

ST CLEER PARISH COUNCIL

NOTICE is hereby given that a meeting of the Employment Committee will be held on Thursday 14th May 2020 at 14.00Hours which will be held virtually, to which members are summoned to attend.



AGENDA

This matter will deal with Restricted items only and as such Public will only be able to attend for the proposal to close the meeting.

1	Apologies for absence	
2	Members declarations <ol style="list-style-type: none">1. Disclosable pecuniary interests2. Non-registrable interests3. Declarations of gifts4. Applications for dispensations	
3	Motion to Restrict the meeting due to the Nature of the Agenda	
4	HR Matters <ul style="list-style-type: none">• Lone Working Policy	

Date of the Next Meetings

ST CLEER PARISH COUNCIL LONE WORKING POLICY

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for their own health and safety. St Cleer PC recognises that essentially all of its staff are lone workers. The key responsibilities are as follows:

Managers

- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Risk Assessments

All work must be risk assessed by the incumbent and work not undertaken if there are issues encountered. Specifically, staff have been trained in Risk Assessment and Health and Safety

The risk assessment should be reviewed by any lone worker before undertaking their work. People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

Sudden illness	Remote locations
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Faulty equipment	Abuse from members of the public
Travelling alone	Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager.

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone. This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2019
 Approving committee: HR
 Date of committee meeting: 14.05.2020
 Agreed at Parish
 Date for next review: TBC

Based on that of:



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Notes

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.
 Homeworking: www.hse.gov.uk/toolbox/workers/home.htm
 Lone working: www.hse.gov.uk/toolbox/workers/lone.htm
 Risks of lone working: www.hse.gov.uk/pubns/indg73.pdf

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.
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 This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Estate Caretaker and Enforcement Officer in relation to LONE WORKING only								
No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Slips, trips and falls	Injury and unable to call for help	1	X	2	2		Carry Mobile phone Know What3Words locations
2	Electrical	Shock, death	1	X	2	2		Caretaker only addresses PAT safety Not authorised to undertake any other intervention
3	Hazardous substances	Ill health / Inhalation	1	X	2	2		Cleaning Materials has a policy and procedure of their own Training Chemicals not mixed
4	Manual handling	Back, neck and limb injuries from lifting heavy loads, e.g. refuse items for disposal, deliveries of cleaning materials, grit etc	2	X	5	10		Training Risk assessment Not moving items too heavy for the individual to lift safely
5	Violence and threatening behaviour	Stress and/or injury from verbal abuse or assault	1	X	2	2		Maintain cordial relationships Use de-escalation techniques Withdraw from the situation

Clerk in relation to LONE WORKING only								
No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Desk Area / seat	Postural and Eye issues		X				Adjustable Chair on wheels; Good surface
2	Screens	Postural and Eye issues		X				2 screens at correct height; regular breaks; suitable lighting
3	Fire	Data loss/ Injury		X				Most material is held digitally and backed up
4	Waste	Data loss / Fire accelerant		X				Waste removed fortnightly; public material is all that is recycled without shredding
5	Stress	Ill health		X				Supportive Council; SLCC membership; networking; zero tolerance
6	Manual Handling	Back, neck and limb injuries from lifting						Training Risk assessment Not moving items too heavy for the individual to lift safely
7	Slips Trips and Falls	Injury and unable to call for help						Carry Mobile phone Know What3Words locations
8	Security	Loss for the parish						All material held under double lock and key Minimal cash kept