

Trowbridge Town Council

Working with the Community

Health & Safety at Work Act 1974 Health & Safety Lone Working Policy Statement

Trowbridge Town Council's statement of policy in regard to lone working is to:

- Consider lone working as a higher risk activity where Trowbridge Town Council's ("the Council") management strive to minimise such working instances
- Minimise particularly where high risk work is also undertaken under lone working conditions e.g. electrical, working at height
- Never knowingly expose an employee to uncontrolled risks particularly associated with lone working
- Consider and act on all reasonable concerns raised by employees in relation to lone working situations e.g. in times of absence of a colleague, safety concerns
- Provide adequate resources and training for the employee to ensure their Health and Safety particularly under lone working conditions
- Ensure the Council minimises the risks and liabilities associated with employee lone working and that its duties as required by Health and Safety legislation are not compromised, e.g. provide lone workers telephone access
- Provide uniform and adequate control of the additional Health and Safety risks arising from lone working across the organisation
- Provide timely information and instruction to supervisors to ensure that instances of lone working are minimised or that associated risks are properly assessed and controlled
- Ensure that all employees are competent to do their tasks and to give them adequate training
- Review and revise this policy as necessary at regular intervals

The Council also accepts its responsibility for assessing the risks to the health and safety of volunteers who work for the Council and other people who may be affected by our activities.

All employees and volunteers have a responsibility to co-operate with supervisors and managers to achieve a healthy, safe workplace and to take care of themselves and others.

Overall and final responsibility for Health and Safety in the Council is that of:

Lance Allan – Town Clerk & Proper Officer

Signed

Dated

This policy was approved on 5 September 2017 and will be kept up to date as the size and nature of the council changes and as new legislation is introduced. Otherwise date of next review September 2021.