



MODULAR 500

DESIGN | MANUFACTURE
DEPLOY | MAINTAIN

Lone Worker Policy

Policy Statement

Modular 500 Ltd takes the health and safety of its employees and volunteers seriously. We have a legal duty to ensure the health, safety and welfare of our employees and volunteers while at work or carrying out volunteer activity. We realise that at any given time, staff or volunteers may be working or volunteering alone, either in our office space or externally.

Aim and Scope

This policy is designed to alert employees and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is designed to give employees and volunteers a framework for managing potentially risky situations.

Related Policies and Procedures

Lone Working Risk Assessment

Lone Working Procedure Related

Legislation

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Context

Modular 500 Ltd has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity.

At any given time, employees or volunteers may be alone, either in our premises or when operating on our behalf externally. We are responsible for assessing the risks to lone workers and taking steps to avoid or control the risks where necessary. Employees and volunteers have responsibility to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe. Taking precaution can reduce the risks associated with working alone.

This policy is designed for employees and volunteers who either frequently or occasionally work or volunteer alone. It also refers to both high and low risk activities.



MODULAR 500

DESIGN | MANUFACTURE
DEPLOY | MAINTAIN

Definition

The Health and Safety Executive defines lone workers as those who work by themselves without close or direct supervision.

For example:

- People working separately from others in a building
- People who work outside 'normal' hours
- People who work away from their fixed base without colleagues
- People who work at home other than in low risk, office-type work

The definition covers staff and volunteers in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.

Potential Hazards of Working Alone

People who work or volunteer alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one to call for help or first aid available
- Fire
- Violence or the threat of violence
- Lack of safe way in or out of a building for example, danger of being accidentally locked in
- Attempting tasks which cannot safely be done by one person alone

Measures to reduce the risk of lone working.

To reduce the risk for people working alone we carry out a risk assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.



MODULAR 500

DESIGN | MANUFACTURE
DEPLOY | MAINTAIN

All available information should be taken into account and risk assessments should be updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task. In any situation where an employee or volunteer is operating alone and feels unsafe, they must remove themselves from that situation immediately and report the incident to their line manager or supervisor.

In any situation where an employee or volunteer is operating alone and an incident occurs, this must be reported to their line manager as soon as possible. An incident is any situation where the health and safety of the employee or volunteer is compromised and may include an accident, fire, violence or threat of violence (this is not exhaustive).

Supervision

Lone workers are by definition not under constant supervision. We ensure that you understand the risks associated with your work and the relevant safety precautions.

- Employees or volunteers will be given training that covers lone working where appropriate during induction
- Employees or volunteers new to a role where they may be lone working may need to be accompanied initially
- Regular contact by phone may be appropriate and we ensure that employees or volunteers carrying out duties alone always have a mobile phone available to enable them to contact the office in the event of an emergency.

Accidents and Emergencies

Employees and volunteers operating alone should be made aware of the process for responding correctly to emergencies. Employees or volunteers who are alone in the office must inform their Supervisor/Manager and are responsible for adhering to security and fire regulations.

Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff or volunteers, but the risk assessment must take account of any extra risk factors. M500 Ltd ensures that measures are in place to reduce risk and that expectations have been communicated to employees and volunteers operating alone and appropriate training provided. All staff and volunteers, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.



MODULAR 500

DESIGN | MANUFACTURE
DEPLOY | MAINTAIN

Modular 500 Process Lone Factory Working

Lone Working is allowed but is via exception only. Any lone working must be approved in advance by a Director before any works take place. There is nothing specific in general legislation that prohibits a person from working alone. Section 19 of the Safety, Health and Welfare at Work Act 2005 requires the employer (Modular 500) to undertake a risk assessment, and so this shall determine whether or not an employee may work alone. Therefore, in general, Modular 500 must assess whether an employee is at significantly higher risk when working alone. However, we as an employer will be aware of any specific legislation on lone working, which may be applicable to their specific industry, e.g. supervision in diving operations,

The employer holds the main responsibility for protecting the safety and health of lone workers. Nonetheless, lone workers themselves have a responsibility to help their employer fulfil this duty, and so they must:

- Take reasonable care to look after their own safety and health
- Safeguard the safety and health of other people affected by their work
- Co-operate with their employer's safety and health procedures
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

The risk assessment should prescribe control measures to be implemented in order to eliminate/minimise the identified risks. Such control measures may include:

Communication is very important between both parties: mobile phone, telephone or radio –
THE LONE WORKER MUST SEND TEXT TO DIRECTOR OR PRODUCTION MANAGER EVERY 1 HOUR, IF NOT RECEIVED DIRECTOR OR PRODUCTION MANAGER WILL CALL AT 00.05, THEN 00.10 PAST THE HOUR, NO ANSWER WILL RESULT IN EMERGENCY SERVICES BEING CONTACTED

- controlled periodic checks
- automatic warning devices, e.g. panic alarms, no movement alarms, automatic distress message systems, i.e. pre recorded message sent if not actively cancelled by operative, etc.
- instruction and training in proper procedures, e.g. code words for potentially violent situations when combined with mobile phone communication.
- use of Personal Protective Equipment (PPE)
- health surveillance
- first-aid kits and training
- implementing Standard Operating Procedures (SOP's)
- locking and securing place of work
- implementing correct incident reporting procedures
- provision of counselling