

Document History:
Adopted on 13 May 2019

To be reviewed: Annually

**Hemswell Cliff
Parish Council**

Hemswell Cliff Parish Council Lone/Home Working Policy

1. The Law

1.1 The Parish Council recognises its right and duty to take reasonable steps to ensure that the health and safety risks to its paid staff are not unacceptably increased by working alone.

2. Employer responsibilities

2.1 The Parish Council has overall responsibility for:

- ensuring that there are arrangements for identifying, evaluating and managing risk associated with home and lone working;
- providing resources for putting the policy into practice;
- ensuring that there are arrangements for monitoring incidents linked to home and lone working and regularly reviewing the effectiveness of this policy; and
- ensuring that there is a procedure in place in the event of a lone worker having an accident, becoming ill or if there is an emergency.

2.2 This is accomplished by the inclusion within the Council's risk management policy including assessments of the home working environment and a risk assessment for each lone worker. This policy is reviewed annually.

3. Employee responsibilities

3.1 Employees have individual responsibility for:

- taking reasonable care of themselves and others affected by their actions;
- following the rules and procedures put in place by the employer designed for safe home and lone working;
- reporting to the Parish Council or Clerk all incidents, dangers or potential dangers that may affect the health, safety and wellbeing of themselves or others;
- taking part in any training designed to raise awareness of the risks of home and lone working;
- taking all reasonable precautions when travelling on Council business or working away from the home environment, including advising a responsible person, who, when and where they are visiting and the expected time of return home and ensuring their motor insurance policy covers such occasions.

3.2 These issues will be discussed at the annual staff appraisal.

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