



LONE WORKER POLICY

1. Introduction

In recognition of its general duty under Section 2 of the Health & Safety at Work Act 1974 and the duty to provide safe systems and places of work, Melksham Town Council is conscious that its employees will, on occasion, be working alone on Town Council premises.

2. Aims

In order to meet its obligations to employees the Town Council recognises that lone working may constitute a higher risk activity and is committed to the following policy principles which apply to all staff members and persons undertaking lone work on behalf of the Council.

3. Actions

Melksham Town Council will:

- Minimise particularly where high risk work is also undertaken under lone working conditions e.g. electrical, working at height
- Never knowingly expose an employee to uncontrolled risks particularly associated with lone working
- Consider and act on all reasonable concerns raised by employees in relation to lone working situations e.g. in times of absence of a colleague, safety concerns
- Provide adequate resources and training for the employee to ensure their Health and Safety particularly under lone working conditions
- Ensure the Council minimises the risks and liabilities associated with employee lone working and that its duties as required by Health and Safety legislation are not compromised, e.g. provide lone workers with telephone access
- Provide uniform and adequate control of the additional Health and Safety risks arising from lone working across the organisation
- Provide timely information and instruction to supervisors to ensure that instances of lone working are minimised or that associated risks are properly assessed and controlled
- Ensure that all employees are adequately trained and competent to undertake their tasks

- Review and revise this policy as necessary at regular intervals

The Council also accepts its responsibility for assessing the risks to the health and safety of volunteers who work for the Council and other people who may be affected by our activities.

All employees and volunteers have a responsibility to co-operate with supervisors and managers to achieve a healthy, safe workplace and to take care of themselves and others.

Adopted by Full Council on 28 June 2021.

To be reviewed June 2023.