

## **BRIMINGTON PARISH COUNCIL**

### **POLICY FOR LONE WORKING**

**14 January 2025**

#### **Introduction**

Employees will be required to work by themselves in the Community Centre, when opening and locking for hirers, cleaning and carrying out general and administrative duties.

Typical risk factors include having an accident, drunken or threatening behaviour, or coming across attempted criminal activity, such as a burglary.

#### **Brimington Parish Council**

- To ensuring that all employees are aware of this policy.
- To provide resources for putting the policy into practice.
- To ensure that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce the risks associated with working alone.

#### **Employees**

- To take reasonable care of themselves and others affected by their actions.
- To co-operate by following risk assessments designed for safe working.
- To report all incidents that may affect the health and safety of themselves or others.
- To take part in any training designed to meet the requirements of this policy,
- To report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

#### **Risk Assessment**

A Risk Assessment accompanies this policy– Appendix 1

Guide to dealing with abusive & threatening behaviour accompanies this policy- Appendix 2

#### **Incident reporting**

An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage. All incidents must be reported to the designated point of contact eg the Parish Clerk. Employees should ensure that all incidents where they feel threatened or unsafe (even if this is not a tangible event/experience) are reported. This includes incidents of verbal abuse. Employees should dial 999 if they need emergency assistance.