****

**WELLESBOURNE & WALTON PARISH**

**COUNCIL**

**Lone Working Policy**

**Adopted May 2022**

**WELLESBOURNE & WALTON PARISH COUNCIL HEALTH & SAFETY LONE WORKING POLICY**

**Purpose**

In accordance with the Health & Safety at Work Act 1974 to ensure the health & safety of any of the Council’s staff who may be working alone in the office.

**Accident Prevention**

a) The office premises will undergo risk assessment reviewed annually and any unavoidable potential hazards which are identified made known to staff.

b) All electrical equipment will be regularly PAT tested.

c) Only office electrical equipment will be used

d) There is an emergency procedure for use in case of fire or other emergency

e) A first aid kit is provided

f) An Accident Book must be used to record any accident

**Assault prevention (office is open to the public at specified times)**

a) The door to the working office is lockable

b) When the front door is opened, audible warning is sounded

c) Staff desks will be positioned (where possible) so there is a clear view of the front door entrance into reception area

d) The door to the working office provides a swinging (top) panel though which visitors to the office can be identified (when members of staff are working alone, the door should remain locked until the visitor has been identified as non - threatening

**Communication in case of illness/accident/threat**

a) Staff working alone should be provided with a works mobile phone to be carried on their person

b) Staff have a list of Councillor contacts in case of emergency, with the Chairman as the first option

**Consideration of the policy**

a) The policy will be reviewed annually

b) Staff training in dealing with members of the public will be considered