The emergency doors at each end of the library must be unlocked whenever the building is in use.

### 6. Working away from the Library

Desford Parish Council has other properties for which it has responsibilities. It will occasionally be necessary for staff and councillors to visit these. If staff (or a councillor) are working away from the Library on their own, they should (a) notify a colleague or councillor about where they are going and how long they expect to be away from the office (b) ensure that they have a mobile phone with them and (c) if going to a remote area, they should make arrangements to log in at regular intervals.

## **7. General**

Any member of staff who is faced with aggression or conflict from a member of the public should seek to extricate themselves from the situation with the minimum of risk and get to a place of safety.

If any member of staff has any concerns about lone working, they should discuss these with the Clerk in the first instance or raise them with the Staffing Working Group. Any concerns will be discussed and any measures considered necessary to reduce any risk will be implemented.

There should be a generic risk assessment in place for lone working.

*Adopted by Desford Parish Council on 15<sup>th</sup> June 2022*