



**Parish Clerk**

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**FRAMWELLGATE MOOR PARISH COUNCIL**

**Lone Working Policy**

**1. INTRODUCTION**

Framwellgate Moor Parish Council (FMPC) acknowledges it's duty to make adequate provision for health and safety of lone workers. It is the policy of FMPC to fully implement the general requirements of the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 in so far as lone working is concerned.

This document is the FMPC policy, summary guidance and procedures for complying with the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

The primary operational responsibility for discharging the health and safety requirements with regards to this policy lies with the members of the Parish Council. A key role in implementing this policy lies with the Council who must ensure all the following requirements are addressed and implemented.

Duties of implementation for both these areas may be delegated to individuals in a manner that accurately reflects their existing levels of competence and responsibility. These individuals must plan, organise, control, monitor and review their health and safety management systems. However, in certain circumstances, the advice and assistance of specialist advisors may be required. The sections of lone working for which this document provides summary guidance includes: -

- Who are Lone Workers?
- Controlling the Risks
- Requirements of Lone Workers

**2. WHO ARE LONE WORKERS?**

Lone workers can be anyone who works by themselves without close or direct supervision. The examples found within the FMPC are.

- The Green-Keeper, working on his own in the KGV Pavilion and bowling green and at remote locations such as Parish playing fields.
- Single contractors working on their own.
- Parish Clerk, working in the KGV Pavilion

#### Action

- Identify all persons who are lone workers.
- Identify the locations and the tasks carried out.

### 3. CONTROLLING THE RISKS

As required by The Management of Health and Safety at Work Regulations 1999 a suitable assessment should be carried out to identify the hazards and the level of risk that lone workers are exposed to.

Suitable controls will be identified within the assessments. Depending on the level of risk there may be some higher risk activities/areas that due to the level of risk lone working will not be permitted e.g., high risk confined space work.

#### Issues to Consider:

- Can the risks of the job be adequately controlled by one person?
- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person?
- Can all the plant, substances and goods involved in the work be safely handled by one person?

#### Is there a risk of violence?

- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- What training is required to ensure competency in safety matters?
- How will the person be supervised?

#### Action

- Comprehensive risk assessments on all lone working activities/areas.
- Control measures to be identified, prioritised, and implemented.
- Higher risk activities/areas identified, and formal decisions made on authorisation/cessation of lone working.
- Formal systems/procedures developed for particular activities/areas, as required.

### 4. REQUIREMENTS OF LONE WORKERS

It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. This aspect of the assessment can be conducted through Occupational Health.

Consideration will be given to routine work and foreseeable emergencies that may impose additional or specific risks. Lone workers must be suitably experienced, have received suitable instructions and if necessary, training on the risks they are exposed to

and the precautions to be used. It is the policy of FMPC to ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of risk, types of risk and duration of exposure.

Adequacy of supervision may involve some of the following.

- periodic checks on lone workers i.e., visual
- periodic *contact* with lone worker i.e., telephone
- contact with other lone workers - records kept.
- automatic warning devices

Action

Check and monitor adequacy of supervision.

Ensure any emergency equipment i.e., alarms, mobile phones are regularly checked and maintained.

**To be reviewed annually in September**