BARLASTON PARISH COUNCIL



LONE WORKING POLICY

BPC01-07

LONE WORKING POLICY

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	March 2026

This document was reviewed by:

The Parish Council	14 April 2026

This document version was adopted by:

The Parish Council at their meeting on	14 April 2026

Document Review schedule:

Next Mandatory Review by	April 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	14 April 2026	BPC01-07	New Policy	

Lone Working Policy

1. Purpose
This policy sets out how Barlaston Parish Council manages the risks associated with lone working to ensure the health, safety and welfare of individuals working alone on behalf of the Council.

2. Scope
This policy applies to the Clerk when working alone in the Council's office accommodation or when working remotely from home.

3. Policy Statement
The Council recognises that lone working occurs as part of normal Council operations. Given the administrative nature of the work, risks are considered low. The Council will take reasonable steps to ensure that lone working is carried out safely and that appropriate arrangements are in place for communication and emergency access where necessary.

4. Lone Working Arrangements

4.1 Office Working

- The Clerk works alone in rented office accommodation within the Methodist Church
- Access to the office is controlled
- CCTV provides visibility of the entrance and access routes to the office area
- Emergency access arrangements are in place via a spare key and access code held securely by a nominated person
- The working environment is considered low risk due to the administrative nature of the work undertaken

4.2 Home Working

- The Clerk may undertake work from home as required
- Home working is administrative in nature and considered low risk
- The Clerk is responsible for ensuring a suitable working environment
- No additional Council-controlled arrangements are required for home working beyond general good practice

5. Communication
The Clerk will maintain appropriate contact arrangements when working alone for extended periods.This may include notifying a nominated person of working times or availability when working alone for extended periods.

6. Travel and Access Considerations
The Clerk may choose to work from home where travel conditions are considered unsafe or unsuitable, including during periods of poor weather or reduced daylight.

7. Emergency Arrangements
In the event of an emergency:

- Emergency services will be contacted where necessary
- Emergency access to the office is available via the agreed arrangements or via the Methodist Church Caretaker
- CCTV and building access controls may assist in situational awareness
- Incidents will be reported in accordance with the Council's Incident Reporting Procedure

8. Responsibilities
The Clerk is responsible for working in a safe manner and reporting any concerns relating to lone working.

The Council is responsible for reviewing this policy and ensuring that arrangements remain appropriate.

9. Review
This policy will be reviewed annually or when circumstances change.

_____ _____

Chairman Date