

MILFORD HAVEN TOWN COUNCIL

LONE WORKING POLICY

Lone Working Policy

1. Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work; and as regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours. The definition of a lone worker is: *“Those who work by themselves without close or direct supervision”*.

Persons at Risk

At Milford Haven Town Hall, people at risk may include anyone who comes into the building alone during closure times and particularly the Secretary, the Clerk and Councillors for evening meetings. Access arrangements, transport and safe parking should be considered.

At Milford Haven Cemetery, people at risk may include anyone working at the cemetery house alone during the day or closure times. In particular Cemetery Staff.

Consideration and safeguards should be applied to members of staff who work within our premises or out of office hours, where there is no immediate assistance available to them should incidents occur.

Identify hazards specific to the individual, which may create particular risks for lone workers e.g. medical conditions, disabilities, female employees, use of equipment (power tools etc), age, inexperience, is there access to adequate rest, hygiene, refreshment, welfare and first aid facilities. Are there means of outside contact, to a colleague or Police if required. Do staff have home telephone numbers of a colleague and does the colleague have their contact numbers.

2. Control Measures

All staff will:

- Take reasonable care of their own health and safety.

- Not do anything to put themselves in danger.
- Always follow reasonable safety measures.
- Tell their manager about any relevant medical conditions.
- Report any hazards or accidents encountered.

Milford Haven Town Council will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.

Where possible outside of normal working hours, staff should arrange to be in the building with others. Staff should inform the Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone at home that they are working out of normal hours. Staff should know how to exit the building quickly if the main doors are locked.

3. Emergency Services Information

Dial 999 and be ready to give the following information:

- Your name.
- Best telephone number.
- Address of the premises.
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Date of issue: _____

Version number: _____

Signed by a senior responsible person: _____