

Lone Workers Policy

General Statement

The A1 Group recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to General Manager, A1 Group.

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur; (1) during normal working hours at an isolated location within the normal workplace; (2) at a client's premises; (3) travelling to and from a client's premises on business, and no work to be carried out outside working hours, unless authorised by the A1 Group.

Legal Position

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended), and taking into account any special needs, such as pregnancy and young workers.

Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling
- Plant and equipment - The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person
- Work at height - If work at height is involved both the work and the means of access and egress will be assessed
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone
- The worker - The medical fitness of each worker to continue working alone will also be assessed. Any concerns will be referred to their GP
- Access and egress - Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.
- Manual handling - If lone working requires the lifting or transporting of loads, a manual handling assessment will be carried out so as to ensure that the task is safe for a person working alone

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

- Communication - Checks of site-based workers will be made every hour by phone. Off-site staff will be expected to call in every hour.
- First aid - Those staff whose lone working activities occur off-site will be provided with a personal first-aid kit. It is the responsibility of each individual to ensure that it remains adequately stocked. Replacement contents can be obtained from Wayne Miller. For those working on our premises, first aid kits can be found at the following nearby locations cover on Site Induction.
- Emergency procedures - In the event that a lone worker falls ill, or into difficulties, they are to use the mobile phone. The main point of contact with those allocated phones is their Manager within the A1 Group or the (emergency number on site).

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working with Plant/Machinery
- Working at height
- Working with chemicals
- Working in confined spaces

Training

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

Line Managers

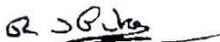
It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the Company's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

Revision

The Company will make all employees aware of this Company Policy.

Signed: 

Date: 1/1/24

Russell Pike - **Managing Director A1 Group**

Next Review date 1st January 2025