



Lone Working Policy

General Statement

Lone workers are those employees who work by themselves without close or direct supervision, either in their normal working environment or where they find themselves occasionally alone in the workplace due to colleagues being out on business or on holiday.

In such circumstances, these employees have specific requirements and responsibilities to ensure their health and safety whilst working alone and therefore, this statement should be read in conjunction with the Company's Health and Safety Procedures.

The Company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's objective is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to a minimal level. The people responsible for the implementation of this policy are the Directors, and the co-operation of management and employees is essential to its success. All employees have a responsibility to act in such a way that they do not put themselves or their colleagues at risk. Where employees work alone, the Company places even greater trust in them to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.

Arrangements for Securing the Health and Safety of Workers

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations 1999 will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances and environment. Particular consideration will be given to:

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst-case" scenario.

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management

Employees' Responsibilities

If you find yourself working alone or intend to arrange to work alone, you should advise a member of senior management and agree a contact strategy to ensure that should you be involved in an accident or taken ill, the Company can be alerted to a problem and arrange for assistance, for example a call at agreed intervals during the day.

Lone Working Policy		Authorised by:	Samantha Cooper
Review Date	19/01/2025	Version No & Date	Version 2.0 19/01/2024

You must actively participate in any necessary risk assessment, take note of any risks highlighted and carry out any actions that have been agreed during the assessment to minimise those risks.

You must ensure that you use all equipment in a safe manner, in accordance with its operating instructions and in the way you have been trained to do so.

You must notify senior management immediately of any issues relating to health and safety that occur, and you must always follow Company procedures relating to health and safety.

If you do not have a mobile phone, you should ensure you are aware of the nearest landline telephone or arrange another means of communication.

Employers Responsibilities

It is our policy to:

- Carry out a suitable and sufficient risk assessment for lone working activities;
- Provide a safe system of work for staff;
- Provide appropriate information and training to all lone working staff;
- Make adequate first aid provisions for all lone working staff.

Safe System of Work

Rules and instructions should be developed, if necessary in writing, to cover the following.

- **Required ability of employees:**
 - professional training;
 - qualifications and experience;
 - full knowledge of work planned;
 - medical fitness.
- **Suitability of equipment:**
 - quality of hand tools;
 - adequate level of appropriate personal protective equipment supplied by employer;
 - insulation of portable lighting and other portable electrical appliances.
- **Task:**
 - compliance with all job instructions;
 - avoidance of non-authorized or non-risk-assessed work.
- **Means of communication:**
 - two-way radio
 - mobile telephone
 - remote manual or automatic alarm system
 - regular visits by competent person.
- **Provision for treatment of injuries:**
 - portable first aid kit
 - availability of first aider/emergency response.
- **Emergency and accident procedures:**
 - means of summoning help

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- means of raising alarm
- rescue plans and equipment
- fire-fighting equipment.
- **Training:**
 - for safe use of specialised equipment and processes.
- **Supervision:**
 - for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is reduced to the level of occasional visits.

Defined Working Limits

Employers should establish clear procedures to set limits of what can and what cannot be done while working alone. Clearly this is impossible to define in general terms, but examples might include permission to replenish fuel tanks but never to remove guards or covers in order to investigate a stoppage of machinery. The general precautionary principle of not carrying out work if in doubt should be advocated. Contacting a supervisor or specified contact is the correct action.

Permits to Work

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity must not take place. Copies of permits to work would normally be issued to everyone directly involved with the activity. Each person would then know their defined work role and the task to be carried out. Where time limits are a consideration, such as to control exposure to heat, fatigue or to ensure essential supplies such as compressed air gas cylinders are not exhausted, the permit would state required starting and finishing times.

Summary Policy Statement

Working alone can bring additional risks to a work activity. The Company has developed policies and procedures to control the risks and protect employees, and employees should comply with them. Apart from employees being competent in doing the job on their own, the three most important things to be certain of are that:

- the lone worker has full knowledge of the potential hazards and risks to which they are being exposed;
- the lone worker knows what the task entails and what to do if something goes wrong;
- a suitable person knows the whereabouts of a lone worker and what they are doing.

It is the aim of P.A.Hollingworth & Co Ltd to ensure that this policy is properly implemented, monitored and periodically reviewed, in accordance with the relevant provisions.

Signed: 

Name: Peter Hollingworth

Position: Director

Dated: 9th February 2024

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Review Date	19/01/2025	Version No & Date	Version 2.0 19/01/2024