

Lone Working Policy

Introduction

A Bright Solution Ltd. recognises its duty to make suitable arrangements for the health, safety and welfare at work of their staff and the health and safety of others who may be affected by the work,

These responsibilities cannot be transferred to people who work alone. It is therefore our duty to assess risks to lone workers and take steps to avoid or control risk where necessary.

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

It is our policy to:

1. Remain aware of any specific law on lone working applying in our industry
2. Carry out suitable and sufficient risk assessments of the hazards arising from working alone, record significant findings and implement controls to remove or significantly reduce the risks identified.
3. Check that lone workers have no medical conditions which make them unsuitable for working alone; seeking medical advice if necessary.
4. Ensure that lone workers are sufficiently experienced and understand the risks and the controls in place to remove or reduce those risks.
5. Set the limits to what can and cannot be done while working alone.
6. Ensure staff are competent to deal with circumstances which are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor and how to handle aggression.
7. Put in place procedures to monitor lone workers to see they remain safe.
8. Ensure that lone workers are capable of responding correctly to emergencies.
9. Establish emergency procedures and ensure staff are trained in them.
10. Provide meaningful and clear Information about emergency procedures and danger areas.
11. Ensure that lone workers have access to adequate first-aid facilities and mobile workers carry a first-aid kit suitable for treating minor injuries.
12. If deemed necessary by risk assessment, provide first aid training for person who will spend significant periods working alone.

Working “out of hours” (defined as work carried out at any times when the business is closed (between 6pm and 07.30am, at weekends and on public holidays) carries extra risks and should be avoided where possible.

However, we do recognise that staff may need to gain access to offices and yard areas, in order to carry out their tasks.

No staff should be working outside of our agreed working hours unless they have received approval from a director of the company, or unless a procedure has been put in place to ensure anyone working alone is in contact with someone, especially if their work involves a hazardous area such as a warehouse out of hours.

Although individuals are of course responsible for their own safety, responsible managers/

supervisors are reminded that they are also responsible for the health, safety and welfare of persons in their charge who work out of hours and are encouraged to take all reasonable steps to ensure that out of hours working is avoided or that a safe system of working alone is implemented.

We have carried out a 'lone working' risk assessment which will be brought to the attention of all staff and developed a 'safe system of work' that describes the precautions to be taken by all staff who work alone, and those that manage lone workers.



Signed.....
Mick Barrett
Director
8th August 2025



Signed.....
Sam Pailor
Director
8th August 2025

