

ENGINEERED SYSTEMS (ELECTRICAL) LTD
Unit 1 Waterside Industrial Park, Waterside Road,
Leeds, LS10 1RW

LONE WORKING POLICY

PURPOSE:

Working alone is not in itself against the law, and it will often be safe to do so. However, the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 requires employers to consider carefully, and then deal with, any health and safety risks for individuals working alone.

SCOPE:

Individuals working on their own shall have their continuing safety assessed with due regard to medical reasons, injury caused by an accident, physical violence, or any other site emergency. The risk must be assessed as low as practicable before any work is allowed to proceed. Individuals' safety shall be the prime consideration, with agreed methods of work, communication channels, training and knowledge of risks used to reduce risks to a practicable level. The definition of a "Lone Worker" is those persons who work by themselves without close or direct supervision. Examples of a Lone Worker include a company Senior Authorized Person (SAP) who receives an emergency response callout from a maintenance customer outside of normal working hours. Engineered Systems (Electrical) Ltd personnel may be required to carry out a routine inspection of a customer's substation as part of a maintenance contract. Working out of hours in the workshop to complete a job which requires an urgent delivery. Risks to be considered: Physical violence, medical emergency, injury caused by accident, other site emergency e.g., fire.

CONTROL MEASURES:

Individuals with known medical conditions that exhibit symptoms or persons who have a recent diagnosis of a medical condition may not be considered suitable for lone working. Consideration should also be given to foreseeable emergencies that may impose additional physical and mental burdens on an individual.

Health concerns of individuals in this area should be discussed with suitably qualified people. The Occupational Health Nurse is in a position to offer support and assistance to individuals in arriving at the correct decisions.

A Risk Assessment should be completed for each situation that requires an individual to work alone. This assessment shall be carried out by a competent member of staff, who has received suitable risk assessment training.

Individuals who carry out lone working should be consulted throughout the risk assessment process in order to identify all known hazards associated with the work and the work location. Where similar working practices are employed and produce identical risks, generic risk assessments can be produced.

The assessment shall take the form of a LONE WORKING RISK ASSESSMENT that has the various factors to be considered as well as the various risk levels. The document is arranged so that the low risks are on the left with the higher risks on the right and varying degrees between. Once completed the check sheet can be viewed in its entirety to establish whether the overall risk is low medium or high. If the risk is high, then alternative controls must be used to reduce the risk level. If the risk is medium, then further control measures should be considered and implemented to reduce the risk into the low category. When completed, the risk assessment shall be included into the risk assessment system.

Company Directors shall ensure that adequate resources are provided to minimize the risks to individuals.

Company Managers shall:

- set the limits of what tasks can and cannot be done whilst lone working.
- ensure that the individual carrying out lone working is competent to deal with the requirements of the job and is sufficiently experienced in the task.
- ensure that as far as reasonably practical mobile phones/ radios are made available to lone workers.
- ensure RAMS are in place.
- ensure that communication is made with the lone worker at regular pre-arranged intervals.
- ensure that the location of the lone worker is known and communicated to other staff members or SAPs on duty.
- ensure that methods of communication are agreed with the lone worker e.g., Radios, telephones, mobile phones and communications are checked and confirmed between the supervisor and the lone worker when at the work location.

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Individuals shall:

- inform their supervisor of any hazards that arise whilst carrying out their tasks.
- advise their supervisor of any known medical issues or if taking medication, that may further increase any risks when carrying out their tasks.
- work with the knowledge of their supervisors and colleagues and be fully competent and trained in identifying potential hazardous situations and applying the necessary control measures to the full, to minimize risks to themselves and others.

CONSEQUENCES OF NON-COMPLIANCE:

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

Signed by the executive responsible for Health and Safety:

A handwritten signature in black ink, appearing to read 'Michael Keith', with a long horizontal stroke extending to the left.

Michael Keith
Managing Director
Date: 28th August 2025