

Axbridge Town Council

Lone working policy (in conjunction with the H&S policy)

The Council will:

- Be aware of safety issues relating to working alone.
- Assess lone working risks systematically and regularly.
- Ensure that the clerk is able to recognise potential risks.
- Report and record any incidents that relate to working alone.

The Clerk will:

- **Be aware of safety issues relating to working alone.**
- Take reasonable care.
- **Consider and assess the need for closing the office door when the downstairs venue is in use and, if the door is closed, to use the spyhole to establish who is there before opening the door.**
- Keep someone, either at home or on the Council, as appropriate, aware of location, meetings, contact detail etc.
- Report any dangers, or potential danger, as they arise.
- **Report and record any incidents that relate to working alone**

Site security

- A chain on the front door, to be connected before opening the front door to anyone calling.
- Mobile phone to hand at all times.

Adopted by Council on (minute) refers