



BRADWELL PARISH COUNCIL

## Lone Working Policy

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Document Purpose	This document defines the policy for the control and management of risk associated with occupational exposure to Lone Working with facilities managed by Bradwell Parish Council
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## 1. Aims

The aim of this policy is to ensure the prevention of employees being exposed to harm due to stress, illness, accident or violence from intruders. This policy provides for meeting compliance to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work 1999

## 2. Application

This policy applies to all employees of Bradwell Parish Council and any associated businesses or personnel operating under the control of Bradwell Parish Council

## 3. Legal and other references

Health and Safety at Work act 1974.

Management of Health and Safety at Work Regulations 1999.

## 4. Comments on this policy

If you would like to comment on this policy please contact Bradwell Parish Council

## 5. Policy Details

### 5.1. Introduction

### 5.2. Code of practice for reducing risk associated with Lone Working

**The key issues / duties under the are to:**

- Identify and assess the risks to Lone Workers
- Take measure to ensure the safety of and control risks associated with Lone Workers
- Continually review policy and guidance notes and adapt to meet changing needs.

### 5.3. Duties and Responsibilities

#### 5.3.1. Senior Management responsible for Health and Safety

- Take reasonable steps to ensure the Health and Safety of Lone Workers
- To ensure documented procedures are in place and communicated with Lone Workers
- To enable a procedure for communication with Lone Workers
- To ensure emergency procedures are in place and tested for effectiveness

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#### 5.4. Lone Working and Maintenance Work

Any maintenance contractors must not be left to work alone. Office personnel must be present at all times whilst work is in progress

#### 5.5. Risk Assessments

A suitable and sufficient assessment of the risk of exposure to hazards associated with Lone Working must be in place and communicated

All assessments will be reviewed periodically (annually) or when the content of the assessment may no longer be valid, or when the Maintenance Service Contracting Company changes. For all task based risk assessments a new risk assessment combined with a method statement will be required.

#### 5.6. Information and Instruction

Arrangements shall be made to ensure that the individuals upon which the statutory duty falls (Bradwell Parish Council) i.e. "the Responsible Persons" will implement appropriate and precautionary measures. Responsible persons will have sufficient ability, experience instruction, information, training and resources to carry out their work safely and competently.

#### 5.7. Actions in the Event of an Emergency

In case of an accident, illness, stress and an intruder, a documented procedure must be in place to set out the following;

- Emergency Contact Number
- Emergency Services Contact Number
- Company procedures for emergencies (evacuation, assembly point etc.)

#### 5.8. Further Information

### 6. Supporting Documents

Risk Assessments.

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