



107 Morris Drive
Billingshurst
West Sussex
RH14 9ST
Telephone 01403 784985
Mobile 07584 308 408
Email: clerk@nuthurst-pc.co.uk
Web: www.nuthurstparishcouncil.co.uk

NUTHURST PARISH COUNCIL POLICY STATEMENT ON LONE WORKING

Date Adopted	Minute Number	Review Date
Nov 2018	2011/18	May 2020
May 2020	025-20/21	May 2021
May 2021	025-21/22	May 2022
May 2022		

Legislation

The primary requirement of the Health and Safety at Work etc Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and Safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack.

Nuthurst Parish Council has identified that all of its staff may be required to work on their own as part of their employment and has endeavoured to minimise as far as is reasonably practical, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- All employees are encouraged to contact the office regularly and to make sure someone knows their movements or plans so that an alarm can be raised if they do not return.
- Lone workers have access to either mobile phones or land phone lines for use in an emergency.
- First aid boxes are available at all buildings where employees are based and there is an opportunity for staff to attend basic First Aid training.

- Lone workers are required under the Health & Safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- Staff members have the opportunity to talk with their Chairman/Vice Chairman in order that any well-being issues can be raised.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Chairman/Vice Chairman of the Parish Council as soon as possible.
- Employees working alone in any building are instructed to lock the doors.
- Employees have the right to refuse entry to a building if there is any concern.
- It is encouraged to be extra vigilant after dark and to park in a well-lit area and try to leave with other people if possible.

Home Working Risk Assessment Form

Hazard and Risk	People at Risk	Our Controls	Risk Level	Target date/by whom
Violence - Injury/death	Employees	<ul style="list-style-type: none"> - No home worker to receive members of public on Council business at their home. activities not carried out alone. - Regular communication between lone workers & fellow workers. 	Low	
Accident/Ill Health - Injury/death	Employees	<ul style="list-style-type: none"> - Regular communication between lone workers & fellow workers. 	Low	
Using Equipment - Injury/death	Employees	<ul style="list-style-type: none"> - Employees familiar with HSE publication Working with VDU's - Parish Council funds eye tests for employees. 	Low	

Lone Workers Risk Assessment Form

Hazard and Risk	People at Risk	Our Controls	Risk Level	Target date/by whom
Violence - Injury/death	Employees	<ul style="list-style-type: none"> - High risk activities not carried out alone. - Lone workers have mobile communications. - Regular communication between lone workers & fellow workers. 	Low	
Accident/ill Health - Injury/death	Employees	<ul style="list-style-type: none"> - High risk activities not carried out alone. - Lone workers have mobile communications. - Regular communication between lone workers & fellow workers. 	Low	
Using Equipment - Injury/death	Employees	<ul style="list-style-type: none"> - Operatives trained to use equipment 	Low	

