



PORTREATH

PARISH COUNCIL

LONE WORKER POLICY

Adopted: 16th June 2025

1. Purpose

This policy sets out Portreath Parish Council's approach to ensuring the safety and well-being of councillors, employees, volunteers, and contractors who work alone during the course of their duties.

2. Scope

This policy applies to all lone working activities carried out on behalf of Portreath Parish Council, whether on Council premises, in the community, or while travelling.

3. Definition of Lone Working

Lone working refers to situations where individuals are required to work by themselves without close or direct supervision. Examples include:

- Visiting parish sites or facilities alone
- Conducting inspections or maintenance tasks alone
- Home-based working
- Attending external meetings or events alone
- Working alone in Council premises (e.g. office, Community Hub, Public Toilets)

4. Policy Statement

Portreath Parish Council recognises that lone working may present specific risks and is committed to taking reasonable steps to ensure the health, safety, and welfare of those working alone.

Lone working is permitted where appropriate risk assessments have been conducted, and where suitable measures are in place to manage identified risks.

5. Responsibilities

The Parish Council will:

- Identify tasks and roles that involve lone working
- Conduct risk assessments to identify hazards and manage risks
- Provide information, instruction, and training as required
- Ensure there are clear procedures for reporting concerns or incidents
- Regularly review lone working arrangements

Employees, councillors, and volunteers must:

- Follow this policy and any associated procedures
- Take reasonable care of their own safety
- Inform a designated contact (e.g. Clerk or Councillor, or family member) of their whereabouts when working alone
- Report any concerns, incidents, or accidents promptly

6. Risk Management and Safe Practices

To minimise risks associated with lone working:

- Avoid lone working where reasonable and practical, especially in high-risk situations
- Inform a nominated person of your working location and expected duration
- Keep mobile phones charged and accessible
- Do not undertake hazardous tasks alone
- Consider personal safety and security when attending external sites
- Ensure appropriate emergency procedures are in place

7. Reporting and Review

All incidents or concerns related to lone working must be reported to the Clerk or Council Chair or Chair of the staffing committee as soon as possible.

Portreath Parish Council will review this policy regularly and following any significant incident or change in working arrangements.

Review:

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign