

Lone Workers Policy

Starfish 9 Ltd. Lone Workers Policy-2021-Issue 1
(Last Review Jan 2021 - Next Planned Review Jan 2022)

Lone Workers Policy

What this policy covers

It is STARFISH 9 LTD's Policy that no contract work shall be carried out on roofs by a person working alone.

By necessity, most roof/building surveys are carried out whilst working alone, and in these circumstances, it is important that the individual advises their Line Manager and a client representative where he/she is working, approximately how long he/she will be and that he/she reports off when finished.

Roof Surveys and Inspections

When carrying out a survey on your own, the following procedures are to be adhered to:

- Liaise with site personnel before going out on onto roof (ensure mobile telephone is with you)
- Carry out thorough Risk Assessment prior to going onto roof
- Ensure you have client/reception contact number in an emergency.
- If in doubt over safety stop until safe procedures agreed.
- Sign off with client on completion of survey i.e., advise you to have completed and are now leaving the premises.

Lone Workers Out Of Hours

- Working alone outside normal business hours has some possible added risks, even if the person is working at a desk doing normal office type work
- Most fires occur outside normal business hours.
- Accidents such as tripping, slipping, or falling could render a person unconscious or incapable of calling for help.
- Attacks on employees for whatever reasons, e.g., vandals, burglars etc., whether they are entering, leaving, or working in the premises.
- These are just a few examples of how the lone worker in premises out with normal working hours could be at risk.

- If after assessing all the circumstances the manager decides to allow the person to work after normal business hours and alone, the manager must ensure that the person is made aware of all the information that they require, i.e. phone number, first aid kit, do not walk in the dark and so on.
- It is also prudent to set up call procedures whereby the person working alone can phone at regular intervals to some contact point (designated person)..
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Signed: 

Position: Managing Director

Date: 7 January 2021

