



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

Lone Working Safety Check List

For: Caretaker, Assistant Caretaker & Litter Collector

Aim: Keep it simple, safe, and workable for “in-and-out” jobs during the day.

Nominated contact (day-to-day): Clerk: 07710 087124

Back-up contact: Assistant Clerk: 07734967281

Emergency: 999

1) Everyone working alone must do these 5 things

- **Carry a charged phone** (keep it on you, not left in a vehicle)
- **Tell someone where you are** and your rough finish time (see “Check-in” below)
- **Trust your instincts:** if it feels unsafe, **stop and move to safety**
- **Do not take unnecessary risks** (especially in poor light, bad weather, isolated areas)
- **Report incidents/near misses** (even “only verbal abuse”) as soon as practicable

2) The Check-In System:

A) Start of day / first job (one quick message)

Send:

“Starting jobs today. Likely sites: _____. I’ll message when finished.”

B) Additional check-in for “higher risk moments”

Send a quick message **only** if you are:

- working **after dark / early morning**
- in an **isolated area**
- using **tools/equipment** that could injure you
- dealing with an **unknown or confrontational person**
- somewhere with **poor signal**
- doing a task likely to take **over 60 minutes**

Example message:

“At _____. Should be done by _____. Will confirm when finished.”

C) End of day / last job

Send:

“Finished for today.”

If your plan changes (new site or delayed): send a quick update before the expected finish time.

3) If something goes wrong

If you feel threatened or unsafe

- **Leave immediately** and go somewhere safe/public
- Call your nominated contact when safe
- If immediate danger: **999**

If you are injured / unwell

- Serious or urgent: **999**
- Otherwise: stop work and contact your nominated person

4) Caretaker – task checklist

Before you start

- Phone charged + keys accessible
- You know the site address
- You have PPE if needed

While working

- Keep an exit route (don't get cornered in a building/compound)
- Don't let anyone "tailgate" you into locked areas
- Avoid high-risk tasks alone:
 - heavy lifting that needs help
 - ladder work beyond quick/low-risk tasks
 - power tools you're not trained/authorised to use
 - any situation with known conflict risk

If you need support

- Stop, lock up if appropriate, move to safety, and call

Companion (if approved for safety): presence only — **must not** do Council work.

5) Litter Collector – task checklist

Before you start

- High-vis on + gloves + suitable footwear
- Phone charged
- Plan the route and safest parking points

While working

- **Do not** pick in unsafe conditions (fast traffic, blind bends, unstable verges, deep ditches)
- Face traffic where possible; keep safe distance from carriageway
- Avoid conflict—if challenged, leave and report

Do not handle hazardous items

- Needles/sharps, unknown liquids/chemicals, broken glass piles, animal remains
- Mark location and report to: Clerk: 07710 087124

End

- Wash hands / hygiene
- Report any near misses, hazards, or abuse

6) Quick "STOP" rule (use anytime)

If any of these are true, **STOP and call:**

- poor visibility / bad weather
- no phone signal / low battery
- tools/equipment not safe
- someone behaving aggressively
- you feel unwell, shaky, or rushed

Policy owner: Staffing Committee

Next review due: January-March 2027 at Staffing for formal adoption at Parish Council May 2027

