

# BRISTON PARISH COUNCIL

The Parish Office

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## Lone Working Policy

### Statement of policy

Briston Parish Council will take every practicable step to protect the health, safety and welfare of its employees and councillors whenever they are required by the nature of their duties to work alone and without direct support and supervision.

The Council's employees are expected to work alone and for some staff lone working is the norm. Whilst working alone is not in itself unsafe there may, however, be circumstances where working alone can increase risks. The Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

This policy applies to employees and Councillors and for the purposes of this policy lone working is defined as any activity or function performed on behalf of Briston Parish @Council without any close supervision or with other employees.

### Organisation and arrangements

Briston Parish Council is responsible for:

The lone working arrangements of employees

Determining the contents of this policy

Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working

Ensuring compliance with the policy and providing resources for putting the policy into practice

Making sure that employees and councillors are aware of this policy

Making sure that appropriate support is given to employees and Councillors involved in any incident.

The Clerk to the Council is responsible for:

Managing sure that risk assessments are carried out and reviewed regularly

Reporting annually to the full Council on any incidents and actions taken in response.

All officers and Councillors engaged in lone working are responsible for:

Taking reasonable care of themselves and other people who may be affected by their actions.

Following all rules and regulations laid down by the Parish Council

Reporting all incidents that may affect the health and safety of themselves or others

Taking part in training designed to meet the requirements of this policy

Reporting any dangers they identify or any concerns they might have

Recording full details of their lone working time

Recognising and assessing potentially high risk activities before carrying out any work activity and putting in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone

In addition and if appropriate complete a form detailing visits from aggressive or potentially violent people.

Any such forms or reports should be provided to the Chairman for appropriate action to be taken.

### **Lone Worker Guidance**

Lone workers must carry their mobile phones

Lone workers must carry any personal alarm supplied by the Parish Council

Employees and Councillors must take reasonable care not to put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken then they should discuss this with the Chairman

Plan the visit – let someone know the time of leaving, destination and estimated time of return

Try to avoid confrontation. If a situation does become heated try to stay calm. If violence is threatened it is best to withdraw

In the event that an officer suspects that a violent attack is imminent it may be possible to use a mobile phone to summon assistance (e.g. 999 for the Police). Heated arguments can suddenly escalate to the point at which violence is used and in practice there may be little time to call for help

Officers who find themselves in a violent situation may activate their personal alarms. It may be that activation of an alarm is enough to bring an attacker to their senses and persuade them to break off the attack.

**Note:** personal attack alarms are not weapons and should be used only to startle an attacker and alert passers-by. Aggressive use of such alarms may actually inflame a situation

Personal attack alarms are not toys. They can emit a piercing noise and could damage hearing if held close to someone's ear. Do not use them for practical jokes.

Ensure that you are properly trained and have the skills and knowledge to do your job safely and without risks to health. If you feel that you need extra training then discuss this with the Chairman

Try to avoid entering unattended sites or premises

The Clerk will be available to members of the public and Councillors during agreed hours (by appointment) at the designated address or alternatively at other accessible premises designated by the Council. One Councillor of choice to be present.

Further guidance can be found in HSE Guide INDG 73 Working Alone

Readopted 13<sup>th</sup> April 2015

Signed: Helen Simons

Dated: 13/04/2015

Readopted 5<sup>th</sup> March 2018

Signed N. Figgard

Dated 5<sup>th</sup> March 2018

Readopted 1/4/19  
N. Figgard.