



Knutsford Town Council

Lone Working Policy

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INTRODUCTION

- 1.1 A lone worker is defined as anyone who works in isolation from their colleagues and without close/direct supervision. This includes mobile workers working away from their usual base. This policy applies to all lone workers and managers of staff who undertake lone working.
- 1.2 Due to the nature of the council's operations it recognises that lone working is both required and common but recognises its obligations for the safety of all employees.

RISK ASSESSMENT

- 2.1 Line managers must undertake a risk assessment upon commencement of an employment and review this at least annually.
- 2.2 The risk assessment must be submitted to the Town Clerk
- 2.3 The Town Clerk shall take all reasonable steps to minimise risks identified and report any substantial risks to the Personnel Committee.
- 2.4 The Town Clerk shall develop procedures and safe working practices in relation to lone working

SUPPORT AND TRAINING

- 3.1 Lone workers need to be sufficiently experienced to understand the risks and precautions fully. Line managers need to set limits on what can and cannot be done when working alone.
- 3.2 Any person who has concerns about the continuance of a lone activity being carried out should feel confident that they have their line manager's support to terminate the task and return to office at any time. Where such incidents arise this must be reported to the Town Clerk. On return to the office employees should ask for a debrief with their line manager if they feel any issues need to be addressed following a lone working activity. The risk assessment may need to be modified and used as part of the planning process for subsequent activities.
- 3.3 The council shall provide any training necessary

