

Caerphilly Town Council

Lone Working Policy Statement

Introduction

The Town Council has two part time employees who frequently work on their own in a rented office in the Twyn Community Centre a building that has no entry controls to prevent unauthorised access. The purpose of the policy is to protect staff so far as is reasonably practical from the risk of lone working. There is no legal prohibition on working alone, however the Town Council recognises there are obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 for health, safety and welfare of its employees. These require identifying hazards at work, assessing the risks involved, and putting measures in place to reduce those risks as far as is reasonably practical.

Definition of Lone Workers

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision" and is applicable whether within an office or outside.

Aims of Policy

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working
- Recognising and reducing risk by ensuring that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable
- Ensure that appropriate training is available to staff that equips them to recognise risk and provides practical advice on safety when working alone
- Ensure that appropriate support is available to staff who work alone
- Encourage reporting and recording of all adverse incidents relating to lone working

Responsibilities

The Town Council is responsible for:

- Ensuring there are arrangements for identifying, evaluating, and managing risk associated with lone working
- Ensuring employees are aware of this policy
- Ensuring that risk assessments are carried out and reviewed regularly, having procedures and safe systems in place which are designed to eliminate or reduce risks associated with working alone
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents

- Ensuring that employees are given appropriate information, instruction and training
- Ensuring appropriate support is given to employees involved in any incident
- Ensuring the effectiveness of this policy is reviewed

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Cooperating with their employer in meeting their legal obligations
- Following guidance and safe working procedures
- Reporting danger or potential dangers they identify or any concerns they may have in respect of working alone

Risk Assessment

Risk assessment is essential to managing risks associated with lone working. Assessments will be carried out and recommendations made to eliminate or to reduce the risk to the lowest level reasonably practicable. Recommendations that relate to the security of the building will need to be referred to the landlord (Twyn Community Centre Management Committee). Where the landlord is unwilling or unable to undertake any specific measures requested by the Town Council it will be necessary to reassess the risk to employees and the lone working arrangements.

Incident Reporting

An incident is defined as "an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health, or damage."

It will be the responsibility of the Town Clerk to maintain an appropriate record of incidents that have implications for lone working in the building and as necessary report to the Town Council on the effectiveness of current controls.

Contacting / Involving the Police

The Town Council is committed to protecting staff from violence and assault. Violent incidents should be reported to the police and staff will be supported throughout any criminal proceedings.

RIDDOR and Insurer

It will be the responsibility of the Town Clerk to submit any report required under The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) and to alert the Town Council's insurers as appropriate.

Support for Employees

Employees working for the Town Council should know that their safety is a priority. Employees should be aware of how to deal with situations where they feel they are at risk, or unsafe. Employees should be able to recognise how their own actions could

influence or even trigger an aggressive response. The need for appropriate training will be kept under review.

Policy approved by Town Council 17.2.2020