

# **Policy for Managing the Health, Safety and Welfare of Lone-Working Employees and those working in Isolation**

**Approved by the Council – Monday 9<sup>th</sup> January 2012**

## **1. Introduction**

The purpose of this Policy is to explain the duties of Bleadon Parish Council regarding the health safety and welfare of those who work alone or without close supervision on a regular or ad hoc basis, and to give advice on approaches to managing these duties. This policy should be read in conjunction with the risk assessments for Lone Working and Working in Isolation.

Under the Health & Safety at Work Act 1974 (HASAWA) Bleadon Council has a duty to protect the health, safety and welfare of its employees irrespective of whether they work alone or without close supervision. The Council has a duty to assess the risks to those employees under the Management of Health and Safety at Work Regulations 1992 (MHSWR).

The main hazards of lone working are violence at work, injuries when working alone and staff working in unsafe ways.

## **2. Assessment of risk**

A risk assessment must identify the hazards, assess the risks involved and put in place the appropriate control measures to avoid or control those risks.

The Council must identify situations where staff work alone or without close supervision. Once the risk assessment has been completed there may be a need for:

- additional staffing
- Additional information, instruction and/or training
- increased supervision
- additional/new equipment
- implementation of safe systems of work

## **3. Responsibilities of Lone Working or Working in Isolation**

Staff are responsible for taking reasonable care of themselves and other people affected by their work and should follow all health and safety guidelines laid down by the Council. They should use equipment appropriately, report any defects and unsafe conditions, and report accidents and incidents or matters of concern. If they lift heavy loads they should follow the prescribed lifting procedures and should have manual handling training if necessary.

## **4. Equipment**

From the risk assessment process, equipment may be identified for staff lone working. The equipment remains the property of the Parish Council and must be checked periodically. Staff must report equipment defects promptly and managers must take steps to rectify any faults.

Electrical equipment must be tested annually by a competent person. Some portable equipment which is subject to vigorous conditions and use, may need more frequent testing (refer to the CCOP on the Safe Use of Electrical Systems and Electrical Equipment). Managers must arrange for the equipment to be tested, as per the Parish Council's arrangements.

## **5. Training**

During the annual Staff Appraisals relevant courses and other training should be discussed and agreed.

## **6. Emergencies**

The Parish Council must keep a record of all the accidents and incidents that occur and report serious ones to the Health & Safety Executive. Health & Safety Officers may visit the premises or site to carry out an investigation.

## **7. Accidents and incidents**

Where appropriate staff may be issued with a basic first aid kit suitable for their own use, or be trained as a first-aider.