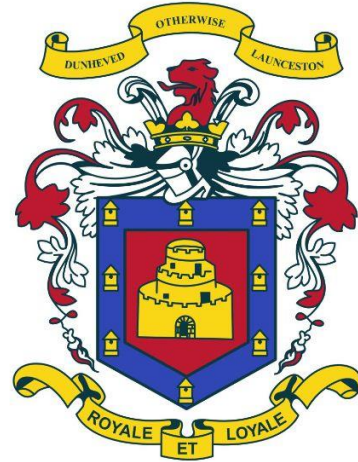




Launceston Town Council

Lone Working

Policy

Adopted at Full Council on:
Minute Reference:

22 February 2024
2402/35

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Prepared By:

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Town Clerk

LONE WORKING PROCEDURE

Within Launceston Town Council, there are a number of situations where it is possible that an employee may be called upon to work on their own. An employee working alone should never be at greater risk than any other employee at any other time. Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment.

Although instances may differ, the following guidelines are to be followed in the case of employees called upon to work alone.

Management Controls

- Tasks in any lone worker situations are assessed, taking into account the following; Is the work a one-person job? Is the location of the work remote or isolated? Is there likely to be any problems with communication? Is there any security risk, or the possibility of violence towards the lone worker? Are emergency exit routes available (consideration given to those that may be routinely locked out of hours)?
- Safe working practices and arrangements are implemented with a view to eliminating or minimising any risk;
- Staff working alone are given instructions on what to do in the event of an accident or emergency;
- Appropriate first aid resources are made available to any lone workers.

Employee Responsibilities

- To ensure that whilst working alone, their whereabouts and the work they are doing is known to others;
- To ensure that the guidelines for working alone are followed.
- To message the agreed contact number at an agreed time/times schedule

Limitations

No member of staff will be required to work alone on behalf of the Town Council in circumstances where:

- His or her location is unknown;
- He or she does not feel confident in carrying out lone work;
- He or she has no means of summoning assistance or indicating their location in an emergency (including being taken ill);
- He or she has received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

Emergency Contact

In an emergency, always dial 999.

Launceston Town Council Staff Contact

Any employee likely to be in a lone working situation must ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (e.g. stored in the employees' mobile phone memory).