

Rodger Builders LTD

LONE WORKING POLICY

Introduction

Lone workers are those who work by themselves without close or direct supervision. Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

We have a responsibility for the health and safety of our staff, any contractors or self-employed people doing work for us.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Aim

Using the risk assessment process, and the permit to lone working, we will assess risks to lone workers and take steps to avoid or control risks where necessary.

We will also review the category of worker who will be working as an individual R(B)L worker, working alongside a Client, or other contractor – if this category of worker is not accompanied at any point, work must stop, contact must be made with the R(B)L office, work will only continue if safe to do so.

R(B)L will raise awareness amongst all staff of all systems, procedures and equipment that must be utilised and strictly adhered to, to control the levels of risk associated with working alone. This policy and an example permit to work will be issued as a toolbox talk to all staff in May 2015. The policy will be issued to any new staff during their induction.

What detail will be reviewed in the risk assessment?

We will identify situations where people work alone and consider the following:

- Does the workplace present a specific risk to the lone worker, for example due to temporary access equipment, such as portable ladders or trestles that one person would have difficulty handling?
- Is there a safe way in and out for one person?
- If there machinery involved in the work that one person cannot operate safely?
- Is there a risk of violence and /or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone?
- If the lone workers first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency
- Methods of communication to be adopted (mobile phone/ satellite phone if reception is poor/radio/CB radio/GPS Spot device)
- Methods of review and monitoring the lone worker, for example 2 hourly calls from the office?

- What are the foreseeable emergencies?
- Where is the local hospital?
- Is the lone worker suitably trained to be undertaking the task alone?
- Is the lone worker working alone, or working alongside a Client, or other contractor (this affects the level of monitoring that may be required, as the worker may not be working in isolation)?

What detail will be listed on the permit to lone work?

The fundamental principle is that lone working is prohibited without the specific permission of an authorised manager, this permission will only be granted once stringent checks have been made to ensure that all necessary precautions have been taken and that it is safe for work to go ahead. The people doing the work take on the responsibility for following and maintaining the safeguards set out in the permit, which will define the work to be done and the timescale in which it must be carried out.

If it is found that the planned work has to be changed, the work must stop, you must contact the R(B)L office, the existing permit should be cancelled and a new one issued with amendments/ or work stopped until suitable measures (and a new permit) are in place.

The lone working permit will detail the checking-in procedure to be followed for a particular site. This must be strictly adhered to. Any changes must be notified to the office. Equipment will be made available to enable staff to work safely alone and check in at scheduled intervals. Equipment will also enable the lone worker to raise the alarm if necessary. Equipment provided will depend on reception, location, task etc. for example: mobile phones, satellite phones, radios, CB radios GPS Spot device locator.

Policy Statement

R(B)L are committed to complying with legal requirements as a minimum and seeking to improve on those standards if possible.

Organisational Responsibilities

All staff must:

- Ensure they have read the policy and any supporting information and have copies;
- Ensure they are fit to undertake lone working;
- Ensure they review the policy and inform the manager of any shortcomings in arrangements;
- Ensure they obey and adhere to any procedures/rules developed for their protection while undertaking lone working;
- Inform the Charlie/William Rodger of any concerns regarding lone working; and
- Report any incidents concerning lone working to enable systems to be reviewed and revised
- Returned permits must be reviewed by the manager, any concerns must be raised with Charlie/William Rodger.