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K9 Security Protection Limited Lone Worker Policy

Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable. This policy sets out the way that K9 Security Protection Limited will comply with the requirements of the Health & Safety at Work Act 1974 and the relevant statutory provisions.

Definitions and explanations of terms

The HSE defines a Lone Worker as anyone who works in isolation without close or direct supervision. Employees are considered to be working alone if they have neither visual nor audible communication with another person in the event of an incident.

Scope

This policy covers everyone that is deployed by K9 Security Protection Limited that are exposed to lone working conditions as defined in this policy. All employees should have access to mobile phones, radios, or direct contact with venue management / staff at all times whilst at work.

Legal Requirements

The Health and Safety at Work Act 1974: Section 2 sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work. The Management of Health and Safety at work Regulation 1999: Regulation 3 states that every employer shall make a suitable and sufficient assessment of;

- The risks to the health and safety of his employees to which they are exposed whilst they are at work.
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

Places of Work

Where workers are on premises where someone other than their employer has control, their safety is the responsibility of the main occupier of those premises provided that the occupier is also an employer or conducting an undertaking there.

S.3 (2) of The Health and Safety at Work Act 1974

K9 Security Protection Limited will produce a risk assessment for each venue under Regulation 10 of The Management of Health and Safety at work Regulation 1999, each specific site and venue must have their own risk assessment available.

Personal Responsibility

Section 7 of the Act requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. This policy and supporting staff training should ensure that such persons do not take short cuts or employ dangerous practices but that they are instructed to consider and identify potential hazards and to implement a form of risk assessment to ensure the safety of themselves and any of other persons they may be working with.

Employees must:

- Report to their managers any unsafe or potentially unsafe situations, and to report incidents in which violence or aggression or threats using the incident reporting procedure.
- Take reasonable care for their own safety and not expose themselves to unnecessary risk.
- To attend any training provided.

Working outside normal hours

Where a person is required or requests to work after normal working hours and alone, it is necessary to identify the degree of risk in assessing whether or not this is a safe practice. Regulation 3 of The Management of Health and Safety at work Regulation 1999 states that employers must make a “suitable and sufficient” assessment of any risks to the health and safety of their employees. Any such risks identified are likely to be greater for lone workers. These findings must be recorded on the risk assessment documents provided as part of your Health and Safety policy.

Policy statement

K9 Security Protection Limited is committed to ensuring, so as is reasonably practicable, the personal safety of its employees. It should be clearly understood by all concerned that in any situation, the reduction of risk and avoidance of untoward incidents is of paramount importance. Where customers or clients are involved, the emphasis must be on safeguarding them from harm, even in cases where they contribute to the disturbance. The aim of this policy is to ensure, so far as is reasonably practicable, that staff who work alone are not exposed to excessive risks to their Health and Safety and to outline the steps to reduce and improve personal safety to staff who work alone.

Objectives

The objectives of this policy are to ensure:

- Lone workers are identified.
- That risks inherent in lone worker situations are assessed and suitable precautionary measures taken.
- There is a local safe system of work where needed which:
 - records the whereabouts of lone workers.
 - tracks the movement of lone workers.
 - follows an agreed system for locating staff who deviate from their expected movement pattern.
 - identifies when lone working is no longer appropriate.

Risk Assessment

Risk assessment is the overall process of performing a systematic written risk analysis and risk evaluation in order to identify methods to control the severity of the risk.

Risks to be assessed during the process include:

- Violence and Aggression.
- Isolated areas/ difficult terrain.
- Sudden illness.
- Building condition.
- Substances Hazardous to Health.
- Animals.
- Vehicle breakdowns.
- Weather hazards.

This list is not exhaustive and other risks may be identified during the assessment process.

Safe System of Work

K9 Security Protection Limited will reduce or remove the need for lone working where possible and where this is not possible a safe system of work will be implemented to address risks that cannot be controlled in any other way. Safe systems of work are dynamic and should be constantly monitored to identify any weakness and to improve methods of controlling risk.

Organisational responsibilities

K9 Security Protection Limited management is responsible for the health and safety of lone workers.

They must:

- Ensure the management of Lone Working within the Organisation is adhered to under the Health and Safety Policy.
- Maintain a log of the locations of employees considered to be lone workers and identify any employee likely to work in isolation.
- Maintain contact with staff that work alone, both internally and externally and identify the staff who do not report or return at the expected time.
- Raise the appropriate level of alert where necessary.
- Implement safe systems of work where necessary.
- Monitor and update this policy and actively seek feedback from the organisation and its employees with the intent to continually improve processes.
- Maintain and update risk assessments where changes come to light.
- Make sure staff are aware of the risks of lone working and this policy.

If lone working is considered reasonable, then the manager must ensure that suitable precautions are in place, such as:

- Mobile telephones/radios.
- Team working.
- Giving information on known risks.
- Reporting in procedures.
- Personal alarms.

Control Measures

K9 Security Protection Limited will do, as is reasonably practicable its best to put control measures in place, including:

- We will provide information and training to staff on matters of personal safety.
- We will ensure that this policy is reviewed every three years and in the light of any changes in working practice and/or changes in statutory legislation or an incident occurs that requires improvement.
- Shall ensure that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy.
- We will establish clear procedures to set limits as to what can and cannot be done whilst working alone.

This Lone Worker policy will be reviewed when it is deemed necessary following an incident, accident, change in legislation which may affect our business or any other activity which may highlight the effectiveness of this policy, however it will be reviewed as a management plan at intervals not exceeding 12 months.

K9 Security Protection Limited