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Date: 29th July 2022
To: All Staff
From: Managing Director/Chief Executive Officer
Subject: **Lone Worker Policy**

1. Introduction

BEDC recognizes that working alone may pose an increased risk to its personnel's health and safety. When the conditions of service delivery or associated tasks require staff to work alone, both the individual employee and management are responsible for assessing and mitigating the risks that lone working presents.

This policy is intended to alert staff to the risks posed by lone working, to identify each person's responsibilities in this situation, and to describe procedures that will minimize such risks. A lone worker is defined as a member of staff who performs an activity in isolation from other workers without close or direct supervision for the purposes of this Policy. Because there is no one to assist them, such staff may be exposed to risk, necessitating a risk assessment.

Our duty to assess and control any risks associated with lone working is governed by regulatory requirements that require us to ensure the health, safety, and welfare of our personnel to the greatest extent reasonably practicable. Other workers, such as outsourced workers, have similar responsibilities.

Prior to working alone, we will conduct a risk assessment and put control measures in place. It is never acceptable to work alone on a fragile roof, in confined spaces, in situations requiring a Permit to Work System, or on mobile elevated working platforms.

2. Context

Lone workers face the same risks as everyone else, as well as risks related to their job. Support for lone workers is an important part of BEDC's overall policy relating to safer working practices, and the same principles apply, particularly:

- i. a commitment to supporting staff both in establishing and maintaining safe working practices
- ii. recognizing and reducing risk
- iii. a commitment to the provision of appropriate support for staff a clear understanding of responsibilities
- iv. the priority placed on the safety of the individual over property
- v. a commitment to providing appropriate training for staff
- vi. equipment such as mobile phones, personal alarms and torches will be made available as appropriate.

3. Mandatory Procedures

Personal Safety

Staff must not assume that having a mobile phone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction of risk.

- I. Staff should take all reasonable precautions to ensure their own safety, as they



would in any other circumstances.

- II. Before working alone, an assessment of the risks involved should be carried out in conjunction with the HSE manager.
- III. Management must ensure that there is a robust system in place for signing in and out, and that staff use it.
- IV. Staff working alone or in isolated location should ensure that working a mobile phone is within reach; and with sufficient credit remaining with the relevant provider. Personal alarms may also be needed.
- V. Putting one's office door under **LOCK** and **KEY** during or off working hours especially when it a lone worker situation may place such staff safety in high risk. This is because in the time of emergency such practice would increase the time to rescue.

Assessment of risk

1. In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:
 - o the environment – location, security, access
 - o the context – nature of the task, any special circumstances
 - o the individuals concerned – indicators of potential or actual risk history – any previous incidents in similar situations
 - o any other special circumstances
2. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.
3. While resource implications cannot be ignored, safety must be the prime concern.

Where necessary, all lone workers shall be fully trained in safe work practices to be adopted in order to carry out their tasks safely. The responsibility for the implementation of this Policy rests on the **Site Manager, HSE manager** and **all lone workers** are expected to co-operate fully with any instructions given. They are also expected to follow the BEDC's safe systems of work and any associated procedures.

Approval.....

Dr. Henry Ajagbawa-MD/CEO