

Buckland Parish Council Lone Worker Policy

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack.

Buckland Parish Council has identified that the Clerk may be required to work on her own as part of her employment and has worked with the Clerk to reduce, as far as is reasonable practicable, risks or hazards that may exist:

- The Clerk has been advised that lone workers are required, under the Health and Safety Act 1974, to take all reasonable safety precautions when undertaking their work
- The Clerk is encouraged to follow safe systems of working and to make sure someone knows her movements or plans so that an alarm can be raised if she does not return
- As a lone worker, the Clerk has access to either a mobile phone or land phone line for use in an emergency
- The Clerk holds the Parish Council first aid kit, is encouraged to ensure it is kept readily available for use in an emergency and is provided with the opportunity to undertake basic First Aid training
- The Clerk has been advised to report to Council any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements
- The Clerk is encouraged to walk away from situations where conflict may put them in danger and to report the incident to Council as soon as possible
- The Clerk is encouraged to be extra vigilant after dark, to park in well-lit areas and try to leave meetings with other people if possible
- Risk assessments are undertaken on a regular basis and the Clerk is encouraged to report areas of concern she may have and to report any new or unrecorded hazards or risks to enable the initiation of appropriate safe working arrangements.

Adopted 11th September 2017.

Next Review Date: September 2019

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