



## BELPER TOWN COUNCIL

### Lone Working Policy & Procedure:

#### **The Council's lone workers fall into the following two groups:**

- 1 People in fixed establishments where:
  - Only one person works on the premises, e.g. the Council Offices.
  - People work separately from others.
  - People work outside normal hours.
- 2 Mobile Workers working away from their fixed base:
  - Service workers, e.g. cemeteries, parks, street cleaning.

#### **Safe working arrangements for lone workers**

Risks assessments are conducted for routine activities which involve workers who work alone.

The Risk Assessments will address:

- 1 Can the risks of the job be adequately controlled by one person?
  - Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
  - Can all plant, substances and goods involved in the work be safely handled by one person?
  - Is there a risk of violence?
  - Are women especially at risk if they work alone?
  - Are young workers especially at risk if they work alone?
- 2 Is the person medically fit and suitable to work alone?
- 3 What training is required to ensure competency in safety matters?
- 4 How will the person be supervised?
  - Supervisors periodically visiting and observing people working alone?
  - Regular contact between the lone worker and supervision using either a telephone or radio?
  - Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff?
  - Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity?
  - Checks that a lone worker has returned to their base or home on completion of a task/
- 5 What happens if a person becomes ill, has an accident, or there is an emergency?



- Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.

Occasionally risk assessment may indicate that lone workers need training in first aid.