



## LONE WORKING POLICY

Lone workers are those who work by themselves without close or direct contact with others.

Pope Plant Ltd try to ensure that their staff are NOT working alone as much as possible but this is not always effective. When personnel find themselves in a position of lone working they must follow the assessments below AND consider the following :

**NEED** – does the work need to take place at this time or can the work wait until further staff can be made available.

- Contact management team and ask the question.

**Risk assessment** – consider

- Does the workplace present a specific risk to the lone worker, for example due to temporary access equipment, such as portable ladders or trestles that one person would have difficulty handling?
- Is there a safe way in and out for one person, eg for a lone person working out of hours where the workplace could be locked up?
- Is there machinery involved in the work that one person cannot operate safely?
- Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- Does the work involve lifting objects too large for one person?
- Is there a risk of violence and/or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- If a person has a medical condition, are they able to work

These are considerations but are examples only and not the only considerations to take place.



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**Monitoring** -Procedures must be put in place to monitor lone workers as effective means of communication this is **essential**.

These may include:

- supervisors periodically visiting and observing people working alone;
- pre-agreed intervals of regular contact between the lone worker and supervisor, using phones, radios or email, bearing in mind the worker's understanding of English;
- implementing robust system to ensure a lone worker has returned to their base or home once their task is completed.

These procedures must be in place before any lone working has been started and management team informed.

Where work is carried out in the customer's premises, the MD or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

**It is both the responsibility of Pope Plant Ltd and the LONE WORKING EMPLOYEE to ensure that adequate risk assessment is carried out and procedures put into place.**

Name : C Pope

Position : Company Director

Date : 22.06.2021

Sign : 