



PROTECTION OF LONE WORKERS POLICY

Bluevale Structures Ltd recognises that some staff are required to work by themselves for significant periods of times without close or director/management supervision, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

Bluevale Structures Ltd also recognises it has an obligation under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 for the health, safety and welfare at work of its employees. These responsibilities apply equally to those staff that, for whatever reason work alone.

The policy is provided for the use of all staff at Bluevale Structures Ltd in their day to day work. This policy applies to all situations involving lone working arising in connection with the duties and activities of our staff.

Lone workers are those who work by themselves without close or direct supervision.

It is recognised that any member of staff may spend a limited amount of their working time alone".

Bluevale Structures Ltd in accordance with this policy looks to:

- Increase staff awareness of Health & Safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way.
- Ensure safe systems and methods of work are in place to reduce risk so far as is reasonably practicable.
- Ensure that appropriate support is available to staff in all areas that equips them to deal with any risks arising from the company's operations.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working

Responsibilities

Bluevale Structures Ltd will look to ensure that all employees are aware of the following responsibilities in accordance to Lone Working.

All employees have a responsibility for:

- Taking reasonable care of themselves and others affected by their actions.
- Following company rules and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves and others and asking for guidance as appropriate.
- Taking part in training and staff briefing sessions that affect this policy
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect to working alone.

All Directors and Senior Management have a responsibility for:

- Ensuring that all staff are aware of this policy.
- Ensuring that all risk assessments are carried out and reviewed regularly in line with company policy.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training including training at induction, refresher training.
- Ensuring that appropriate support is given to staff involved in any lone working.
- Managing the effectiveness of preventive measures through an effective system of reporting, investigation and recording incidents.

Training and induction

Bluevale Structures Ltd will look to ensure employees are provided with appropriate information, instruction, training and supervision to enable them to carry out their duties in a safe manner and to identify hazards and risks associated with lone working. Employees must follow safe systems of work where they are in operation and report any shortcomings or concerns in the arrangements for health and safety to company management as soon as possible.

Management must identify the training requirements of all employees during supervision sessions and give employees the opportunity to have input into this process. Management must then ensure that relevant training courses are identified, and the employees are given the opportunity to attend them.

Incident Reporting

In order to maintain appropriate records of incidents involving lone workers, Bluevale Structures Ltd will make it known that it is essential that all incidents are reported. Employees should ensure that all incidents where they feel threatened or unsafe are reported even if it was not a tangible event or experience. Reports

of these incidents will be imperative in informing future visits, meetings etc. and will help the development of this policy and lone working procedures. All incidents will be recorded and discussed with relevant parties.

Safeguard & Control Measures

It is essential for the employee's safety that when they are working in the community they can be located by their colleagues and that there are reporting systems to ensure that their whereabouts are known.

Bluevale Structures Ltd will consider:

- Informing local office where they will be and start and finish times
- Keeping in touch with local office
- Carry a personnel alarm and activate it in an emergency.
- Carry mobile phone at all times. Contact police (999) if situation warrants this action.

Signature:



Date:

2.10.21

Harold Wylie
Managing Director