



ALVANLEY PARISH COUNCIL

LONE WORKING POLICY (COUNCILLORS)

Adopted: 20th May 2026

Review Date: May 2027

Version: 1.0

1. Introduction

Alvanley Parish Council has a duty of care to ensure the safety and wellbeing of councillors when carrying out council business. To minimise risk, the Council requires that councillors do **not** undertake any duties that would result in them working alone. This policy sets out the arrangements to ensure councillors are accompanied or supported at all times when carrying out council-related activities.

2. Scope

This policy applies to all elected and co-opted councillors. It covers all activities undertaken on behalf of the Council, including site visits, inspections, meetings with residents, and travel to council-related locations.

3. Prohibition of Lone Working

Councillors must **not** undertake any council duties alone. Activities that must not be carried out without another councillor, the Clerk, or an authorised volunteer present include:

- Site inspections (e.g., footpaths, play areas, assets)
- Meetings with residents or contractors
- Delivery of notices or council correspondence
- Visits to locations where risks cannot be fully assessed
- Any activity taking place in an isolated or private setting

Where a task cannot be completed safely with at least two people present, it must be postponed until appropriate support is available.

4. Responsibilities

4.1 The Council

The Council will:

- Ensure councillors have adequate support to avoid lone working
- Arrange paired or group attendance for site visits and meetings
- Maintain a rota or availability list to facilitate safe working
- Review any incidents or concerns raised by councillors

4.2 Councillors

Councillors must:

- Comply with this policy and avoid lone working in all circumstances
- Arrange for another councillor or the Clerk to accompany them
- Decline or postpone activities where support is not available
- Report any situations where lone working was unavoidable or attempted

5. Safe Working Arrangements

5.1 Meetings with Members of the Public

- Meetings must be attended by at least two councillors, or one councillor and the Clerk
- Meetings should take place in public or community venues
- Home visits are not permitted unless two people are present

5.2 Site Visits and Inspections

- All site visits must involve at least two people
- Visits should be scheduled during daylight hours
- Councillors must not undertake physical tasks such as lifting, climbing or repairs

5.3 Travel

- Councillors should travel separately if appropriate, but must meet another councillor or the Clerk at the destination
- No councillor should attend a site or meeting alone

6. Incident Reporting

Any incident, near-miss, or situation where a councillor felt pressured or obliged to work alone must be reported to the Clerk. The Council will review such reports and take action to prevent recurrence.

7. Review

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance, or following an incident.