

# Soltec UK Ltd Health and Safety Procedure

<b>Title: Lone Working</b>			
Document Number:	<b>Soltec – SP09</b>	Revision <b>1</b>	Date of Issue: <b>15/03/2007</b>

This procedure is written and issued in accordance with Soltec UK Ltd Safety Management System Framework and Protocol. The responsibility for upkeep and amendment of this procedure rests with the Health & Safety Manager. All requests for modification should be made to Soltec UK Ltd Head Office.

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## **1. Policy**

Soltec UK Ltd is committed to ensuring, as far as is reasonably practicable the health and safety of any employee or volunteer who work by themselves for significant periods.

## **2. Procedure**

2.1 The Managing Director is responsible for monitoring and an annual review to ensure the successful implementation of this procedure.

2.2 The Health & Safety Manager should ensure that a written risk assessment is completed for all those persons who have need to work alone or who visit clients alone.

The risk assessment should address two main features:

- Can the work be done safely by a single person?
- What arrangements are necessary to ensure that the lone worker is at no more risk than employees working together?

2.3 The Installation Manager must ensure that appropriate action is taken to control any unacceptable risks identified by the assessment. For lone working this might include systems to ensure that lone workers phone their line manager at appropriate times to confirm their safety.

2.4 The Installation Manager must ensure that the training needs of lone workers are identified and the appropriate training is provided. This training will help ensure that workers are competent to:

- Control risks identified by the risk assessment.
- Respond appropriately to foreseeable emergency events, including aggression.

2.5 Lone workers must promptly notify their manager, and if appropriate the person they are visiting, of any inadequately controlled risks to their health and safety in their work area.

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2.6 The Health & Safety Manager is responsible for investigating the situation and taking any required remedial action.

2.7 The Health & Safety Manager will set limits on what can and cannot be done while working alone. He will ensure that lone workers have sufficient experience to fully understand the risks and any precautions associated with their work.

2.8 The Health & Safety Manager shall ensure that lone workers have no medical conditions that make them unsuitable for working alone. They will take into account both routine work and foreseeable emergencies that may impose additional physical and mental burdens on the individual.

2.9 The Health & Safety Manager shall ensure that emergency procedures are established to guide response to foreseeable events, including assault, identified by the risk assessment.

2.10 The Health & Safety Manager shall, annually, review the standard of implementation of this policy and provide a report to Managing Director.

2.11 Records of risk assessments, training provided and scheduled communications shall be kept for a minimum of 3 years.

### 3. Definitions

Lone worker: These are persons who work by themselves without close or direct supervision. They include persons:

- Who work separately from others.
- Who work away from their fixed base.
- Who may be called upon to work alone in office accommodation.