

Woughton Community Council

Lone Working Policy

Woughton Community Council takes the safety of its staff and visitors extremely seriously. As an Employer we recognise our responsibility to ensure the safety of all our staff at all times. Every effort will be made to ensure all measures are taken to maximise Health and Safety at work. This policy is created to present potential risks of lone working to staff, and to outline procedures to help minimise these risks.

Organisational Responsibilities

- Relevant risk assessments will be conducted by the Health and Safety officer of the environment in which you will carry out lone working, a method statement must be produced.
- We will work to take precautions and or solutions to mitigate any high risk that may potentially occur.
- You will only be sanctioned for lone working should the Health and Safety officer deem it safe to do so.
- Woughton Community Council will provide you with a list of contact numbers upon your induction, we also will inform you of the out of hours (emergency) contact number should you need to make contact with us.
- Should we deem it necessary we may provide you with training to ensure optimum safety.
- We will carry out all relevant and necessary equipment checks to ensure suitability of use when you are lone working.
- If it is recorded from the Health and Safety assessment, we will provide you with the sufficient level of personal protective equipment to carry out your job effectively.
- We will provide you with portable first-aid provision.
- We will ensure you have correct means to 'sign-in' and 'out' of shift for us to have overview of your safety when arriving and leaving work.

Employee Responsibilities

- You must always ensure you are contactable; having suitable battery life on your phone, having a suitable office set up if working from home to ensure you are contactable and online.
- Upon a method statement being issued, we expect our staff to work alongside us to mitigate and risks which could potentially occur.
- Sanctioning Lone working means we are entrusting our staff to utilise any training you may have been given, and we are trusting you to work safely and sensibly unsupervised.
- You must inform your line manager if any changes occur in your lone working environment, so that as an employer we are able to review the circumstances and issue a revised mission statement.

Lone working conditions will be reviewed on a yearly basis to ensure the continuity of your safety.

Linked policies

WCC Employee Handbook

Safeguarding Policy

Recruitment and Retention policy (induction segment)

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