



# Kingsclere Parish Council

## Lone Worker Policy

Created Autumn 2024, Reviewed at PPP April 2025  
Adopted at the Annual Meeting 19<sup>th</sup> May 2025

### Introduction

The aim of this policy is to ensure, so far as is reasonably practicable, that employees and others who work alone are not exposed to risks to their health and safety and to outline the steps to reduce and improve personal safety to staff who work alone.

### Legal requirements

The Health and Safety at Work Act 1974 states that employers must ensure the health and safety and welfare of their employees so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 places a duty on employers to identify significant risks to employees and others affected by an employer's activities and to reduce those risks as far as reasonably practicable.

### Definition of a Lone Worker

**A lone worker is anyone who works in isolation from colleagues without close or direct supervision:**

- Office staff working alone in the Parish office
- Village Attendants working alone in the Village
- Councillors on Council business
- Employees visiting sites for inspection or other works

### Risks

**The Primary Risks are:**

- Workplace – the Parish office
- Areas being worked outside - i.e. near the highway
- Security – personal
- Equipment – manual operation and safety
- Possible confrontation – in all situations
- Illness

## **Guidance**

**Lone workers whether employed by Kingsclere Parish Council or not, should take reasonable care not to put themselves at undue risk by evaluating each situation and taking appropriate steps, for example:**

- It is recommended that the office door should remain closed and locked at all times when working alone
- Access to the Parish Office is by appointment only, when a visitor attends staff call out or view the pathway from the window
- Escape routes from the Club are via the front door, up the stairs and out the other entrance, via the Committee Room straight to Fire Exit and a second route is available through the window if required
- CCTV monitoring of the Village Club is in place (through the Club's management not the Parish Council)
- Confrontation should be avoided whenever possible including withdrawing from a situation
- A mobile phone should always be carried
- All visits with unknown members of the public and or contractors should be made known to the Councillors and where possible two members of the Council should attend.
- The Litter Warden checks in twice daily at the start and end of their shift by way of messaging. The Clerk will contact the Warden if no contact by the scheduled end time of shift.
- A portable First Aid kit is issued to the Litter Warden, and one is kept in the Parish office at all times.
- PPE is issued to the Litter Warden and checked annually at their review.

## **Summary**

Lone working environments present a unique health and safety problem. Kingsclere Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees. Employees are reminded that they must care for their own safety and that of other workers (and other persons who might be affected by their activities).

Review date due April 2026