

Englishcombe Parish Council

Lone Working and Staff Safeguarding Policy

1. Purpose

To minimise risks associated with lone working and ensure safeguarding for all staff.

2. Definitions

- Lone Worker: Someone working without close or direct supervision.

3. Risk Assessment

- Line managers must carry out risk assessments for lone working tasks.
- Suitable control measures must be implemented.

4. Safe Working Practices

- Notify location and expected return time.
- Keep mobile phone charged and accessible.
- Avoid high-risk situations.

5. Responsibilities

- Line Managers ensure compliance.
- Employees follow lone working protocols.

6. Training

- Relevant staff will receive lone working safety training.

7. Safeguarding Concerns

- All concerns reported to Designated Safeguarding Lead.

8. Review

Annual review of policy and risk assessments.