

# Lone Working Policy Statement

GW Highways Ltd is committed to ensuring the health, safety and welfare of its employees and those affected by its activities in accordance with the relevant legislation.

The following procedures are intended to protect anyone working on behalf of GW Highways from the hazards associated with working alone. Lone working is not ideal in many circumstances and will be avoided when practicable; however, where it is necessary, the following points will be considered:

- The employee must be a competent person i.e. the person must possess the necessary knowledge, experience and the expertise to carry out the task safely on their own and to the required standard.
- The medical condition of the individual, including any disability, will be checked to ensure this does not increase the risk associated with lone working.
- No young persons, casual workers or contractors are allowed to work alone at any time.
- A competent person must undertake a Risk Assessment that identifies the hazards and risks involved and take steps to minimise the hazards so far as is reasonably practicable.
- Consideration will be given to the accident / incident history of the location and task.
- Risk Assessments will be reviewed regularly to ensure they remain suitable and sufficient.
- The employee must be made aware of the outcome of the risk assessment and must be given sufficient instruction, information and training.
- Arrangements should be made to ensure that lone workers have available to them a means of communication, so they may summon assistance if so required. Managers will be informed of personnel required to work alone, so they can maintain a system of regular communication.
- Lone workers must be provided with appropriate equipment and must be instructed and trained in the correct use of such equipment.
- The level of work activities that lone workers are expected to carry out should be agreed in advance with the individual and must be clearly defined and understood by the Lone Worker.
- Lone workers will be made aware of any Safe Systems of Work applicable to the task.
- Access and egress to the area in which the person is working must be readily available.
- It is unlikely that lone workers would be subject to violence or verbal abuse. However, if they are confronted by criminals they are not to put themselves in danger. They are to co-operate and call the police at the earliest opportunity.
- First aid kits will be available close to the working area.
- The lone worker will have a phone and point of contact to use in an emergency.

## **Lone workers are not permitted to carry out the following tasks:**

- Working at height.
- Electrical works.
- Any work that requires a permit.
- Excavation works.

Managers are reminded that work patterns and tasks should be arranged in such a way as to avoid lone working whenever possible.

Policy Authorised By



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