



# Carnforth Town Council Lone Working Policy

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## 1. Purpose

The purpose of this policy is to ensure the safety and well-being of employees, councillors, contractors, and volunteers who work alone for Carnforth Town Council. This policy outlines the responsibilities, procedures, and measures in place to mitigate the risks associated with lone working.

## 2. Scope

This policy applies to all staff, councillors, contractors, and volunteers who work alone or without direct supervision for Carnforth Town Council.

## 3. Definition of Lone Working

Lone working refers to situations where individuals work by themselves without close or direct supervision. This can occur in various settings, including but not limited to offices, community halls, remote locations, and during site visits.

## 4. Responsibilities

The following responsibilities are assigned to ensure the effective implementation of this policy:

- **Town Clerk:** Responsible for overseeing the implementation of this policy and for ensuring that lone workers are aware of this policy and the associated procedures and that risk assessments are conducted and reviewed regularly.
- **Lone Workers:** Responsible for following the procedures outlined in this policy, participating in risk assessments, and reporting any concerns or incidents related to lone working.

## 5. Risk Assessment

Risk assessments must be conducted for all lone working activities to identify potential hazards and implement appropriate control measures. Risk assessments should consider factors such as the nature of the work, the environment, and the individual's experience and training.



## 6. Safety Procedures

The following safety procedures must be followed by lone workers:

- Ensure that someone is aware of their location and expected return time.
- Carry a mobile phone or other communication device at all times.
- Avoid high-risk activities that could lead to injury or harm.
- Follow any additional safety measures identified in the risk assessment.

## 7. Communication Protocols

Effective communication is essential for the safety of lone workers. The following communication protocols must be followed:

- Regular check-ins with a designated contact person.
- Immediate reporting of any incidents or concerns.
- Use of communication devices to maintain contact during lone working activities.

## 8. Incident Reporting

All incidents, near misses, and concerns related to lone working must be reported to the Town Clerk as soon as possible. An investigation will be conducted, and appropriate measures will be taken to prevent recurrence.

## 9. Review Process

This policy will be reviewed annually or in response to significant changes in legislation, work practices, or incidents. The review process will involve consultation with lone workers and other relevant stakeholders.

Adopted by Carnforth Town Council on: [Insert Date]

Next Review Date: [Insert Date]