

Chelmondiston Parish Council

www.Chelmondiston.suffolk.gov.uk

Chairman: Cllr. David Cordle, 'Trelowena', Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis, 'Michelle', Church Road, Chelmondiston IP9 1HT

e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

Chelmondiston Parish Council Lone Working Policy

Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable.

Chelmondiston Parish Councils employee is expected to work alone because of the nature of their job. Whilst working alone is not in-itself unsafe there may be circumstances where lone working can increase risk to an employee. This policy applies to the employee and councillors and for the purposes of this policy lone working is defined 'as anyone who works in isolation from their colleagues without close or direct supervision'.

Employee examples include:

Parish Clerk working alone at home

Parish Councillors and Parish Clerk working alone out of the Office/home.

Parish Councillors working alone from home.

Examples of Lone working include:

Checking dinghies at the Dinghy Park

Checking health and safety Issues around the Village/Parish

Changing information on the noticeboards

Meeting contractors on site

Meeting members of the public at the 'office address'

Chelmondiston Parish Council is responsible for:

The lone working arrangements for the Parish Clerk and Parish Councillors

Determining the contents of the Lone Working Policy

Ensuring compliance with the policy and providing resources for putting the policy into practice

Ensure that risks are evaluated and managed in association with this policy

Ensure that the Parish Clerk and the Parish Councillors are aware of this policy

Ensure that support is available for the Parish Clerk and Parish Councillors should an incident occur

The Parish Clerk is trained to complete risks assessments if/when required

Parish Clerk is responsible for:

Ensuring that he/she is compliant with risk assessments

Taking reasonable care of themselves and other people that may be affected by their actions whilst on Parish Council business

Report any incidents to the Chairman and the Parish Council/ and what action has been taken

Ensure that any rules are followed

Recognise any high-risk activities and take appropriate action where necessary

Parish Councillors are responsible for:

Taking reasonable care of themselves and other people that may be affected by their actions whilst on Parish Council business

Report any incidents to the Chairman and the Parish Council

Recognise any high-risk activities and take appropriate action where necessary

Lone Working Guidance:

Carry a mobile phone when away from the 'office' on Parish Council business

Do not put yourself at undue risk.

If members of the public are wanting to visit the 'office' address ensure that an appointment is made and be prepared to say not available if the visit is adhoc.

If visiting a member of the public's home ensure that someone knows of the appointment.

Ensure that the Parish Council is made aware of any issues or concerns

Written: 15/08/2018

Adopted: 11th September 2018

Chairman: Cllr David Cordle signed (11/09/2018)

Reviewed: