WELSHAMPTON AND LYNEAL PARISH COUNCIL

LONE WORKING GUIDANCE

Aims

To protect councillors, employee, contractors, and volunteers from the risk associated with carrying out duties or representing the Parish Council alone as part of their role. To ensure that councillors, employee, contractors, and volunteers understand that the Parish Council does not expect councillors, employee, contractors, and volunteers to expose themselves to unnecessary risks in the course of their role and duties and that the Parish Council will support councillors, employee, contractors and volunteers if they leave a situation in which they feel at risk

Definition

For the purpose of this guidance, lone working will be defined as carrying out duties on behalf of or representing the Parish Council in any situation or location.

General Rules

The Parish Council must have details of councillors, employee, contractors, and volunteers' mobile number, home contact number and a person to be contacted in case of emergencies.
Prior to carrying out duties or representing the Parish Council councillors, employee, contractors, and volunteers must let at least one person know their movements and when councillors, employee, contractors, and volunteers will contact that person again.

Common situations of lone working and reducing the risks.

Clerk

The Parish Council nominated office is the Clerk's home address. The Clerk should not meet members of the public at that home address, unless there are other persons known personally to the Clerk also in the property. As a standard rule, all meetings with members of the public should pre-arranged and take place in a public venue.

Councillors

Councillors should not meet members of the public at their home address, unless they are personally known to councillors and there are other persons in the property. As a standard rule, all meetings with members of the public should pre-arranged and take place in a public venue.

Parish Council Meetings

Opening up Parish Hall

Councillors are asked to arrive at the time of opening up to assist with room preparation and reduce risk of one person being on their own.

Locking up Parish Hall

At least 2 people to be present when locking up is in process.

Public Participation

Although not a lone working environment, there is a risk when dealing with the public. To reduce risk, the Chair/Clerk will ask members of the public their name, whether they are from the parish and if they have an item of interest before the meeting starts. Should at any time during the meeting an individual/s become abusive, they shall be asked to leave and if necessary, a call made to the Police.

Incident Reporting

An incident is defined as "an unplanned or uncontrolled event or sequence of events that has the

potential to cause injury, ill health or damage". In order to maintain an appropriate record of incidents involving lone activities it is essential that all incidents be reported to the Clerk who will identify any immediate action. Councillors, employee, contractors, and volunteers should ensure that all incidents where they feel threatened or "unsafe" (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

Contacting/Involving the Police
The Parish Council is committed to protecting councillors, employee, contractors, and volunteers from violence and assault and will support criminal proceedings against those who carry out assault. Councillors, employee, contractors, and volunteers are encouraged to report violent incidents to the Clerk/Chair and will be supported by the Parish Council throughout the process. Except in the cases of emergency, councillors, employee, contractors, and volunteers should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident. If the incident involves the Clerk, the Chair will take control.

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