

# **Tunbridge Wells Commons Conservators: Lone worker policy**

## **Introduction**

Tunbridge Wells Commons Conservators are committed to maintaining high standards of health, safety and environmental protection in all of its operations and practices in accordance with The Health and Safety at Work etc Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended), so far as is reasonably practicable. The commitment extends to managing the risk to lone workers.

This policy applies to all lone workers on the Commons, including Officers, volunteers, contractors and self-employed people. It also includes Officers working from home. Lone workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

## **Hazards**

Lone workers face the same hazards at work as anyone else, but there is a greater risk of these hazards causing harm as they may not have anyone to help or support them if things go wrong. As examples, accidents or incidents as a result of the environment and environmental factors (e.g. bad weather conditions, working alone at night), manual handling, stress and mental health or wellbeing, violence and threats to personal safety, safe use of tools/equipment/vehicles, personal ill health and the risk of liability related to safeguarding.

## **Training**

Lone workers need to fully understand the risks involved in their work, that precautions are necessary, and that they do need to be suitably experienced. They must know what to do in an emergency situation and have access to basic first aid.

## **Risk assessment and control measures**

Where risk has been identified and needs managing, a risk assessment will be carried out for tasks and activities to minimise hazards.

When undertaking risk assessments which include working alone, the following shall be considered:

- Is the task absolutely necessary?
- Can the risks of the task be adequately controlled and safely handled by one person?
- What control measures are required in the event of fire, illness, or an accident and are these control measures suitable for use when working alone?
- Is the person medically fit and suitable to work alone?
- Is the person considered vulnerable e.g. are they young, pregnant, disabled or a trainee?

Safe control measures identified via the risk assessment must be implemented. If safe lone working conditions cannot be achieved, the lone worker must be supervised or work with another person.

### **Monitoring**

The Ranger is a regular lone worker and is equipped with a mobile phone and bodycam. If he is undertaking any work which he has assessed as carrying a risk, a mobile phone check in system is implemented between himself and other Officers.

Other lone workers, working or volunteering under authority of the Officers, must be regularly monitored to ensure ongoing safety. Pre-agreed intervals of regular contact must be arranged, this can take the form of a mobile phone check in or a site visit/meeting. During the check if conditions have changed then control measures should be adjusted or the the activity stopped if necessary.

### **Incidents**

A clear process must be in place to respond to any incidents. Lone workers must have adequate and reliable means of communication and a way to call for help

### **Feedback and support**

Lone workers should be included in regular meetings or given other opportunities to share any concerns.

Date of review: October 2024

Date of next review: October 2027