

Lone Worker Health and Safety Policy

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1. Introduction

- 1.1. This Policy should be read in conjunction with the main Company Health and Safety Policies.
- 1.2. <<Insert Company Name>> recognises and accepts its responsibilities to <<Insert Name>> under the Health and Safety at Work etc Act 1974 and other relevant legislation.
- 1.3. Work done by the Company includes situations where he/she works alone or in situations where help is not immediately available in an emergency.
- 1.4. The Company accepts responsibility for lone working alone and will ensure so far as reasonably practicable:
 - 1.4.1 the means of access to the workplace is a healthy place of work;
 - 1.4.2 provision of such equipment or tools as is necessary to carry out their work;
 - 1.4.3 safe access to the premises of work, so far as is within the control of the Company;
 - 1.4.4 that adequate first aid training is provided to the employee.

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2. Definition of Lone Worker

- The definition of lone worker includes (but is not limited to):
- 2.1 people in fixed establishments, e.g. in small workshops;
 - 2.2 people who work solo in factories, warehouses, research centres or fairgrounds;
 - 2.3 people who work solo in production, night shifts, security, special forces and repair staff;
 - 2.4 people who work alone on construction sites, in plant maintenance, electrical repairs, lift work, painting and decorating or vehicle maintenance;
 - 2.5 agricultural and forestry workers;
 - 2.6 service workers who work alone, e.g. home workers, home helps, community workers, engineers, estate agents, sales representatives and those visiting domestic and commercial premises.

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3. General Health and Safety

- 3.1 The overall responsibility for health and safety within the Company lies with the <<Managing Director/Proprietor>>, <<Insert Name>>.
- 3.2 <<Insert Name and Title>> has day to day responsibility for health and safety which includes staff members who work alone.

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3.3 The responsible person shall ensure that adequate risk assessments are carried out before any lone working activities are undertaken, and that adequate control measures are implemented to reduce the risks involved with lone working.

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3.4 When carrying out lone working activities, the responsible person will consider the physical fitness of any employee who may be required to use tools or machinery, and whether there is a risk of violence or harassment. The responsible person will also consider the employee's health, whether there is a risk of violence or harassment, and whether the employee needs any special arrangements.

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3.5 The responsible person shall ensure that all employees are given all the training and information they need to be able to work safely in lone working environments.

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3.6 The responsible person shall ensure that lone working records are kept.

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3.7 The responsible person shall ensure that employees' personal data, including lone working risk assessments, is handled in accordance with the company's data protection policy.

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3.8 Only those employees who are permitted to work in lone working environments by the responsible person will be allowed to work in lone working environments.

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4. Risk Assessments

The person conducting the risk assessment will:

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4.1 give consideration to vulnerable persons; such as pregnant women, lactating mothers and young persons;

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4.2 involve the employee in the assessment process and the development of safe working practices;

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4.3 advise the employee on the findings of the risk assessment;

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4.4 maintain a file of all lone working risk assessments;

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4.5 ensure that employee health, collected during lone working risk assessments, is handled in accordance with the company's data protection policy.

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5. Employee's Duties:

5.1 The employee will ensure that any parts of their clothing worn in lone working environments are maintained to professional standards.

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5.2 Working with the Company's management, the employee shall ensure that any hazardous work activities are properly managed, and that the relevant safety measures that would apply at the Company's premises are implemented.

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5.3 If any part of the work process is identified as being potentially hazardous by dint of the work process, or by the employee's physical needs, the employee shall report this to their line manager as soon as it is identified, and shall take any reasonable practical steps to avoid the hazard.

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5.4 The employee will inform the Company of any incidents or safety concerns.

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5.5 Where PPE is needed as a result of the lone working Risk Assessment, the employee shall ensure that they are wearing the correct PPE at all times.

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6. Emergency procedures

- 6.1 No member of the Company shall be permitted to work alone without their immediate line manager (or their safety buddy) being fully aware of their whereabouts at all times, including finishing time.
- 6.2 The employee will be required to have their safety buddy at pre-agreed intervals.
- 6.3 Should any employee be unable to contact their safety buddy as agreed the safety buddy will attempt to reach the employee.
- 6.4 Should this be unsuccessful the safety buddy will contact the names on the Client Safety lists of the relevant site.

This policy will be reviewed annually or more frequently in the event of a change in circumstances, in work practices or the introduction of new equipment.

Employee Name: <<Insert Full Name>>

Job:

Work location:

Date: <<Date>>

Signature:

Employer Name: <<Insert Full Name>>

Position:

Date: <<Date>>

Signature:

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