

Home Working and Lone Worker Policy

01. Introduction

Crick Parish Council recognises that its employee(s) work alone for significant periods of time, without close or direct supervision in their own home, in the community, in isolated areas and out of office hours.

Pursuant to the Health and Safety at Work Act 1974 and the Management of Health and Safety at work Regulations 1999, Crick Parish Council has a duty of care to advise and assess risk for workers when they work alone in these circumstances. However, employees are responsible for taking reasonable care of themselves and other people affected by their work and for cooperating with their employers in meeting their legal obligations.

02. Scope of the Policy

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

Terms and conditions relating to home working are covered in the employee's written Statement of Particulars of employment and so are not included within the scope of this policy.

03. Aims

The aim 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.

04. Responsibilities

Crick 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 and training to carry out their duties safely.
- Identifying situations where people work alone and deciding whether a system can be adopted to avoid this.
- 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.

Please see the Risk Assessment attached.

Crick Parish Council Lone Worker Risk Assessment

Date of Assessment: 3rd April 2021

Assessor: Clerk/RFO

Location of Assessment: Clerk's office

Desk Area	Yes/No	Notes / Action Required
Do you have adequate space to work comfortably?	YES	
Is there enough space underneath your desk to stretch your legs?	YES	
Are all trailing electrical cables underneath your desk tied up?	YES	
Is your working area warm, well-lit and well-ventilated?	YES	
Do you need a desk lamp to improve lighting?	NO	
Is your working area clutter free so that you can focus easily on the task?	YES	
Display Screen Set-up	Yes/No	Notes / Action Required
Is your office chair set up correctly? Is your lower back supported, are there arm rests and are your feet flat on the floor?	YES	A mesh back rest has recently been purchased to support lumbar support.
Do you have enough surface space on your desk to work comfortably?	YES	
Are your keyboard and mouse clean and positioned within easy reach without your having to stretch?	YES	
Is your display screen level with your eyes so it doesn't cause discomfort to your neck and head?	YES	
Is your display screen clean and positioned so there is no glare from a window or light?	YES	
Can you easily reach everything that you require to fulfil your duties?	YES	
Fire and Electrical Safety	Yes/No	Notes / Action Required
Are smoke detectors working and checked regularly?	YES	
Do you regularly dispose of waste, including papers to prevent a build-up of fire fuel?	YES	
Does any electrical equipment spark or show signs of burns and so needs removing from use?	NO	
Do any wires look damaged or frayed and so need removing from use?	NO	
Do you have your electrical equipment inspected by a qualified electrician?	YES	The Parish Council pay for this annually.
Do you switch off your equipment when not in use?	YES	
Do you have emergency arrangements in place in case of fire?	YES	

Stress and Welfare	Yes/No	Notes / Action Required
Do you take regular breaks away from your workstation?	YES	
Do you carry out stretches regularly at your desk to avoid stiff or sore muscles?	YES	
Do you sit with good posture at your desk, i.e. shoulders back?	YES	
Do you have access to first aid equipment if required?	YES	
If you regularly use a computer, do you have your eyes tested?	YES	
Manual Handling	Yes/No	Notes / Action Required
Are all items that yneed to work within easy reach?	YES	
Are heavy items stored on lower shelves / the floor, to avoid the need to lift from heights?	YES	
Do you know how to correctly pick up and lift heavy items?	YES	
Are floor coverings such as carpets and rugs secure?	YES	
Do you regularly carry hot drinks and food upstairs and downstairs and risk tripping?	NO	
Is the floor area around your desk clear of boxes, papers and wires?	YES	
Lone Working	Yes/No	Notes / Action Required
Are you familiar with your employer's lone working and health and safety policy?	YES	
Do you know the name and number of a manager or supervisor who you can contact easily?	YES	
Do you have a system for regularly checking in with your employer?	YES	
Is your home kept secure whilst you are working alone?	YES	
Are important files and laptops kept locked away securely when not in use?	YES	
Do you have a safe working system in place for dealing with unfamiliar visitors to your home or alone?	YES	All meetings take place at the Parish Office or in a public place with another council member present.
Do you have a safe working system in place to handle abusive individuals?	YES	The Clerk would contact the Police, the PCSOs or a councillor, depending on the situation. Details will also be reported to the Chairman and Council.
Do you have a safe working system in place when left alone to lock up public buildings or attend council meetings?	YES	If working alone in a public building, the external door is locked so the building cannot be accessed from the outside. Locking up after meetings, a council member is present with the Clerk whilst doing so.

Adopted: April 2021

Review: April 2022