

# **SHEDFIELD PARISH COUNCIL**

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*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## **LONE WORKING POLICY**

The Parish Council are aware that lone working could possibly have a perceived inherent danger. Some of the items listed are self-explanatory and need no further explaining. A copy of this policy is to be given to all members of staff.

1. Whilst working alone, during the hours of darkness, the office should be secure with the main entrance door locked.
2. When the office is open, all office shutters must be open.
3. If a member of staff feels at risk, they should telephone 999 immediately.
4. When attending the office on meeting nights, if a member of staff is unhappy for any reason, they should remain in their vehicle and wait for a Councillor to arrive and open and enter the office together.
5. If a person/s attends the office and their demeanour gives rise to anxiety, they should be asked to leave and staff should contact another member of the Parish Council and the Police if necessary.
6. When the office is vacated to use the toilet facilities, the main external office door should be locked.
7. The safe should be covered at all times and valuable items should not be in open display.
8. When the office is open, the door into the Pavilion from the office should be unlocked and locked again when vacating the building, returning the key to the key box.
9. Torches are provided by the Council for use by staff during hours of darkness.
10. When arriving at the office if there is a cause for concern, staff should not enter the building but contact another Parish Councillor and the Police if necessary.
11. The Clerk and Parish Council will review this policy from time to time.

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