



Catterall Parish Council

Lone Workers

1. The Law

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, employers have a legal obligation to look after the health, safety and welfare of their employees and contractors. Catterall Parish Council is responsible for the health, safety and welfare at work of its employees, visitors and contractors and safety of those affected by the work, e.g. members of the public.

These responsibilities cannot be transferred to people who work alone. It is the Council's duty to assess risks to lone workers and take steps to avoid or control risk where necessary.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the Council in meeting its legal obligations.

2. Introduction

Both the Clerk and the Parish Lengthsman are required to work by themselves and are therefore classed as lone workers. The work is conducted in the open air within Catterall Parish as required on site or on work related travel.

Being based in a location away from other colleagues, but visiting outside contractors. Lone working may present a risk to the employee. Typical risk factors include having an accident, being exposed to violence, drunken or threatening behaviour, indecent exposure or coming across attempted criminal activity, such as a burglary.

3. Consideration of a Policy

Catterall Parish Council has introduced a policy on Lone Working in order to:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

4. Employer Responsibilities

Managers should have overall responsibility for:

- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;



Catterall Parish Council

Lone Workers

- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.□ managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

All staff are encouraged to take responsibility for:

- Take reasonable care of themselves and others who may be affected by their work
- Co-operating by following rules and procedures designed for safe working
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone
- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.

5. Risk Assessments (see Appendix 1)

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

6. Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

7. Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,



Catterall Parish Council

Lone Workers

- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

Version Number	Purpose/Change	Author	Date
V1.0	New model document	G. Benson, Clerk	01/12/2020
V1.1	Review – minute 3460	G. Benson, Clerk	01/12/2021
V2.0	Updated to reflect NALC model document – minute 3686f	E Millington, Clerk	03/10/2023



Catterall Parish Council

Lone Workers

Appendix 1

The following risk assessments are held in relation to the Parish Lengthsman's work.

GRA No	Rev	Date	Title
001	1	January 2022	Maintaining Grass Verges Adjacent to the Public Highway
002	1	January 2022	Use of Petrol Lawnmowers (Pedestrian)
003	1	January 2022	Use of Battery Powered Strimmer
004	1	January 2022	Applying Herbicide Using Knapsack Sprayer
005	1	January 2022	Use of Petrol Backpack Leaf Blower
006	1	January 2022	Use of Battery Powered Hedge Trimmers
007	1	January 2022	Use of Stepladders-Platform Steps
008	1	January 2022	Working in Publicly Accessible Areas (inc. village memorial, playing fields, footpaths etc)
009	1	January 2022	Working Near Water
010	1	January 2022	Snow Clearing and Salt Spreading
011	1	January 2022	Use of Battery Powered Pressure Washer
012	1	January 2022	Maintenance of Outdoor Play Areas