

Lone Worker Policy 2025

Lone workers are those employees who work by themselves without close or direct supervision – either in their normal working environment or where they find themselves occasionally alone in the workplace due to colleagues being out on business or on holiday.

In such circumstances, these employees have specific requirements and responsibilities to ensure their health and safety whilst working alone and therefore, this statement should be read and understood in conjunction with the Company's health and safety procedures.

All employees have a responsibility to act in such a way that they do not put themselves or their colleagues at risk. Where employees work alone, the Company places even greater trust in them to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.

- If you find yourself working alone you should advise your line manager and agree a contact strategy to ensure that should you be involved in an accident or taken ill, the company can be alerted to a problem and arrange for assistance. For example a call at agreed intervals during the day.
- You must actively participate in any necessary risk assessment, take note of any risks highlighted and carry out any actions that have been agreed during the assessment to minimize those risks.
- Use all equipment in a safe manner, in accordance with its operating instructions and in the way you have been trained to do so.
- You must notify your line manager immediately of any issues relating to health and safety that occur.
- At all times follow company procedures relating to health and safety.

If you do not have a mobile phone, you should ensure you are aware of the nearest landline telephone or arrange another means of communication.

The Company will:

- Carry out a risk assessment of the work environment with the employee and take any remedial action identified.
- Ensure that risk assessments are reviewed and updated on an annual basis.
- Ensure that the employee is provided with safe and adequate equipment.
- Ensure the employee has received a health and safety induction and is aware of the relevant procedures e.g. fire.
- Highlight to the employee any hazards relating to the premises and working environment.