



BEXHILL-ON-SEA TOWN COUNCIL

Lone Working Method Statement

Town Crier

1. Introduction

- 1.1 Town Criers, due to the nature of their work, will spend a certain amount of time working alone
- 1.2 This may or may not be on Bexhill-on Sea Town Council's business.
- 1.3 This method statement (in conjunction with the Risk Assessment) is a set of guidance for the occasions when the Town Crier finds themselves on their own.
- 1.4 It is worth noting however that though Town Criers may work alone, they are rarely in isolation, as by definition their task requires an audience of listeners.

2. Hazards

- 2.1 Hazards are as listed in the risk assessment but include attacks by people and animals.

3. Supervision and Monitoring

- 3.1 The Town Criers are supervised, when on council duties, by the Town Clerk or the Assistant Town Clerk.
- 3.2 The Town Council keeps a diary of events to which the Town Crier has been requested.
- 3.3 The Town Crier has a responsibility in highlighting any incidents or accidents whilst on official business. These will be collated and monitored by the Town Council.
- 3.4 The Town Council will, on occasion, watch the Town Criers in their work location to monitor their working practices and safety.

4. Safe Working Arrangements

- 4.1 The appointments of the Town Crier will be known from the diary.
- 4.2 The Town Crier will have contact details for the relevant officer at the Town Council
- 4.2 The Town Crier should confirm with the Town Council (by text, phone call or other medium) their arrival at the 'Cry' location.
- 4.3 The Town Crier should confirm their safety with the Town Council at the end of the 'Cry' (by text, phone call or other medium)
- 4.4 Any incidents or accidents whilst on a 'Cry' should be reported to the Town Council at the earliest opportunity.
- 4.5 These instructions apply fully to the Junior Town Crier but will be dealt with by his chaperone.
- 4.6 It is advised that the Town Crier applies these rules to any private 'Crys' they may undertake.

5. General Safety Advice

- 5.1 The Town Crier has responsibility for their own and others safety under legislation.
- 5.2 In all instances it is better to avoid dangerous situations altogether – if necessary, the Town Crier should cancel a scheduled 'Cry' rather than taking a chance. The Town Council welcomes any advice from the Town Crier on how we can keep them safe.