



## Lone Working Policy

Date of review -

Version no.	Purpose / change	Author	Date Adopted	Minute no
1	First issue	C Johnson	13 Oct 2021	2268

## 1. Introduction

Lone workers are defined as employees who undertake work by themselves, without close or direct supervision, on behalf of a company. The Management of Health and Safety at Work Regulations require employers to assess all risks to the health and safety of their employees. To do this, the company must identify hazards, complete risk assessments and devise and implement safe systems of work to ensure risks are either eliminated or adequately controlled, whilst company business is being undertaken.

## 2. Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our lone working employees while they are at work, and to comply with all relevant legislation, including: a) Health and Safety at Work etc Act 1974 b) Management of Health and Safety at Work Regulations 1999.

## 3. Employer's liabilities

To ensure that all lone working activities are undertaken safely and that safe systems of work are clearly understood throughout the company, we will:

- a. identify all lone working activities where there is a risk of injury.
- b. avoid lone working activities, wherever practicable.
- c. assess and reduce unavoidable risks.
- d. provide all employees, including lone workers, with adequate information, instruction and training to enable them to perform their work safely.
- e. ensure that adequate resources are made available to fulfil the requirements of this policy, and
- f. review this policy at least annually or more frequently if significant changes occur.

## 4. Procedure

To fulfil our responsibilities as outlined above, we will:

- a. identify all lone working activities undertaken by our employees.
- b. require a lone working questionnaire to be completed by the Town Clerk.
- c. avoid, wherever possible, lone working activities where employees risk injury.
- d. complete a detailed risk assessment of each lone working activity if the risk is unavoidable.
- e. develop safe systems of work.