MAID FOR EACH OTHER LTD.

LONE WORKING POLICY

Policy statement

The Company will take reasonable steps to ensure the health, safety and welfare of employees working alone. The Company has carried out a health and safety risk assessment to identify the hazards and risks of lone working. Based on the results of this risk assessment, the below sets out safe working procedures so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

Safe Working Procedures

Lone working can be perfectly safe provided you take the following basic precautionary steps:

- Comply with any arrangements or follow any guidance provided by the Company for lone working.
- Ensure that someone is aware you are working alone, where you are, what you are doing and what time you expect to finish
- Know where the nearest emergency exit is and if any emergency evacuation procedures
- Make sure all windows and external doors are securely locked
- Make sure you have some means of communication with someone in the event of an emergency
- Inform your line manager as soon as possible of any incidents, accidents or safety concerns
- Take all reasonable steps to ensure your own safety and welfare

Company Procedures:

- The job can be done safely by one person
- The employee working alone is capable of undertaking the work on their own
- Systems are in place so that someone is aware of a lone worker's whereabouts at all times
- Lone workers can obtain advice and assistance if required
- Adequate information and training is provided to lone workers on safe working procedures