

Lone Working Procedures

Adopted by the Council at the meeting of: 09.07.14

Date of next review: 01.04.17

General Statement of Intent

Edale Parish Council is committed to ensuring, so far as is reasonably practical, the health and safety of any employees who work by themselves for any significant period. The procedure that follows has been established under the Health and Safety Policy and the Code of Conduct – Staff Policy.

Lone workers are those members of staff who work by themselves without close or direct supervision. They include:

- The Parish Clerk

Lone Working Procedure

So far as is practicable, staff should avoid working alone. When the nature of the work undertaken means that lone working is the only reasonable option the procedures detailed below should be followed.

1. Lone working at Home Office

Staff working alone at home office during office hours should ensure that:

- they are aware of others present on the premises should they need to raise the alarm;
- there is a telephone at hand to call for help if needed;
- keys are secured and inaccessible to visitors.

2. Lone working away from Home Office

Before working alone away from home office, staff must enter in the office diary:

- the location at which they will be based
- the name of the person(s) they will be with
- the expected duration of the meeting / activity
- the expected time of return to home office.
- at least one means of contact during their absence;
- have with them a mobile telephone ready for immediate use;

Signed:

(J Metcalfe)

(Edale Parish Council Chair)

Date: 09.07.14