



Drighlington Parish Council

Lone Working Policy

1. Statement of Policy:

Drighlington Parish Council will take all reasonably practicable steps to protect the health, safety and welfare of its employees and councillors when they are required to work alone or without direct supervision.

The Council recognises that lone working is not inherently unsafe, but that certain tasks, locations or circumstances may increase the risk of harm. This policy sets out the arrangements intended to reduce those risks.

2. Scope:

This policy applies to all employees and councillors carrying out Council business where they are working alone, without close supervision or without immediate access to support.

3. Responsibilities:

3.1 The Council is responsible for:

- ensuring that suitable arrangements are in place for lone working;
- determining and approving the contents of this policy;
- providing the resources necessary to implement the policy;
- ensuring that employees and councillors are aware of the policy; and
- ensuring that appropriate support is available following any incident.

3.2 The Clerk is responsible for:

- the day-to-day operation of the policy;
- keeping suitable records of incidents, concerns and any actions taken; and
- reporting relevant matters to the Council and escalating any urgent matters to the appropriate authorities without delay.

3.3 All employees and councillors engaged in lone working are responsible for:

- taking reasonable care of their own health and safety and that of others who may be affected by their actions;
- following this policy and any related safety instructions;
- reporting incidents, near misses, hazards or concerns promptly;
- taking part in any relevant briefing or training; and
- assessing whether an activity is suitable to be carried out alone before starting work.

4. Lone Working Arrangements:

- Lone workers should carry a mobile telephone when reasonably practicable.
- Where a meeting or appointment is arranged, the location, time and expected duration should be recorded where appropriate.
- Lone workers should inform a colleague or councillor of their whereabouts when carrying out higher-risk visits or meetings.
- Employees and councillors should avoid working alone on tasks that present a foreseeable risk which cannot be adequately controlled.
- If a person feels unsafe, they should withdraw from the situation if it is safe to do so and seek assistance immediately.
- If there is an imminent threat of violence or serious harm, the emergency services should be contacted without delay.

5. Meetings with Members of the Public and Stakeholders:

- The clerk will normally be available to members of the public and stakeholders by prior appointment during agreed hours at the Community Hub or at another suitable and accessible location.
- A councillor will normally be in attendance at meetings with members of the public or stakeholders, unless the clerk determines that a councillor's attendance is not required.
- The clerk and councillors reserve the right to refuse or rearrange an appointment where they consider that doing so is necessary due to safety or welfare concerns.
- Where appropriate, meetings may be held in an alternative location or with additional support to reduce any identified risks.
- If a person attending a meeting becomes threatening, abusive or aggressive, the meeting may be terminated and appropriate assistance sought.

6. Incident Reporting

- Any accident, near miss, threat, aggressive behaviour or other incident arising from lone working must be reported as soon as possible to the clerk.
- If the incident involves the clerk, it must be reported to the Chairperson of the Parish Council.
- Where appropriate, incidents involving an immediate threat to safety should also be reported to the emergency services or other relevant authority without delay.
- The clerk will maintain appropriate records of incidents, actions taken and any follow-up required.
- The Council will review incidents on a regular basis and determine whether any changes to procedures, support or safeguards are required.
- Where an incident identifies a significant or ongoing risk, the Council will consider whether additional measures are necessary to protect employees and councillors.

Policy Details / Version History

Date First Adopted:

Minute Reference:

Document Status:

Review Period: Annual [To be reviewed annually at the Annual Meeting of the Council in May]

Version: 01 **Disposal Period:**