



LONE WORKING POLICY

POLICY STATEMENT

This Lone Working Policy aims to ensure the safety and well-being of employees working alone or in isolation. Production Concepts Ltd is committed to providing a safe working environment and establishing procedures to manage risks associated with lone working.

SCOPE

This policy applies to all employees, contractors, and temporary workers engaged in lone working activities on behalf of Production Concepts Ltd both on and off-site.

DEFINITIONS

- **Lone Worker:** An individual who performs tasks in isolation from others without close or direct supervision.
- **Risk Assessment:** The process of identifying potential hazards associated with lone working and implementing measures to mitigate them.

RESPONSIBILITIES

Management

- Ensure comprehensive risk assessments for lone working roles.
- Develop and implement safe systems of work for lone workers.
- Provide appropriate training and information on safe lone working practices.
- Establish communication and monitoring procedures for lone workers.
- Review and update the lone working policy regularly or when significant changes occur.

Employees

- Comply with the lone working procedures and safety measures outlined by the organisation.
- Attend required training sessions and ensure understanding of lone working risks and controls.
- Report any incidents, unsafe conditions, or changes in working conditions to their line manager.
- Maintain regular communication as per the established procedures.



Health and Safety Officer

- Conduct and review lone working risk assessments.
- Provide guidance and support on implementing safety measures for lone workers.
- Monitor compliance with the lone working policy and procedures.

RISK ASSESSMENT

- **Identification of Hazards:** Recognise potential risks associated with lone working, including environmental, personal safety, and health-related hazards.
- **Evaluation of Risks:** Determine the likelihood and potential impact of identified hazards.
- **Implementation of Control Measures:** Develop and apply strategies to mitigate identified risks, such as enhanced communication protocols, personal protective equipment (PPE), or buddy systems.
- **Review and Update:** Regularly reassess risks, particularly after incidents or changes in working conditions.

SAFE WORKING PROCEDURES

- **Communication:** Establish regular check-ins using phone calls, messaging apps, or monitoring systems. Provide lone workers with emergency contact numbers and procedures.
- **Personal Safety:** Ensure lone workers have access to emergency equipment (e.g., first aid kits, alarms) and are trained in their use.
- **Training:** Provide ongoing training on risk awareness, personal safety, and emergency procedures for lone workers.
- **Emergency Procedures:** Define clear protocols for responding to emergencies, including how to raise the alarm and access help.

MONITORING AND SUPERVISION

- Implement systems to monitor the well-being and safety of lone workers, such as periodic visits or electronic monitoring.
- Use technology where appropriate to enhance monitoring and provide a direct line of communication.



INCIDENT REPORTING AND INVESTIGATION

- **Incident Reporting:** Require lone workers to report any accidents, near misses, or safety concerns immediately.
- **Investigation:** Conduct thorough investigations into incidents to understand causes and implement corrective measures.
- **Review:** Use incident reports to improve lone working practices and safety measures continuously.

REVIEW AND EVALUATION

- Conduct regular reviews of lone working practices and policy effectiveness.
- Incorporate feedback from lone workers to enhance safety measures and procedures.
- Update the policy and procedures based on emerging risks, technological advancements, or changes in legislation.

COMPLIANCE

All employees must comply with this policy. Non-compliance may result in disciplinary action, as outlined in Production Concepts Ltd.’s disciplinary procedures.

Authorised

This policy will be reviewed and updated annually by senior management.

Review Date: June 2025

Position	Print Name	Signature	Date
Company Director	James Deakin		24/06/2024
06/2024 Company Director	Greg Deakin		24/06/2024
Company Director	Stefan Chadwick	STEFAN CHADWICK	24/06/2024