

# LONE WORKING POLICY

## Business Scope

Provision of Civil, Electrical and Mechanical Services to the Commercial, Industrial and Public Sectors, within the UK. These services are coordinated through a head office complex and delivered in the field via skilled and trained operators. The laying of Asphalt Mixes by hand and machine in accordance with National Highways Sector Scheme 16.

## General Statement of Intent

Lone working is specifically prohibited within Northavon Group Limited except in cases of extreme and then only with the express permission of a Northavon Group SHEQ Advisor and/or Director.

1. For the purposes of this policy, a Lone Worker is defined as someone who works by him/herself without close or direct supervision. Typical examples which may be encountered in the company's normal course of work are:
  - A member of staff working alone at either of the company offices/off site storage areas
  - Working alone at an unattended customer site such as a pumping station
  - A single person traveling between sites
2. Lone working in certain situations is legally prohibited and managers must ensure that the specific regulations e.g. Confined Spaces Regulations 1997, the Electricity at Work Regulations 1989, the Management of Health and Safety at Work Regulations 1999 are complied with.
3. A "Manager" is defined as the person responsible for the activity of the "Lone Worker".
4. Managers must ensure that:
  - Appropriate risk assessments (Point of Work Risk Assessment) are carried out, documented and regularly reviewed for those staff that are required to work alone.
  - Adequate procedures and safe systems of work designed to eliminate or reduce the risks to acceptable levels of working alone are put into practise
  - Individuals identified as being at risk are given appropriate information, instruction and training
  - Response arrangements are clear, understood, workable and that appropriate support is available to those potentially involved in any incident
  - Lone workers are sufficiently experienced and have received appropriate instruction and training in the risks they face and the precautions to be employed
5. Lone Workers must:
  - Take reasonable care to look after their own health and safety
  - Co-operate and comply with any control measures designed to eliminate or reduce the risks associated with lone working
  - Safeguard the health and safety of others who may be affected by their work
  - Operate authorised equipment in accordance with relevant safety instructions and any training provided
  - Report any dangers or identified areas of risk as soon as reasonably possible to the appropriate manager
  - Notify their manager at the earliest opportunity of any change in their ability to perform their roles, including any adverse medical conditions.
6. Risk assessments must consider the following:
  - Does the work occur outside normal working hours (07.30 to 17.00)?
  - Does the workplace present special risks to the lone worker, e.g. hostile persons, working at height, proximity to water, use of machinery, poor lighting?
  - Is there safe access for one person and can one person safely handle any temporary access such as ladders?
  - Can one person safely undertake the activity, including the handling of equipment and materials?
  - Could a young or inexperienced person be particularly vulnerable?
  - Does the assigned person have any obvious medical condition, which would make him/her unsuitable for lone working?
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**7. Control Methods**

- Instruction and training
- Clear boundaries as to what can and what cannot be done while working alone
- Personal Protective Equipment
- Ready access to adequate first aid facilities
- First aid training where necessary
- Ensure that someone knows where the lone worker is working, the Manager and the Reception
- Regular visits to lone workers to monitor how they work
- Regular communication between the lone worker and Supervisor or Reception by e.g. telephone, mobile phone, computer
- Other devices designed to raise the alarm in the event of an emergency
- Checks to ensure that a lone worker has returned safely to home or their base upon completion of a task. This may include their Manager, the Reception system where the worker contacts Reception to inform them they have returned safely, if this does not happen and the process for contacting the lone worker has no response, the emergency procedure is put into practice.

***This policy is reviewed and revised at regular intervals, not less than annually, to ensure that it is relevant, up to date and fit for purpose.***

**Signed:**



**Mike Clancy**

**Group Managing Director**

**9 January 2023**