



Binfield Parish Council

Lone Worker Policy

1 Purpose

This policy is designed to protect employees and lessees who may be working alone in the building for periods of time as well as safeguard parish property.

2 Policy – employees

- 2.1 Employees should ensure that the door to the main working office is closed and locked (using the keypad entry lock) while working alone (even during official opening hours) if the
 - a) Main reception shutter is closed
 - b) the office is to be left unattended for any period of time.
- 2.2 Employees working alone in the office with the shutter open (i.e. during official opening hours) should ensure the door between the office and the corridor is placed on the latch to prevent unauthorised access into the employee only area. When allowing visitors into the employee only area these should be known to the employee or confirmed hirers of the meeting room spaces
- 2.3 Employees arriving to open up the building for evening meetings should leave the main entry door locked until a second (known) person arrives at the building.
- 2.4 If concerned about unauthorised persons attempting to gain access, the employee should call 999 immediately.
- 2.5 An employee should be particularly vigilant when entering or leaving the premises. He/she should not enter or leave the premises if he/she believes the building's security or the employee's own safety has been compromised or is at risk for any reason. In this case call 999.
- 2.6 An employee working alone should not attempt to carry out any manual handling of equipment, furniture or sundries that are not designed to be portable by one person.
- 2.7 Holding meetings at the office as a lone member of staff, other than a parish council or committee meeting, is to be avoided if at all possible

3 Policy – Leaseholders

- 3.1 Leaseholders should not be in the building unaccompanied without locking the main entry doors – i.e. outside of official opening hours.
- 3.2 Before trading commences and after it ceases, the main entry doors should be locked internally, and keys left in the lock (to enable swift exit)
- 3.3 Toilets should be checked at the end of each day prior to the building being locked up.
- 3.4 If concerned about unauthorised persons attempting to gain access, the leaseholder (or their employee) should call 999 immediately.
- 3.5 A leaseholder or their employee should be particularly vigilant when entering or leaving the premises. He/she should not enter or leave the premises if he/she believes the building's security or the employee's own safety has been compromised or is at risk for any reason. In this case call 999.

Reviewed: December 2023

Adopted: 09 January 2024

Next Review Date: January 2025



- 3.6 A leaseholder or their employee working alone should not attempt to carry out any manual handling of equipment, furniture or sundries that are not designed to be portable by one person.

4 **Linkages to other policies**

This policy is impacted by the following policies: -

- 4.1 Health and Safety Policy
- 4.2 Fire Safety Policy
- 4.3 Risk Assessment and Fire Risk Assessment