



Lone Worker Policy

SGC Security Services recognises that some staff are required to work by themselves in the community and/or at contracted sites without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, SGC Security Services has a duty of care to advise and assess risk for workers. However, employees also have responsibilities to take reasonable care of themselves and other people affected by their work.

Scope of the Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of SGC Security Services.

'Lone workers' includes:-

- Only one person is working on the premises
- People work separately from each other, eg. In different locations
- People working outside normal office hours

Aims of the Policy

The aim of this policy is to:-

- Increase staff awareness of safety issues relating to lone working.
- Ensures that the risk of lone working is assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

Responsibilities

The General Manager is responsible for:-

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly viewed.

Line Managers are responsible for:-

- Ensuring that all staff are aware of the policy.
- Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training at induction, updating and refreshing this training as necessary.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to staff involved in an incident.
- Providing communication mechanisms and other safety equipment where it is felt to be desirable.

Employees are responsible for:-

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet requirements of the policy.



- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Guidance for Risk Assessments of Lone Workers


The following is guidelines to be adopting when assessing the risk of an individual working alone:-

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

Monitoring Safety

To assist SGC Security Services in monitoring the safety of its employees that are contracted to sites the following communication and recording is applied:-

- Regular check calls are placed to and from the 24 hour fully manned control room.
- Check point systems are issued to workers which can trace their last check point and location.
- Mobile telephones are also issued where appropriate if others forms of communication are not available.
- Random and agreed visits are completed to sites by Supervisors and Management.

Name	Paul Macarthur	Position	Managing Director
Signature		Date	1 st January 2021