

FARINGDON TOWN COUNCIL

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Clerk: Sally Thurston



Lone Working Policy

1. Policy statement

Faringdon Town Council will take every practicable step to protect the health, safety and welfare of its employees and Councillors whenever they are required by the nature of their duties to work alone and without direct support and supervision. The Council's employees are expected to work alone and for some staff lone working is the norm. Whilst working alone is not in itself unsafe there may be circumstances where working alone can increase risks. The Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks. The policy applies to employees and Councillors and for the purposes of this policy lone working is defined as any activity or function performed on behalf of Faringdon Town Council without any close supervision or with other employees.

2. Employers responsibilities

- The lone working arrangements of employees
- Determining the contents of this policy
- Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working
- Ensuring compliance with the policy and providing resources for putting the policy into practice
- Making sure that employees and councillors are aware of this policy
- Making sure that appropriate support is given to employees and Councillors involved in any incident.
- Making sure that risk assessments are carried out and reviewed regularly
- The Clerk is responsible for reporting annually to the Full Council on any incidents and actions taken in response.

3. 3.1 Employees/ Councillor responsibilities

- Taking reasonable care of themselves and other people who may be affected by their actions
- Follow all rules and regulations laid down by the Town Council
- Report all incidents that may affect the health and safety of themselves or others
- Taking part in training designed to meet the requirements of this policy
- Report any dangers they identify or any concerns they might have
- Record full details of their lone working time
- Recognise and assess potentially high-risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone
- Lone workers should report any new or unrecorded hazards or risks to the Clerk at the first opportunity, to enable the initiation of appropriate safe working arrangements

- Employees who operate alone should inform the Clerk of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.

3.2 Tasks that should not be undertaken alone

- Moving Stage
- Raising Flag on Pump House
- Working at height
- Heavy lifting (over 16kg)

4. Lone worker guidance

4.1 Working alone in the Office out of hours

- Employees working alone in the office after closing hours are instructed to lock the main door and not to open doors out of normal hours

4.2 Information Centre

- Employees should ensure that the internal double doors are locked
- A panic button is located under the desk for use when others are in the building
- Employees are encouraged to tell someone where there are and their expected time of return
- In the event that an employee suspects that a violent attack is imminent summon assistance immediately by calling 999

4.3 Parks

- Always ensure that your Line Manager is aware of where you will be and record where you are going, when you are going and your expected time of return, if these are not already known
- Take a mobile phone with you and ensure that it is fully charged in case you need to use it
- Ensure that your Line Manager and colleagues have a record of your mobile telephone number
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Clerk as soon as possible.
- Tell your Line Manager or colleagues your precise destination and expected time of return
- Maintain regular contact with colleagues
- In the event that an employee suspects that a violent attack is imminent summon assistance immediately by calling 999.

4.4 Caretakers

- Always ensure that your Line Manager is aware of where you will be and record where you are going, when you are going and your expected time of finish
- Take a mobile phone with you and ensure that it is fully charged in case you need to use it
- Ensure that your Line Manager and colleagues have a record of your mobile telephone number
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Clerk as soon as possible.

- Maintain regular contact with colleagues
- In the event that an employee suspects that a violent attack is imminent summon assistance immediately by calling 999.

4.5 Walking alone off site

- Anyone who is on foot should maintain a level of awareness to danger that is relevant to the circumstances.
- Avoid short cuts through dimly lit or enclosed areas
- After dark, keep away from bushes, doorways and alleyways
- Tell your Line Manager or colleagues your precise destination and expected time of return
- Walk confidently and purposefully, avoid sending out signals of fear and vulnerability
- Do not wear a personal stereo, it will reduce awareness of your surroundings
- Wear sensible footwear, do not wear footwear which may impede your actions if alarmed
- If you think you are being followed, cross the street. If this continues, move to the nearest place with people and call the Police using your mobile phone
- Keep your distance if asked for directions Carrying money and valuables safely
- Don't carry more cash than absolutely necessary
- Keep wallets/purses in inside pockets
- Make sure the fastenings on bags are secure • If someone grabs your bag or wallet, let it go. Personal safety is paramount Be on guard with strangers
- Avoid crowds or groups which may appear threatening
- Be wary of stationary vehicles with engines running and people sitting in them
- If a car stops and you are threatened, move away quickly in the opposite direction and use your mobile phone to call for assistance

4.6 Driving

- Make sure your vehicle is regularly serviced and check oil and tyres etc. regularly this should be part of a weekly routine
- Ensure you have adequate fuel
- Plan your route
- Keep bags and other valuables out of sight
- Keep doors locked, windows closed as much as possible, especially in stop/go traffic
- If followed, drive to the nearest police station or concentration of people and call for assistance using your mobile phone Leaving the vehicle
- Always lock your vehicle and put anything of value out of sight
- Be alert to situations – trust your instincts
- If dark or if it will be dark when returning to your vehicle, park in well-lit places, as near to your destination as possible.
- Have your keys ready when you return to your vehicle; check the interior for intruders before getting in
- If you break down pull off the road as far as you can and if necessary switch on your hazard warning lights
- Summon assistance using your mobile phone and give precise details of your location If you feel threatened

- If you are being followed, drive to a busy place
- If the occupants of a car beside you e.g. at traffic lights or road junction try to attract your attention for any reason, simply ignore them
- If a car travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place and call the police
- If a car pulls up in front of you, forcing you to stop, leave the engine running, activate your hazard warning lights and sound your horn continuously. If the driver gets out and approaches you, reverse and get away
- If an incident or accident has occurred or a near miss has occurred, this should be reported before the end of shift. A Line Manager should be informed as soon as possible.