

Darent Parish Council

Lone/Home Working Procedure

Purpose

To ensure that where lone working is necessary and can't be avoided, employees are always in contact with another employee of the company.

Scope

Maintaining contact with employees.

Responsibility

It is the responsibility of the Clerk to determine whether lone working must take place with an employee and where the location of Lone working will be stationed. The Clerk will ensure the employee complete a home/lone Working Risk where necessary.

The Clerk will check the home/lone working risk assessment and determine whether any further action is required before signing off.

Procedure

Office Staff Working Alone

Once the lone worker is alone the employee will call their line manager to advise that they are now lone working.

As per the home/lone working risk assessment, the employee should ideally call their line manager confirming they are ok and have no issues.

If the line manager does not receive a call from the lone worker they may call the employee, if the employee can still not be contacted then the line manager can make arrangements to visit work and confirm there are no issues.

Where the employee requires medical assistance, an ambulance will be called if needed or where the injury is not major, then arrangements to take the injured employee to hospital will be made.

If in the event any accident has occurred then company's accident investigation is to be followed, therefore an accident record, a statement from the injured employee and an incident investigation is to be carried out.

Home Working Alone

Once the home/lone worker is to start work from home the employee may inform the line manager.

As per the home/lone working risk assessment, the employee may call their line manager confirming there are no issues.

If the line manager does not hear from the home/lone worker they may make contact with the employee, if the employee can still not be contacted then the line manager further checks.

Where the employee requires medical assistance, an ambulance will be called if needed or where the injury is not major, then arrangements to take the injured employee to hospital will be made

If in the event any accident has occurred then company's accident investigation is to be followed, therefore an accident record, a statement from the injured employee and an incident investigation is to be carried out.

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