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| **CAL-HR-P-0011** |
| **Lone Working Policy** |
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| Company: | M2 Safety Consultants Ltd |  |
| Name: | Fraser Morrison |  |
| Signature: |  |  |
| Date: |  |  |

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| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# POLICY STATEMENT

1. This policy sets out ’s provisions on lone working. discourages lone working and will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, whether on a regular or occasional basis, the Company will take all reasonable steps to ensure the health, safety and welfare of employees working alone.
2. will also ensure that a formal health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

# PROCEDURE

1. Lone working can be safe provided employees take the following basic precautionary measures:
   1. ensure that another member of staff, preferably your line manager, is aware you are working alone, where you are, what you will be doing and what time you expect to finish
   2. make sure you have some means of communication with someone in the event of an emergency, such as a mobile phone or two-way radio
   3. ensure you have access to first aid equipment
   4. know where your nearest emergency exit is and the Company’s emergency evacuation procedures
   5. make sure intruders cannot access the premises by checking that windows and external doors are locked
   6. comply with any arrangements or follow any guidance provided by your line manager for lone working
   7. take all reasonable steps to ensure your own safety
   8. inform your line manager as soon as possible of any incidents or safety concerns.

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