



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

Lone Working Policy

1. Scope

This policy applies to all employees, councillors, volunteers, contractors, and any other individuals working on behalf of Albury Parish Council who may work alone or in isolation from others, including:

- Remote work only where interacting with external parties.
- Site visits or working in isolated locations.
- Meetings with the public or external representatives.

Routine home working, without external interaction, is not covered by this policy.

2. Practical Risk Management

- **Basic Check-in:** Lone workers inform a designated contact before and after tasks.
- **Emergency Contact:** Simple process for seeking assistance if needed.
- **Risk Awareness:** No mandatory risk assessments for routine work – only for high-risk tasks.

3. Responsibilities

- **Council Members:** Ensure safety measures are practical, enforceable, and reasonable.
- **Lone Workers:** Follow basic precautions (e.g. notifying a contact) and report concerns.

4. Incident Reporting and Review

- **Serious incidents or concerns** should be reported for review.
- **Policy will be reviewed annually** but only adjusted if needed.

5. Contact Information

For any questions or concerns regarding this policy or our lone working practices, please contact us at:

Phone: 07856 010 600

Email: clerk@alburyparishcouncil.gov.uk

Address: 1 Mint Cottages, Park Road, Banstead, Surrey, SM7 3DS