



NORTH WEALD BASSETT PARISH COUNCIL

LONE WORKING POLICY

1. North Weald Bassett Parish Council recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for all its employees.
2. Employees are reminded that they have a duty of care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.
3. When in a lone working situation in the Parish Office, employees should ensure that the office door is locked at all times. Always put your own safety first.
4. When lone working elsewhere, employees should:
 - Carry their mobile phone at all times.
 - Wear protective clothing as appropriate.
 - Use suitable equipment for activity, as provided by Council