

MELKSHAM WITHOUT PARISH COUNCIL

WORKING ALONE POLICY AND PROCEDURE

POLICY

Melksham Without Parish Council recognises that staff could face particular problems, and will not require employees to work alone where this results in unacceptable risks. MWPC will ensure that staff are instructed in all matters relating to their health and safety at work.

The following procedure should be read in conjunction with Melksham Without Parish Council's health and safety procedure.

PROCEDURE

1. Melksham Without Parish Council seeks to ensure that the procedure for lone workers ensure safe and effective systems of work at all times. All employees are therefore required to draw to the attention of the Council or Clerk any amendments or additions to the procedure which may become necessary from time to time.
2. All employees have a responsibility to act in such a way as not to put themselves or their colleagues at risk. Where employees work alone, MWPC places even greater trust in them to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.
3. All lone workers will have quick and easy access to first aid facilities.
4. Staff who are often 'out and about' should be rigorous about maintaining the dairies held in the office, including contact names and telephone numbers for each appointment. They should not leave the office without some note being left of where they are going and who they will be meeting. Such systems must be strictly adhered to.
5. For evening meetings, a 'check-in' system is advised whereby someone is expecting you to arrive or telephone at a certain time. The office should have contact telephone numbers of a personal contact for all staff.
6. Staff should take a mobile telephone with them whenever possible when they are 'out and about'.
7. Wherever possible staff should ensure that they will be met more than one representative of the organisation being dealt with. If this is not possible then preferably by a known or named person. Unknown persons should be met in a place where there will be other people present.
8. Staff who work out of office hours at Crown Chambers, possibly on their own, should ensure that all outside doors are locked and that someone knows where they are and for how long. Access into the building should not be given to unexpected visitors unless personally known.

9. The Council will seek to have two members of staff on duty when the office is open to the public. If a member of staff has to work alone at the Council office, because of illness or holidays by other staff members, he/she will inform TOTAL Office when he/she arrives in the building and when he/she leaves the building. When a staff member has to work alone, access will not be given to visitors unless they are personally known.
10. After evening Council meetings, no staff member will lock up or close the premises alone.

Recommended by Staffing Committee 29th June 2015 and adopted by Full Council 13th July 2015.