



Barnton Parish Council Lone Working Policy

1. Purpose

This policy sets out the council's approach to safeguarding employees, contractors, and volunteers who undertake lone working duties. It aims to minimise risk, promote safe working practices, and ensure accountability through appropriate use of body worn cameras.

2. Scope

This policy applies to all individuals engaged in council-related duties who may work alone, including but not limited to:

Office staff, Grounds maintenance staff, Graveyard or cemetery attendants
Contractors and volunteers operating without direct supervision

3. Definition of Lone Working

Lone working refers to any situation where an individual carries out duties without direct supervision or immediate support from colleagues. This may occur during site visits, inspections, ceremonial preparations, or out-of-hours responsibilities.

4. Risk Management

Before any lone working activity is undertaken, a risk assessment must be completed to identify:

· Location-specific hazards · Nature of the task · Likelihood of public interaction or confrontation · Communication and emergency protocols

5. Safety Measures

To mitigate risks associated with lone working, the following measures must be implemented:

· Pre-task briefing · Mobile phone or radio contact · Scheduled check-ins with a designated contact · Clear reporting procedures for incidents or concerns

6. Body Worn Cameras

Where appropriate, body worn cameras may be issued to lone workers as a protective and evidential tool. Their use is governed by the following principles:

6.1 Purpose

- To deter aggression or inappropriate behaviour
- To provide a factual record of interactions or incidents
- To support safeguarding and accountability

6.2 Operation

- Cameras must be worn visibly and activated only during public-facing duties or when risk is identified
- Individuals must announce when recording begins, where feasible
- Footage must be stored securely and accessed only by authorised personnel

6.3 Data Protection

- All recordings are subject to GDPR and council data handling policies
- Footage will be retained only for the duration necessary to investigate incidents or fulfil legal obligations
- Individuals have the right to request access to footage involving them, subject to legal constraints

6.4 CCTV Use Within Council Buildings

CCTV within council buildings is operated in accordance with the Council's CCTV Policy.

- The purpose of CCTV is to enhance the safety and security of lone workers, other staff, visitors, and any intruder who may enter the building.
- CCTV provides an additional safeguarding measure by monitoring access points, recording incidents, and supporting emergency response.
- All CCTV footage is subject to GDPR, the Council's Data Protection Policy, and strict access controls.
- CCTV recordings will only be reviewed by authorised personnel and retained for the minimum period necessary to meet legal, safety, or investigative requirements.

7. Training and Support

All lone workers will receive training on:

- Risk awareness and de-escalation techniques
- Use and maintenance of body worn cameras
- Reporting procedures and wellbeing support

8. Responsibilities

- **Line Managers:** Ensure risk assessments are completed and safety measures are in place
- **Lone Workers:** Follow procedures, report concerns, and use equipment responsibly
- **Council:** Provide appropriate resources, training, and oversight