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SPECIALITY SECURITY INVESTIGATION GROUP

LONE WORKING POLICY



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This Lone Working Policy applies to all staff at Speciality Security Investigation Group Limited who work alone in an unsupervised setting, as well as their managers.

Speciality Security Investigation Group Limited is legally required under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 to provide a safe working environment for all employees.

This policy has been developed in accordance with the Health & Safety Executive's guidance on the risks of lone working. It emphasises a risk-based approach, where the level of supervision required is determined by the risks involved and the lone worker's ability to identify and address health and safety concerns. The level of supervision is a management decision, based on the findings of a risk assessment – the higher the risk, the greater the supervision required.

For each site, Speciality Security Investigation Group Limited will conduct a site-specific risk assessment, identifying any site conditions or surrounding areas that may increase the risk to lone workers. In performing this risk assessment, the company will follow the hierarchy of control measures as outlined in the Risk Assessment Policy.

All staff are reminded that if they feel uncomfortable regarding health and safety in any working environment, they should stop work immediately. If a worker feels threatened by others, they should, if possible, leave the premises or contact the police directly.

Several procedures can be implemented to monitor lone workers and ensure their safety, including:

- Regular contact between the lone worker and their manager
- Checks to confirm the lone worker has returned to base or home after completing tasks
- Periodic visits from the manager
- Automated warning devices

As a minimum, Speciality Security Investigation Group Limited will implement the following contact procedures for lone working:

- Where personal safety devices are provided for lone workers, staff must wear and activate the device at the start of their shift. The device will automatically notify the operating system. At the end of the shift, workers must switch off the device, which will send an alert to the operating system to confirm their position.

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- If a site does not have a personal safety device or if the worker's shift exceeds four hours, or where required by the site risk assessment, staff will be provided with a mobile phone featuring a Lone Worker application. If issued a mobile phone, the lone worker must send a position report upon arrival at the site and upon leaving, along with additional reports at agreed intervals (at least once every hour). Staff are reminded not to make phone calls while driving unless their vehicle is fitted with an appropriate hands-free device. The preferred course of action is to stop in a safe place before making any calls. Other restrictions may apply, such as when at a petrol station.
- If a position report is not received within an hour of the expected time of arrival, departure, or at the pre-agreed time, the operator will attempt to contact the worker.
- If contact cannot be made with the worker, the operator's incident management centre will automatically notify the police.

If the risk assessment indicates that additional monitoring or security measures are necessary, these will be applied on a case-by-case basis.

Policy Implementation Checks

Managers will conduct spot checks to ensure the effective implementation of this policy.