HALTON
PARISH COUNCIL

LONE WORKING POLICY

REVIEW AND AMENDMENT RECORD

Reviewer / Amender	Date	Amendments
Full Council	13th February 2025	Adopted
Full Council	14 May 25	Reviewed with no amendments

1. Introduction

Halton Parish Council is committed to ensuring the safety and well-being of all employees, councillors, and volunteers who may be required to work alone. This policy outlines the measures in place to minimise risk and ensure compliance with relevant health and safety regulations.

2. Definition of Lone Working

Lone working refers to any situation where an individual carries out their duties without direct supervision or close contact with colleagues. This may include:

- Parish Council employees working alone in the office.
- Volunteers or staff opening and closing the meeting room.
- Councillors or contractors working alone in the parish.

3. Risk Assessment and Responsibilities

- The Parish Council will conduct risk assessments to identify potential hazards associated with lone working.
- Employees and volunteers must take reasonable precautions to protect their health and safety while working alone.
- The Clerk and relevant supervisors will ensure that appropriate safety measures are in place and reviewed regularly.

4. Meeting Room Lone Working Considerations

- The **Meeting Room Hire Protocol** requires hirers to secure the building upon departure. If a lone worker is responsible for opening or closing, they must ensure all doors are locked and that they exit safely.
- A **kitchen access protocol** is in place to prevent disruption to ongoing events, and lone workers should be mindful of other users in the building.
- If working alone in the meeting room, individuals should inform a colleague or family member of their expected schedule.

5. Communication and Emergency Procedures

- Lone workers should carry a **mobile phone** at all times and have emergency contact numbers readily available.
- The **fire exit and safety procedures**, as outlined in the **Health and Safety Manual**, must be followed.

- Any concerns regarding security or health and safety should be reported to the **Clerk or the Booking Clerk** at the earliest opportunity.

6. Access to the Parish Office and Meeting Room

- The **Parish Council Office is strictly for Council business only** and will be locked when not in use to ensure data security (GDPR compliance).
- Any lone worker needing access to the office must obtain prior approval from the Clerk.
- Photocopier use must be discussed with the Booking Clerk, as the printer is located in the Parish Office.

7. Personal Safety Measures

- Avoid scheduling lone working during late hours or when there is minimal public presence.
- If feeling unsafe, leave the premises immediately and seek assistance.
- Ensure all windows and doors are secured before exiting the building.

8. Reporting and Review

- Any incidents, concerns, or near-misses related to lone working must be reported to the Clerk.
- This policy will be reviewed annually or following any significant incidents.

For further guidance, please refer to the **Health and Safety Manual** or contact the Clerk **clerk@halton-pc.co.uk**.

This policy aligns with Halton Parish Council's existing **Health & Safety procedures, Village Hall terms, and Meeting Room Protocol**, ensuring a safe working environment for all.

Appendix 1: Lone Working Risk Assessment

1. Identified Risks

Risk	Description	Mitigation Measures	
Unauthorised access	Lone worker may encounter trespassers or intruders.	Ensure all doors are locked when working alone; report any suspicious activity to authorities.	
Medical emergency	Fire or emergency evacuation	Worker may be alone during an emergency.	Familiarise yourself with fire exits and procedures; avoid blocking escape routes.
Fire or emergency evacuation	Worker may be alone during an emergency.	Familiarise yourself with fire exits and procedures; avoid blocking escape routes.	
Personal safety	Risk of feeling unsafe in an isolated environment.	Schedule lone working hours during times of likely public presence; leave immediately if feeling unsafe.	
Slips, trips, and falls	Hazards such as wet floors or cluttered areas.	Keep pathways clear and follow Health & Safety Manual guidance.	

2. Control Measures

- **Pre-Work Communication:** Lone workers must inform a colleague or family member of their schedule.
- **Regular Check-Ins:** If working for an extended period, a check-in system should be in place.
- **Access Control:** Only authorised personnel should enter the Parish Office or Meeting Room when in lone working situations.

- **Emergency Procedures:** Ensure emergency contact details are accessible and follow evacuation protocols as needed.

3. Review and Monitoring

- This risk assessment will be reviewed annually and updated following any incidents.
- Any concerns or incidents must be reported immediately to the Clerk.

For more details, refer to the **Health & Safety Manual** or contact **clerk@halton-pc.co.uk**

Halton Parish Council
Lone Working Policy Acknowledgement Form

I confirm that I have read and understood the Halton Parish Council Lone Working Policy and agree to adhere to its guidelines to ensure my safety and the safety of others while working alone. I acknowledge that this policy and lone working risk assessments will be reviewed at least annually or sooner if there are significant changes in work conditions, incidents, or new risks identified, in compliance with the Management of Health and Safety at Work Regulations 1999. I will report any changes, hazards, or concerns related to lone working that may impact safety to ensure a safe environment for all.

Full Name (Printed)	**Role HPC Staff/Volunteer/Public Member)**	**Date**	**Signature**	**For Official Use** Reviewed by: HPC Full Name & Designation	**For Official Use** Date of Review