

	<<individual/title>>	
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## **Introduction**

Lone workers spend some or all of their work time at an isolated location, be at a client's or company's premises outside normal office hours. In any case, working alone increases risk to the health and safety of the lone worker that helps to ensure that it succeeds in its business.

- Under the terms of the Health and Safety at Work Act, the health and safety of its employees is the Company's responsibility.
- The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to assess the degree of risk to its employees.

a variety of reasons: they may work in isolation from home or may simply be working alone. That working alone may involve an increased risk to the health and safety of the lone worker. The Company has a policy to assess the risks faced by its employees.

Under the terms of the Health and Safety at Work Act, the Company has a duty to ensure the health and safety of its employees as far as is reasonably practicable. The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to assess the degree of risk to its employees.

## **Aims of the Policy**

- To ensure the safety of lone workers in the absence of any colleagues or supervisors; and
- To ensure that the Company complies with its legal obligations.

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## **Risk Assessments**

The Company will carry out risk assessments for all lone workers that are (or are likely to be) undertaking work that involves working alone with particular regard to the following factors:

- Risk of Violence (particularly when working with the public);
- Equipment (must be suitable and safe for use);
- Location;
- Materials (all materials used by lone workers must be safe for use); and
- Proximity to Help.

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• Proximity to Help.

## **Procedures**

All lone workers should adhere to the following procedures when working alone:

working alone:

- Avoid unnecessary out of hours work.
- Notify <<individual/title>> if you are working alone outside normal hours.
- Familiarise yourself with your location and escape routes in the event of an emergency.
- Where possible ensure that you are not working alone and exits and keep them locked at all times.
- Do not allow unexpected visitors onto the premises without client identification.
- Familiarise yourself with the alarm system and ensure that you leave your contact details with <<individual/title>>.
- Ensure that you leave your contact details with <<individual/title>>.
- Make sure that people at home are aware of your absence.
- In the event that you feel uncomfortable or in danger, call 999.
- Under no circumstances should you undertake any of the following activities: <<insert details>>.

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l/title>>.

ents.

d if necessary call 999.

llowing activities: <<insert details>>.

### Control Measures

- Checks of employees located v <<number of hours>>.
  - Employees working elsewhere beginning and end of each day provided with a first aid kit that
  - All Lone workers will be provide they keep charged and switched
  - In the event of an emergency t phone numbers>>.
  - All lone workers must comply f received from the Company. Fa
- property will be made every
- s must call in every [3 hours] [at the  
rs. Such Employees will also be  
adequately stocked.
- he Company which they must ensure
- ll be as follows: <<insert names and
- any complementary instructions  
e a disciplinary offence.

**This policy has been approved &**

**Name:** <<Insert F

**Position:** <<Insert P ces Manager>>

**Date:** <<Date>>

**Signature:**