



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Lone Working Policy

June 2006

PL/06/01

Lone Working Policy

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1.0 INTRODUCTION

- 1.1 This policy sets out the ways in which Neath Port Talbot County Borough Council (NPTCBC) will comply with its duties and responsibilities set out in the Health & Safety at Work Act etc 1974 for dealing with lone workers.

2.0 AIMS OF THE POLICY

- 2.1 The aims of the policy are to ensure that: -
- NPTCBC reduces the risk to employees by providing a safe and healthy working environment, with attention to employees who work alone as part of their job
 - the risk to the individual employee from lone working is reduced to the lowest level that is reasonably practical.
 - to ensure provision is made for training for employees who may have to deal with lone working

3.0 DEFINITIONS

- 3.1 The Health and Safety Executive defines '*lone working*' as "those who work by themselves without close or direct supervision".
- 3.2 The Council recognises that this broadly affects three categories of employees, as follows:-
- **Those who regularly work alone.**
 - **Those who occasionally or potentially work alone.**
 - **Those who work in an isolated situation.** Where one or more employees are engaged in regular or occasional work (either indoor or outdoor) where no one could reasonably be expected to come to their immediate aid or raise the alarm on their behalf.

4.0 ROLES AND RESPONSIBILITIES

4.1 Chief Executive/ Corporate Directors

Overall responsibility for the implementation of the policy rests with the Chief Executive and Corporate Directors

4.2 Heads of Service

Heads of Service will be responsible for ensuring that the health and safety arrangements are developed and implemented to satisfy the requirements of this policy.

4.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

4.3 Managers/ Team Leaders/ Headteachers

Each Manager/ Team Leader/ Headteacher will ensure that departmental instructions are implemented within their section.

4.4 Corporate Health & Safety Section

The Corporate Health & Safety Section will provide advice and guidance in order to ensure compliance with legislation and associated guidance.

4.5 Employees

Employees have a personal responsibility to protect themselves from risks associated with lone working. Employees should raise any concerns with their Managers/ Team Leaders / Headteachers and follow instructions given to minimise the risks.

5.0 LEGAL REQUIREMENTS

The key legislation that needs to be considered as regards to this policy are as follows:

- The Health and Safety at Work etc Act 1974 (HSWA)
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment at Work Regulations 1992
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995

6.0 REVIEW AND MONITORING

The operation of the policy will be the subject of periodic review.

7.0 CORPORATE PROCEDURE

NPTCBC shall implement this policy through the guidance outlined in the Corporate Procedure [CP/07/01](#).