

TOWN AND CINQUE PORT OF HYTHE



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LONE WORKING POLICY

WWW.HYTHERTC.GOV.UK/POLICIES/HR

This Policy was adopted by the Council at its meeting held on 26 April 2021

Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,
HYTHE, KENT. CT21 6BG



Lone Working Policy

Introduction

Lone workers are defined as employees who undertake work by themselves, without close or direct supervision, on behalf of a company.

The Management of Health and Safety at Work Regulations require employers to assess all risks to the health and safety of their employees. To do this, the company must identify hazards, complete risk assessments and devise and implement safe systems of work to ensure risks are either eliminated or adequately controlled whilst company business is being undertaken.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety, and welfare of our lone working employees while they are at work, and to comply with all relevant legislation including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999.

Employer Responsibilities

To ensure that all lone working activities are undertaken safely and that safe systems of work are clearly understood throughout the company, we will:

- Identify all lone working activities where there is a risk of injury.
- Avoid lone working activities, wherever practicable.
- Assess and reduce unavoidable risks.
- Provide all employees, including lone workers, with adequate information, instruction, and training to enable them to perform their work safely.
- Ensure that adequate resources are made available to fulfill the requirements of this policy; and
- Review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfill our responsibilities as outlined above, we will:

- Identify all lone working activities undertaken by our employees.
- Require a 'lone working' questionnaire to be completed by the Town Clerk.
- Avoid, wherever possible, lone working activities where employees risk injury.
- Complete a detailed risk assessment of each lone working activity if the risk is unavoidable.
- Develop safe systems of work.



- Inform all employees involved in lone working activities of any possible risks and how these can be avoided.
- Provide employees with sufficient information, instruction, and training to ensure their health and safety whilst undertaking lone working activities.
- Ensure appropriate health checks are made on the individuals performing the tasks, especially vulnerable people, and ensure that employees bring to our attention any changes in their own medical conditions; and
- Periodically assess accident records including Road Traffic Collisions (RTCs) or insurance records, to identify any trends and ensure that serious injuries are appropriately reported.

