

LONE WORKERS POLICY

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations; some examples are given below:

- Only one person works on the premises - eg - home workers
- People who work separately from others – eg - in factories and warehouses
- People who work outside normal hours – eg - cleaners, security, special production, maintenance or repair staff etc
- Mobile workers working away from their fixed base, on plant installation, maintenance and repairs, drivers and engineers, sales representatives.

As a matter of principle AGB Small Contracts Limited will as far as is reasonably practicable ensure that no-one has to work alone unless it is necessary and the person is capable and competent to do so.

Anyone who is working alone, either at the premises in Unit 10, Nether Friarton Industrial Units or at another location, will ensure that a responsible person, eg - a Manager/Supervisor, will be notified.

Risk assessments will help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include some high-risk confined space working where a supervisor may need to be present, as well as someone dedicated to the rescue role, and electrical work at or near exposed live conductors where at least two people are sometimes required.

Lone workers will not be at more risk than other employees. Managers will identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Can all the plant operations, lifting operations and handling of materials and equipment be carried out alone?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?

- Is the person medically fit and suitable to work alone?

Managers/Supervisors will check that lone workers have no medical conditions which make them unsuitable for working alone and seek medical advice if necessary. Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

Managers/Supervisors will ensure employees are competent to deal with circumstances which are new, unusual or beyond the scope of training, eg - when to stop work and seek advice from a supervisor and how to handle aggression.

When developing procedures to monitor lone workers to ensure that they remain safe, the following will be considered:

- Supervisors periodically visiting and observing people working alone
- Regular contact between the lone worker and supervision using either a telephone or radio
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker, eg - systems for security staff
- Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity
- Checks that a lone worker has returned to their base or home on completion of a task
- What happens if a person becomes ill or has an accident or there is an emergency?

Lone workers will be capable of responding correctly to emergencies. Emergency procedures shall be established and employees trained in them. Information about emergency procedures and danger areas will be given to lone workers who visit AGB Small Contracts Limited premises. Lone workers will have access to adequate first-aid facilities and mobile workers will carry a first-aid kit suitable for treating minor injuries.

Signed :



Allan Brown

Date : 1st September 2016