



Okehampton Town Council

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## Lone Working Policy

### Definition

The definition of Lone Working for the purposes of this document refers to situations where staff, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance.

Lone working will be avoided where possible, and managed when it is necessary for members of staff to work alone. Any concerns should be directed to the Town Clerk.

Okehampton Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Okehampton Town Council will determine, by risk assessment, those activities where work can be done safely by an unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- The remoteness or isolation of work location
- Any problems of communication
- The possibility of interference, such as violence or criminal activity from other persons
- The nature of injury or damage to health
- Known/identified medical concerns in relation to individual members of staff

### Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures implemented by the Council, including:

- Checking that the work being carried out has been subject to risk assessment and if there are any specific requirements in place to reduce or eliminate any identified risks. Some tasks may have been identified as requiring the assistance of a second person or prohibited from being a lone working activity.
- When working alone, e.g. in an isolated area, another member of staff must be aware of your location and the expected time frame necessary to complete the task.

- If possible contact with a nominated person at regular intervals should be arranged before undertaking the task, e.g. via use of a mobile or walkie talkie. If there is no mobile phone connectivity or walkie talkies are not in range then ensure you arrange for an alternative method of checking in.
- Do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk or your line manager

### **Nominated Person**

Any person nominated to be the contact for a lone worker must ensure contact is received after the allotted time.

If the allotted time passes without and no contact has been made, the nominated person must seek to make contact with the lone worker;

- Contact lone worker using established method
- Visit last known location, if the lone worker is not there
- Visit other likely places of work and/or contact next of kin to attempt to establish whereabouts
- Emergency services

### **Monitoring and Review**

Arrangements implemented to ensure the safety of lone workers must be subject to a monitoring regime by the line manager.

Risk assessments will be reviewed if any significant changes take place, following an accident/incident or following any concerns being raised. Any review should ensure that existing control measures are adequate and check if any additional controls are needed.

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I confirm that I have received and read this document and will comply with the guidelines within it:

Name:

Signature:

Date: