



Be kind



Bydawch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

LONE WORKING POLICY

The Council has a duty of care to all of its members and employees. This includes their safety in and around the workplace which may be the Town Hall or any of the outside areas for which the Council is responsible.

The Council recognises that there are circumstances in which staff will need to work alone, especially in outdoor situations. There will also be circumstances where staff may be alone in the Town Hall through sickness or holiday absence or attendance at meetings off site. These guidelines are intended to cover such situations and should be followed at all times.

1. You are the person responsible for your safety. Nobody else can stop you from doing something which may lead to an accident.
2. Make sure that somebody knows where you are, or where you intend being. Ideally, this should be a member of staff, but, out of hours, could be a family member. Let that person know when you return. This is especially important when you are working off site, or if you have been offsite and have reached the end of your work hours.
3. If you have to work in the Town Hall office, make sure that the street door is closed and locked and you should not answer it to any unexpected visitors. They can always show themselves at the window so you could check their identity. **The purchase of a video doorbell could be authorised by council.**
4. Outside normal working hours, you should not admit anybody who is not expected. Regular "service" calls; meter readers, hygiene bin collectors and others tend to call on a random basis, and can be admitted on proof of identity. There is an attack alarm next to the office door which is activated by pulling it.
5. If you feel threatened in any way whatsoever, immediately call the nearest councillor (Speed Dial 1).