

Lone Working Policy

Scope

This policy covers everyone that is employed by Lift Specialists Ltd that are exposed to lone working conditions.

Definition

Lift Specialists Ltd defines a Lone Worker as someone who works by themselves without close or direct supervision. Employees are also considered to be working alone if they have no visual or audible communication in the event of an incident.

Policy Statement

This Policy sets out the way in which Lift Specialists Ltd will deal with and manage the risks associated with lone working. The policy will be used to establish standards and a commitment to safety and therefore should be used to brief staff, as a reference document and the guideline to assess all activities.

Safe Working Arrangements

There is no specific legislation on lone working, however, Lift Specialists Ltd adhere to LEIA guidance on lone working. In conjunction with this, it is important that, when working alone, the competent person is fit and well.

When entering a building for the first time it is important to have undertaken a site induction to cover Client building procedure for the following:

- Fire evacuation procedure and how to raise the alarm
- Bomb threat procedure and how to raise the alarm
- Contact telephone numbers for the lone engineer and their first and second points of contact
- Type of personnel within the building (e.g. certain buildings may have a high risk of personnel violence)
- Procedures for organising assistance in the work place
- Procedures for contacting the emergency services
- First Aid facilities
- Welfare facilities

Before any personnel are authorised to work alone on a lift, a full site/task specific risk assessment will be undertaken by the Manager or Supervisor, and relevant control measures implemented.

If telephones do not operate in the working environment then another form of communication device should be utilised and both the lone worker and their first and second contacts should be made aware and trained on the device to be used.

No person should work alone on lifts in unoccupied premises.

Working on lifts can be dangerous and for this reason it is essential that when working alone in occupied premises the following procedure and provisions should be adopted.

- a) Before commencing work the authorised person should register their presence with appropriate client personnel such as a site agent or client representative.
- b) When working alone you should make yourself aware of all alarms and evacuation points within the building.
- c) Any persons checking the wellbeing of authorised persons working alone should have knowledge of how to organise assistance in the event of an emergency.

- d) The specific arrangements for confirming an authorised person's continued safety should be defined in the relevant working procedure. It is recommended that contact with a site representative is every 45 minutes.
- e) The authorised person working alone should inform a responsible person off site of their proposed movements and timescales during this period.
- f) Inform client personnel when leaving site

If the above practice cannot be adopted then lone working is NOT permitted. It will therefore require arrangements to be made for two person operations to complete works. If you are unsure of the above Policy or require additional information please contact the H&S Consultant or the H&S Coordinator before commencing work.