



## **Lone Working**

### **Full Council Committee meeting 18<sup>th</sup> May 2026**

Lone workers are defined as employees who undertake work by themselves, without close or direct supervision, on behalf of a company.

The Management of Health and Safety at Work Regulations require employers to assess all risks to the health and safety of their employees.

### **Policy - Statement of Intent**

Sandgate Parish Council aim to ensure, so far as is reasonably practicable, the health, safety and welfare of our lone working employees while they are at work, and to comply with all relevant legislation, including:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999.

### **Employer Responsibilities**

To ensure that all lone working activities are undertaken safely,

- identify all lone working activities where there is a risk of injury;
- avoid lone working activities, wherever practicable;
- assess and reduce unavoidable risks;
- provide all employees, including lone workers, with adequate information, instruction and training to enable them to perform their work safely;
- ensure that adequate resources are made available to fulfil the requirements of this policy;
- review this policy at least annually or more frequently if significant changes occur.

### **Procedure**

To fulfil our responsibilities as outlined above,

- identify all lone working activities undertaken by our employees;
- complete a detailed risk assessment of lone working activity
- develop safe systems of work;
- inform all employees involved in lone working activities of any possible risks and how these can be avoided;
- provide employees with sufficient information, instruction and training to ensure their health and safety whilst undertaking lone working activities;