

**John Weaver (Contractors) Ltd****Lone Working Policy Statement****1. Introduction**

- 1.1 This Statement sets out the policy of John Weaver (Contractors) Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected during periods when they are working alone. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to lone working.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work. Personal copies of the Policy may be obtained on request from Section Managers.
- 1.4 There are certain levels of risk which will increase as a result of lone working. These include violence against the person, road accidents where tiredness is a contributory factor and instances where a single person attempts a job which would normally be carried out by two persons if available (e.g. lifting heavy objects). In other circumstances, although the risk of occurrence remains constant, the consequences of suffering an accident may be increased. Examples of this may be suffering a fall, an electric shock or a severe cut.

**2. Definitions**

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.
- 2.3 A lone worker is defined as a person who works by his or her self without close or direct supervision or other form of personal contact with colleagues. Examples of lone working may include :-
- a). Where only one employee is at work at a particular premises
  - b). Where a member of staff is working outside normal hours
  - c). Where a member of staff is working away from their office
  - d). Where several members of staff are present in a single building but not in mutual or convenient contact

- e). Where persons are travelling between work locations

### **3. Policy**

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.
- 3.2 The Company recognises it's obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.
- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere.
- 3.4 It is the policy of the Company that, prior to all occasions when it is intended that lone working is to be carried out, a suitable and sufficient assessment is made of the risks associated with that lone working in order that effective control measures may be devised and implemented. The assessment may be either generic (for repeated activities such as car journeys) or specific (late working etc.) and will be in addition to activity assessments carried out under other requirements for risk assessments.
- 3.5 Notwithstanding the requirements of 3.4 above, during investigations of accidents and incidents involving lone workers, consideration will be given to establishing whether lone working was a factor.

### **4. Supporting Documentation**

- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
- a). Documents Directly Associated With This Policy  
This document should be read in conjunction with the general policy statement for health and safety, including the supporting statement detailing areas of responsibility.
- b). Health and Safety Information  
Information about lone working and guidance on how to avoid or minimise the risks associated with working alone.
- c). Forms and Miscellaneous Items  
Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific) and report forms.

### **5. Policy Review**

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.

## 6. Responsibility for Policy Implementation

- 6.1 The overall responsibility for the implementation of this policy is vested in the Board of Directors for John Weaver (Contractors) Ltd .
- 6.2 Responsibilities for different management grades are detailed in accompanying documentation.



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