



CITY OF ELY COUNCIL

LONE WORKER POLICY

PURPOSE

The purpose of this Policy is to ensure 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.

Employees are reminded that they have a duty to care for their own safety, the safety of other workers and any other person that may be affected by their activities. They must also cooperate with the Council to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.

The Council recognises that there may be increased risks to employees who are required to work alone. The implementation of this policy should help to reduce these risks.

GUIDELINES FOR LONE WORKING

Employees must ensure they do not take unnecessary risks when working alone and will take reasonable care not to put themselves at undue risk. If they are concerned about any risks, they must discuss these with their line manager.

Employees must undertake a risk assessment of the risk to themselves from the activities associated with working alone. Risk assessment forms can be obtained from Sessions House. If the risk is deemed too high, then the employee should not undertake this activity.

If any training is felt necessary to overcome any risk, the Council will ensure the employee receives this.

The Council will implement safe systems of working, which are appropriate to each employee's work activities. This will include effective means of communication and appropriate personal and protective equipment.

Estates employees must ensure they log in and out of the cemetery when they leave and return to the site. They will include details of their planned location and the duties they will undertake whilst there. This will ensure that other staff members are aware of their locality, should they not return when expected.

Employees must ensure they carry a mobile phone at all times, to enable them to make contact in an emergency.

Employees must follow all adopted Health and Safety procedures.

Employees must report any incidents, including threats and potentially dangerous situations to their line manager.

REVIEW OF POLICY STATEMENT

This policy will be reviewed on an annual basis.

Reviewed and approved on the 22nd May 2023

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Cllr C Phillips - Chairman of the Council