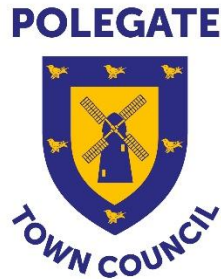


Polegate Town Council



LONE WORKING POLICY

Policy Number 37		
Issue No.	Date completed	Details of amendments
1	22.05.23	Adopted at Annual Stat meeting
2	20.05.24	Adopted at Annual Stat meeting
3	19.05.25	Adopted at Annual Stat meeting
4	05.05.26	Adopted at Annual Stat meeting

1. Aim and objectives

1.1 This procedure is designed to help and encourage employees to be alert to the risks presented by lone working; to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risk. It is not intended to raise anxiety unnecessarily but to give staff a framework for managing potentially risky situations.

2. Scope

2.1 This Policy Applies to all employees who may be working alone at any time. This supports the Council's overall policies relating to safer working practices and should be read in conjunction with these. It forms part of the Health and Safety Procedure.

3. Definition

3.1 Lone working refers to situations where staff in the course of their duties work alone in the community or are the only staff presence in a location. They will be physically isolated from colleagues and without access to immediate assistance.

4. The procedure

4.1 All duties start and finish at 49 High Street, unless by prior agreement with the Town Clerk.

4.2 At all times, staff should notify a colleague of their whereabouts when they are carrying out Council activities.

4.3 If you are off site attending a meeting, the nature and the location of the meeting should be recorded in the Polegate Town Council calander in every instance including the likely time of your return.

4.4 Individuals should carry a mobile phone, and it is their responsibility to ensure that it is switched on and charged at all times. If for any reasons your mobile phone is not working, then an available number should be used and circulated to all staff prior to leaving the building. All individuals should sign in and out of the building on every occasion in accordance with Fire Regulations.

4.5 If the Town Clerk is of the option that a job holds more risk due to the nature of the job role, then a separate risk assessment will be completed to identify measures to reduce the risk.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO