

REPORT B

Swanley Town Council

Health & Safety at Work Act 1974 Health & Safety Lone Working Policy Statement

STC Definition

Lone working in its clearest form means exactly what it says 'working alone'. This does not mean in isolated locations such as Ground Staff or Park Rangers who work in Parks and Open Spaces, rather it refers to the absence of other staff who could be called on for support or to witness events taking place.

Swanley Town Council's statement of policy in regard to lone working is to:

- Consider lone working as a higher risk activity where Swanley Town Council's ("the Council") management strive to minimise such working instances
- Minimise particularly where high risk work is also undertaken under lone working conditions e.g. in an isolated facility
- Never unknowingly expose an employee to uncontrolled risks particularly associated with lone working where non-members of staff have access.
- Consider and act on all reasonable concerns raised by employees in relation to lone working situations e.g. in times of absence of a colleague, safety concerns
- Provide adequate resources and training for the employee to ensure their Health and Safety particularly under lone working conditions backed by other policies and procedures.
- Ensure the Council minimises the risks and liabilities associated with employee lone working and that its duties as required by Health and Safety legislation are not compromised, e.g. provide lone workers telephone access
- Provide adequate control of the additional Health and Safety risks arising from lone working across the organisation
- Provide timely information and instruction to supervisors to ensure that instances of lone working are minimised or that associated risks are properly assessed and controlled
- Ensure that all employees are competent to do their tasks and to give them adequate training
- Review and revise this policy as necessary at regular intervals

The Council also accepts its responsibility for assessing the risks to the health and safety of councillors and volunteers who work for the Council and other people who may be affected by our activities.

All employees, councillors and volunteers have a responsibility to co-operate with supervisors and managers to achieve a healthy, safe workplace and to take care of themselves and others.

Where any incident relating to physical, verbal abuse, unwelcome remarks comments and intimidation are made toward any member of staff, councillor or volunteer this should be reported IMMEDIATELY to the CEO. Failing that to the next senior member of staff to ensure early recording of concerns and appropriate action taken.

Supporting Policies and Procedures include:

- Complaints procedure
- Whistle Blowing
- Children and Vulnerable Adults
- Alcohol, Drug and Substance Misuse Policy

Overall and final responsibility for Health and Safety in the Council is that of:

Steve Nash – CEO & Proper Officer

Signed

Dated

This policy was approved on and will be kept up to date as the size and nature of the council changes and as new legislation is introduced. Otherwise date of next review May 2020.