



LONE WORKING POLICY

INTRODUCTION

Gradon Construction Ltd recognises that, at times, some employees will be required to work by themselves without close or direct supervision. The company is aware of its obligation under current legislation to ensure the health, safety and welfare of its employees, contractors and others carrying out work on our behalf and as such will carry out risk assessments to identify and eliminate/reduce as far as is reasonably practicable, any risk to lone workers.

The policy applies to all situations involving lone working arising in connection with the duties and activities of company employees or contractors.

POLICY AIMS

Using the risk assessments and where appropriate, the permit to work system, the company aims to assess the risks to lone workers and take appropriate action to avoid or control these risks wherever necessary. Gradon Construction Ltd aim to achieve this in the following ways;

- Increasing staff awareness of safety issues relating to lone working.
- Ensuring that the risk of lone working is assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensuring that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- Ensuring that appropriate support is available to staff who have to work alone.
- Ensuring that a predetermined two-way communication plan is in place and effective
- Encouraging full reporting and recording of all adverse incidents relating to lone working and take steps to reduce the number of incidents and injuries to staff related to lone working.

RISK ASSESSMENT

Where employees or contractors are expected to work alone or in isolated situations, a thorough risk assessment will be carried out by a competent person, to identify risks and evaluate the effectiveness of existing control measures as well as making recommendations

for the implementation of further controls where appropriate. The following considerations will be made:

- 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 safe access/egress to the working area?
- If there machinery involved in the work, can that one person operate it safely?
- Is training up to date and is the person competent to carry out the work involved?
- 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? (E.g. health conditions)
- What are the foreseeable emergencies?
- Where is the local hospital?
- If the lone workers first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency
- Methods of communication to be adopted (mobile phone/ satellite phone if reception is poor/radio/CB radio/GPS Spot device)
- Methods of review and monitoring the lone worker, for example 2 hourly calls from the office?

The fundamental principle is that lone working is prohibited without the specific permission of an authorised manager, this permission will only be granted once stringent checks have been made to ensure that all necessary precautions have been taken and that it is safe for work to go ahead.

EMPLOYEE/CONTRACTOR SUPPORT

All employees, contractors or others carrying out work on behalf of the company will receive regular training and toolbox talks to ensure that they are aware of any residual risks involved in their work and how to manage these appropriately.

New employees/contractors will receive an induction prior to commencing work which will include/make reference to this Lone Working Policy.

Managers and supervisors will encourage all employees/contractors to report any incidents relating to lone working without fear of being reprimanded. All incidents/accidents should be recorded appropriately, in the accident book or otherwise.

RESPONSIBILITIES

Employer:

Directors and Senior Managers at Gradon Construction Ltd are responsible for;

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice and ensuring that there are arrangements for monitoring incidents linked to lone working and that these are regularly reviewed.
- Providing adequate training and support/supervision for employees/contractors who are expected to carry out lone working.

Employee:

All company employees and contractors are expected to;

- Ensure they have read this policy and any supporting information available
- Ensure they are fit to undertake lone working and have reported any existing health conditions etc. to their manager or HR department.
- Ensure they review the policy and inform the manager of any shortcomings in arrangements.
- Ensure they adhere to any procedures/rules developed for their protection while undertaking lone working.
- Inform their manager or the health and safety advisor of any concerns regarding lone working.
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- Take reasonable care of themselves and others affected by their actions.
- Take part in training designed to meet the requirements of the policy.

REVIEW

This policy will be reviewed at least annually by Senior Management in conjunction with lone working employees and their managers/supervisors.

THIS POLICY HAS BEEN APPROVED BY SENIOR MANAGEMENT AT GRADON CONSTRUCTION LTD

Signed: *J Grady*

Date: 08.10.20

Review Date: 07.10.21

APPENDIX A:

LONE WORKER CHECKLIST

ITEM	YES	NO
Can the risks associated be controlled by one person?		
Are there any particular or special risks to the worker?		
Is there safe access and egress to the workplace?		
Is special access equipment required?		
Is rescue equipment required?		
Do the plant, substances or activities present any special risk?		
Is there a risk of violence to the worker?		
Is there any undue risk to the worker?		
Are there any risks to young persons?		
Does the worker have any medical conditions that may affect the risk?		
Has the worker been specifically trained to complete the work?		
Is there adequate supervision in place?		
Is provision made for the worker becoming ill?		
Are emergency procedures in place?		
Has the worker been informed and trained in emergency procedures?		
Are there systems in place for maintaining alarm equipment?		
Are there systems in place for maintaining rescue equipment?		
Can communication be maintained constantly?		
Where telecommunication equipment is used, is there a potential for loss of coverage?		
Are batteries maintained and charged?		
Are remote monitoring stations in use? Have test calls been made?		
Is a manager responsible for ensuring procedures are followed?		
Are routine audits undertaken?		
Can the need for lone working be avoided?		