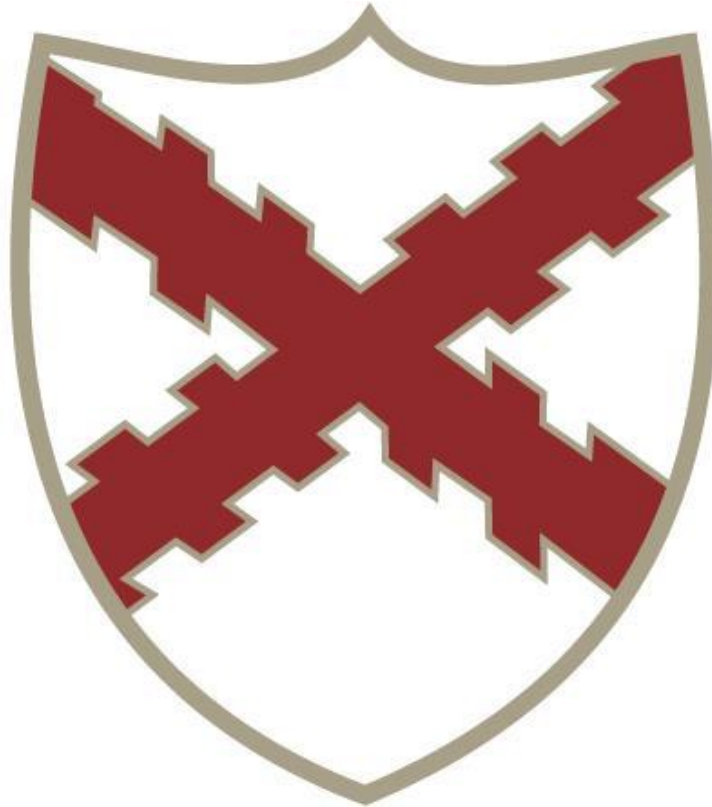


ST. AUSTELL TOWN COUNCIL



Councillor Lone Working Policy

Responsible Officer:	Town Clerk
Date re-approved:	14 th July 2025
Date of review:	July 2028

Approved 14th July 2025

Introduction

St Austell Town Council is committed to ensuring the health, safety, and welfare of its members whenever they are required to work alone. This policy outlines the procedures and responsibilities to minimise risks associated with lone working.

This policy applies to all councillors who may work alone at any time, whether within council premises or in the community.

Definition of Lone Working

Lone working refers to situations where councillors work alone without direct supervision or immediate assistance. This can occur during site visits, community engagements, or when working outside normal office hours.

Risk Assessment

In certain circumstances, a risk assessment should be conducted to identify potential hazards and implement measures to control risks. This includes:

- Assessing the environment where lone working will occur
- Identifying potential risks such as personal safety, health emergencies, or accidents
- Implementing control measures to mitigate identified risks
- Risk to reputation should be considered (e.g. individual members of the planning committee meeting with potential developers)

Safe Working Practices

To ensure safe lone working, councillors should:

- Inform a designated contact person of their location and expected duration of lone working
- Carry a mobile phone at all times for emergency communication

- Avoid high-risk areas and situations where possible
- Use personal safety devices if necessary
- Unless absolutely necessary, councillors should not meet with people in their own home

Reporting and Monitoring

Councillors must report any incidents or concerns related to lone working to Town Council officers. Regular reviews of lone working practices will be conducted to ensure ongoing safety and effectiveness.

Responsibilities

- **Councillors:** Follow the lone working policy and procedures, report incidents, and participate in training
- **Town Council:** Provide necessary training, support, and resources to ensure safe lone working practices

Review

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of the councillors and the council.