



## **Lone Workers**

Lone workers are people who work on their own with little or no supervision. Thus in the event of an emergency there is no one to give assistance, or summon help. There is no time limit attached to working alone. It may be for the whole work period or only for several minutes. This can take place in a variety of situations.

A risk assessment is required under the Management of Health and Safety at Work Regulations 1999, which examines how the job is done and identify work hazards, assess the risks involved and ensure that adequate measures are put in place to avoid the person carrying out the work being harmed.

The purpose of the Lone Working Policy is to raise awareness of the dangers associated with lone working and to provide an adequate safe system of work to address any issues that are raised.

Two aspects of working alone for Danbury Parish Council are one the Groundsman and secondly the office staff.

### **Consideration should be given to prohibition of lone working in the following circumstance:**

Use of ladders/steps which cannot be secured unless a second person is present. Working at heights in excess of 0.5. metres.

Effective Safe System of Work should be implemented.

#### **Office Staff**

1. Telephone contact.
2. Link with Groundsman press link with Groundsman's Mobile Phone (speed dial on office phones)
3. Regularly keep in contact with Groundsman at allotted times
4. Portable First Aid Kit on Wall
5. A second escape route would be through the window if required
6. When working in the evening, ensure that door is kept closed or locked until another members of staff or member of the Council arrives.
7. At least one other person to be present when locking up after an evening meeting.
8. Use video link if opening door when alone to check who is waiting to be seen.

#### **Groundsman**

1. Telephone contact by mobile direct to office.
2. Protective Clothing and equipment used if necessary.
3. First Aid Kit in tractor
4. First Aid Kit in Groundsman's Building
5. Maintaining contact with office mid morning and lunch breaks

6. When the Groundsman is left on site after office staff have left. Contact numbers have been given to Groundsman's wife if he does not return home.
7. A safe haven if Groundsman felt threatened would be the Groundsman's Office.
8. There are two ways to leave this building one via the door adjacent to the Groundsman's Office and secondly via the main doors at the front of Groundsman's workshop.