Sibbertoft Parish Council
Lone Worker Policy

Policy dated: October 2021 Review: Annually

Readopted May 2026

Introduction

Sibbertoft Parish Council recognises that its employee(s) are required to work alone for significant periods of time, without close or direct supervision in isolated areas, in the community and sometimes outside of office hours. Pursuant to the Healthy and Safety at Work Act 1974 and the Management of Health and Safety at work Regulations 1999, Sibbertoft Parish Council has a duty of care to advise and assess risk for workers when they work alone in these circumstances. However, employee(s) have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Scope of the Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Sibbertoft Parish Council for all employees.

Definition

The Health & Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. This covers Sibbertoft Parish Council's Clerk to carry out her duties for all or part of her working day, working mainly in isolation.

Objective

The objective of this policy is to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work, are put in place to reduce the risk so far as is practicably possible.
- Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- Ensure that appropriate support is available to staff who have to work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.

Responsibilities

Sibbertoft Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working affecting its employees, especially if they work from home. Providing resources for putting the policy into practice, such as providing personal safety equipment to enable employees to carry out their duties effectively and safely.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Ensuring that staff identified as being at risk are given appropriate information, training and resources to carry out their duties safely.
- Identifying situations where people work alone and deciding whether a system can be adopted to avoid workers carrying out tasks on their own.
- Ensuring appropriate support is given to staff involved in any incident.
- Reporting serious incidents to relevant authorities and ensuring a RIDDOR report (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is completed.