

# Marlborough Town Council Lone Working Policy

## 1. Introduction

This policy is intended to help the Council, and its employees, understand their obligations and provide advice in relation to lone working.

Lone workers are those who work by themselves without close or direct supervision. This may include working on or off site. Although working alone is not in itself against the law and it will often be safe to do so, the law requires employers to consider carefully and then deal with any health and safety risks for people working alone.

This policy should also be considered in relation to the Council's Health and Safety Policy.

## 2. Employer's Duties

All lone working activities must be suitably risk assessed prior to undertaking to ensure control measures are acceptable.

The Council's Lone Working risk assessment should be completed, as relevant to the specific employee's situation, with the Employee; with the date and time of completion, and by whom recorded.

## 3. Employee's Duties

If expected to work alone, employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety.

The Council's generic Lone Working risk assessment should be completed, as relevant to the specific employee's situation, with the Employee's line manager; with the date and time of completion, and by whom recorded.

Working alone can involve a number of scenarios. The following are important for employees to remember:

- Always ensure that your Line Manager, or trusted person, 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.
- Consider using a tracker app on your mobile phone.
- Ensure that your Line Manager and colleagues, or a trusted person, has a record of your mobile telephone number
- **Ensure that you notify your Line Manager, colleagues, or trusted person that you have safely discharge your duties, and returned to a place of safety (workplace or home)**

## 4. Trusted Person

A 'trusted person' can be a line manager, colleague or personal known person of choosing.

The Trusted person will be expected to:

- note the employee's lone working details (as communicated)
- monitor the expected time of arrival back to the place of safety
- expect and receive the notification by the member of staff
- note the time and method of this notification, as well as the place of safety destination.



Adopted by Full Council 15 12 25