



LONE WORKING POLICY

Policy statement

This policy sets out the Company's provisions on lone working. The Company discourages lone working and will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, whether on an occasional or regular basis, the Company will take reasonable steps to ensure the health, safety and welfare of employees working alone. The Company will also ensure that a health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

Procedure

Lone working can be perfectly safe provided you take the following basic precautionary steps:

- Ensure that another member of staff, preferably your line manager, is aware you are working alone, where you are, what you are doing and what time you expect to finish.
- Make sure you have some means of communication with someone in the event of an emergency, such as a mobile phone or two-way radio.
- Ensure you have access to appropriate first aid equipment.
- Know where your nearest emergency exit is and the Company's emergency evacuation procedures.
- Make sure intruders cannot access the premises by checking that all windows and external doors are securely locked.
- Comply with any arrangements or follow any guidance provided by your line manager or the Company for lone working.
- Take all reasonable steps to ensure your own safety and welfare.
- Inform your line manager as soon as possible of any incidents, accidents or safety concerns.

Line managers should ensure that:

- Lone working is avoided as far as is reasonably practicable.
- Arrangements are in place so that someone is aware of a lone worker's whereabouts at all times.
- A check is carried out at the end of the lone working period.
- Emergency procedures are in place so that lone workers can obtain advice and assistance if required.
- Lone workers are provided with adequate information and training to understand the risks and the safe working procedures associated with working alone.
- The job can be done safely by one person.
- Any employee working alone is capable of undertaking the work on their own.