

# **TICKTON & ROUTH PARISH COUNCIL**

## **Lone Working Policy**

**Date/Minute No. document adopted:** 030/17

**Date last reviewed:** 18 May 2026 – 089/26 4.

**Date to be reviewed:** May 2027 or on change of legislation.

### **Introduction**

In accordance with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992, Tickton and Routh Parish Council acknowledges its responsibility for the health and safety and welfare at work of its employees and the health and safety of those affected by the work. These responsibilities cannot be transferred to employees who work alone, or without close supervision.

It is the employer's duty to assess the risks to lone workers and to take the necessary steps to avoid or control those risks. Employees must follow all risk assessments as advised for all work activities.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work, and to co-operate with their employers in meeting their legal obligations.

Lone workers should not be exposed to significantly more risks than employees who work together. Precautions should take account of normal working conditions and foreseeable emergency situations, e.g. fire, equipment failure, illness, threat and/or attack and accidents.

Employees and volunteers of the Parish Council are considered lone workers by the Parish Council.

From an assessment of the potential risks faced by employees of the Council, the guidelines listed below are to be followed so as to afford them adequate protection.

### **Point of Contact**

The point of contact for employees will be the Parish Clerk and the Chair of the Personnel Committee.

### **Liaison with the Public**

Members of the public, unknown to employees of the Council shall not be permitted to enter the homes of the Council members or Council employees, unless expressly invited to do so by that member or employee. All enquiries therefore, will ordinarily be dealt with on the doorstep or at an arranged meeting.

Members of the public, with issues to raise which are personal to them, which cannot be dealt with by the employee of the Council, will be given contact details for their East Riding of Yorkshire Ward Councillors.

### **Council Meetings**

Members of the public, unknown to employees of the Council shall not be permitted to enter premises to observe a meeting of the Council, until such time as a member of the Council is present.

The family of employees attending an evening Council meeting should be given a contact number of the Chair of that meeting, should employees fail to arrive home by an agreed time.

### **Cash Handling**

All cash received should be banked on the day of receipt. Where possible all money should be banked in a safe and appropriate manner.

### **Working at Home**

Employees must adhere to the Home Working Policy.

### **Working Outside**

There are occasions when employees of the Council will be required to work outside within the Parish and outside of the Parish boundaries, be it attending meetings, visiting allotments etc.

Employees of the Council who are required to leave their base on work-related matters, must at all times have access to a mobile phone; all calls from a personal phone made on work related matters will be reimbursed; the Council will make necessary arrangements should an employee not have access to a phone.

Where possible Council employees should be accompanied. Where this is not possible, an employee, the Parish Chair, or the Chair of any other Parish Council Committee should be aware of the work to be carried out, location and expected time of return.

Employees must adhere to the Council Health and Safety Policy. All accidents involving employees on official business along with any near misses must be reported at the next full Council meeting

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