

# NEWLAND PARISH COUNCIL - HOME / LONE WORKER POLICY FOR EMPLOYEES

(reviewed 25/5/2018)

## **The Law**

Legislation imposes a legal obligation on employers to look after the health, safety and welfare of their employees.

## **Employer Responsibilities**

The Parish Council has overall responsibility for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with home and lone working;
- Providing resources for putting the policy into practice including the provision of a basic first aid kit;
- Ensuring that there are arrangements for monitoring incidents linked to home and lone working and regularly reviewing the effectiveness of this policy

***This is accomplished by the inclusion within the Council's Risk Assessment policy inspections of the home working environment. The Risk Assessment policy is reviewed annually.***

## **Employee Responsibility**

The employee(s) have individual responsibility for:

- Taking reasonable care of themselves and others affected by their actions;
- Following the rules and procedures put in place by the employer designed for safe home and lone working
- Reporting to the Chairman all incidents, dangers or potential dangers that may affect the health, safety and wellbeing of themselves or others;
- Taking part in any training designed to raise awareness of the risks of home and lone working;
- Taking all reasonable precautions when travelling on Council business or working away from the home environment, including advising a responsible person who, when and where they are visiting and the expected time of return home and ensuring their motor insurance policy covers such occasions.

***These issues will be discussed at the annual staff appraisal.***