

Barrow upon Trent Parish Council Lone Working & Personal Safety

Policy

This policy is to ensure that where a service is provided by the Clerk to the Parish Council, an employee of the Council, or a Councillor, in the community, the threat of physical / verbal abuse or physical danger to that person, working alone, is considered, and effective action is taken to ensure that safety precautions equal to the level of risk are implemented and maintained.

Lone working describes any situation whereby someone is not working alongside or near other staff or volunteers. Whilst every effort is made to avoid this there will be situations where individuals find themselves working alone either in the parish or on official business for the Parish Council.

Barrow upon Trent Parish Council is committed to reducing the risks to its entire staff, councillors and any volunteers associated with lone working by:

- Carrying out a risk assessment to identify the risks associated with lone working
- Giving practical advice and clear guidance to personnel and volunteers on how to minimise the risks associated with lone working
- Developing the ability of everyone to anticipate the risks and to manage them
- Ensure the proper reporting of incidents and near misses (things which might have happened) however minor
- It is essential that Councillors, staff and volunteers co-operate to develop a culture of safe practices
- The Parish Council, staff and volunteers share the responsibility for achieving these objectives

Risk assessment

There are specific risks associated with lone working which should be planned for. Key issues are likely to be:

- Being taken ill, having an accident, or other incident
- Not being able to summon help
- Threat posed by an unexpected encounter

Putting some simple precautions in place and being aware of the risks will reduce the vulnerability of lone workers. The recording of any incidents or near misses will highlight additional issues for future consideration and may help others.

Basic requirements for all lone workers

- Take care of your own safety and that of others affected by your actions or inactions
- Comply with risk assessments and safe systems of work
- Follow any guidance or training given
- Report any situations not covered by systems of work to the Clerk or a Parish Councillor
- Complete incident report forms in the event of an incident or near miss
- Have a network of contacts who know where you are - this might be Clerk, Chair of the Council, other Councillors, friends, family, or other volunteers.
- If possible, always carry a mobile phone in order to make contact with another person if there is any sense of danger

Reporting of incidents

In the case of any incident of physical danger or verbal / physical abuse, the person involved should report this upon return to the Clerk or Chair of the Council, and a note made of the incident for future reference.

In the case of a serious incident, the police should be informed.

Policy last reviewed & adopted June 5th 2018