

LONE & MOBILE WORKING POLICY



Policy Statement

SCCS Survey Equipment Limited strives to promote Health, Safety and Welfare, achieved through the management of Health & Safety in accordance with current legislation and approved codes of practice.

Measures will be implemented to protect Health, Safety and Welfare of all personnel regardless of the location, where they may be engaged on duties in the course of their employment.

Policy Aims & Commitments

Company Commitments

1. Protection of SCCS personnel.
2. Compliance with all requirements of UK Health & Safety Legislation

Policy Aims

1. This policy aims to ensure that lone and mobile (or off site) workers are at no more (increased) risk than any other employee who is not engaged in lone or mobile work.
2. This policy aims to increase employee awareness of the issues & risks attached to lone and mobile working thus encouraging safe practices. All employees should know what to do in the event of an incident whilst working alone or off site.

Scope

This policy applies to all SCCS personnel who may either be designated (from time to time) as a lone worker or who may be engaged in activities (in the course of their employment) which requires them to work remotely.

Definitions

“The Company” shall mean SCCS Survey Equipment Limited

“HSWA” shall refer to the Health & Safety at Work Act 1974

“MHSW” shall refer to the Management of Health & Safety at Work Regulations 1999

“PPE” shall mean Personal Protective Equipment

“Competent person” shall mean someone who has sufficient training and experience or knowledge and other qualities that allow them to assist properly.

1. Legal Requirements Applicable

1. The Health & Safety at Work Act 1974
2. The Management of Health & Safety at Work Regulations 1999
3. Equality Act 2010

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Policy Reference:	014.10.2014.PL
Revision No:	11
Date of 1 st Issue:	17/03/14
Date of Revision:	18/10/2023
Reviewed by:	Roz Wankling
Approved by:	Kevin Smith

2. Identification of Lone and Mobile Workers

Off Site Mobile & Lone Working

A Lone Worker is defined as a member of SCCS personnel who works without close or direct supervision, away from their base (the base being the office from which they would ordinarily be present for the course of their employed duties, or Alpha House).

The Employee referred to above will either be engaged on Company business or in transit between their base and ultimate destination.

Fixed Establishment Lone Working

It may be possible for a member of SCCS personnel to be deemed to be a Lone Worker for a temporary period where they work on Company premises, but that premises is absent of other SCCS personnel.

It may be possible for a member of SCCS personnel to be classified as a Lone Worker where they work on Company premises, but the nature of their work keeps them physically separate for periods of time from other SCCS personnel.

3. Identification of Hazards of Lone and Mobile Working

Off Site Mobile & Lone Working

Employees who work alone without supervision face the same risks as others doing similar tasks, but the risk might be greater. In particular, the following increased risk is identified:

- Personal accident with no-one present to summon for help or to administer first aid.
- Personal illness of a debilitating nature with no-one present to summon for help.
- Threat of violence from another person.
- Tasks which cannot safely be carried out alone, such as heavy lifting or entering into confined spaces to carry out works.
- A danger of being locked into premises.
- Increased risk during emergency evacuation where inadequate provision has been made by a site owner (particularly if they are unaware of the presence on site of the individual concerned).

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4. Identification and Protection of Vulnerable Personnel

Identification

Vulnerable personnel shall be deemed to include (but not be limited to):

- Pregnant Employees
- Employees with a disability (as defined within the Equality Act 2010)
- Young Persons (as defined by MSHA)
- Employees who are inexperienced
- Employees who have underlying health issues, where the likelihood of incident as a result of the health issues, increases the overall risk. (These persons are required to notify a member of the Management team or HR representative)

Protection

It shall be considered inappropriate for vulnerable personnel to be engaged in any activity which requires them to be a Lone Worker.

Suitable adjustments to work patterns, conditions or supervision arrangements will be implemented for the protection of any person classified as a vulnerable person.

Any personnel falling into a classified category above or who have concerns about their own safety must immediately notify the Management Team.

5. On Site Safety (Lone Work)

General

All personnel are responsible for alerting any other personnel when, on leaving the premises, they are leaving that other person on site alone. An example would be late working at the end of a normal working day.

When leaving personnel on site alone, that person should have access to a staff member who can be called in the event of an emergency.

All sources of access/egress should be secured to discourage attempts to enter the premises.

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Risk to Personal Safety

The Company have assessed the likely risk to a person from lone working on site to be low, but it recognises that an attempt may be made by an individual to access its premises with mal intent

In the event that entry onto Company premises is made (when an individual is Lone Working) it is recommended they politely enquire into the nature of the person's business and, where this is not related to the Company's business, the intruder should be politely informed they are on private Company premises.

In the event an intruder refuses to remove themselves from Company premises, the employee should assess the risk to their own safety, removing themselves; if necessary; before calling for assistance.

Depending on the nature of the intrusion, it may be simply appropriate to call 999 for emergency assistance or call a member of the management team.

6. Safety in Transit

Safety whilst in transit to and from Client Sites and similar is covered by the Company Driving & Vehicle Policy and Operational Security & Counter Terrorism Policy.

All mobile working personnel are required to be fully conversant with the contents of this, the Company Driving & Vehicle Policy and SCCS Operational Security & Counter Terrorism Policy.

7. Off Site Safety (Lone and Mobile Work)

All SCCS personnel engaged in Lone or Mobile Work are required to undergo any Site Safety Induction which may be required when attending a client site.

Where no Site Safety Induction is required, the SCCS employee must ensure they have satisfied themselves of safety arrangements on site. This information should be requested where not readily provided and should include arrangements for emergency evacuation (including exits).

Whenever a SCCS Lone or Mobile Worker suffers with a medical condition which could require emergency 1st Aid Treatment this should be communicated to the person responsible for Site Safety.

Wherever a SCCS Lone or Mobile Worker is unsatisfied with measures in place for their own safety, they should communicate this to the person responsible for site safety to immediately resolve.

Where safety concerns continue, SCCS personnel have the right to refuse to continue work on the reasonable grounds of safety concerns, in accordance with the SCCS WorkSafe Policy.

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8. Recognition of Hazards, Dangers, and Safety Conditions

General

The key to recognising & managing hazards on Client sites is in advance planning & communication with the Client.

Where appropriate, an individual Risk Assessment should be carried out where *significant risks* are identified and not already assessed and controlled.

Site Specific Risk Assessments are to be conducted for each individual machine control installation/de-installation.

Safety Signage – General

Safety Signs are not a substitute for other means of controlling risks to employees: safety signs are to warn of any remaining significant risk or to instruct employees of the measures they should take in relation to these risks. For example, in some workplaces there may be a risk of foot injury despite taking measures to control the risk and it may be appropriate to remind employees by using a sign indicating that wearing foot protection is mandatory.

SCCS personnel are responsible for ensuring that they attend site with suitable PPE for the intended visit (which may require advance planning in conjunction with the client).

Safety Signage - Guidance

There are four main formats for safety signage:

Warning Sign These warn of a potential hazard to personal safety. These will be triangular in shape. The sign will be yellow with a black outline. The nature of the danger will be shown by a pictograph. An exclamation mark denotes general danger.

Prohibition Sign These prohibit a certain activity or person within the specified area. These are a white circle with a red outline and red diagonal line through them. A pictogram will indicate the nature of the prohibition.

Mandatory Sign These set out required actions which must be undertaken for safety reasons by any person entering the specified area. These are a blue circular sign with a white pictograph depicting the requirement (normally the requirement to wear the specified PPE within the area).

Safe Condition Sign These indicate how a person makes themselves safe (such as a Fire exit). These are green and white. They are square or rectangular. They are used to provide guidance on safe conditions such as exit routes, fire exits, first aid provision.

In addition to safety signage a hazard may be depicted by the presence of warning tape. SCCS personnel must always ask for guidance if they are unclear on the requirements of any safety signage.

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9. Monitoring Lone Worker

General

Before the employee undertakes any lone working practice, a point of contact should be established as part of the monitoring process. This person should be competent to monitor the employee.

It shall be established between the competent person and employee an effective line of communication, with consideration given to factors such as mobile signal.

It is the responsibility of the competent person and employee to ensure the communication devices are sufficiently charged to be used.

The employee should confirm the time they will be undertaking the lone working practice with the competent person monitoring.

The employee should confirm with that competent person when they are on the site where they will be lone working and confirm with that competent person when they will leave site and provide any details of site contacts.

The competent person should be available at all times when the employee is due to be on the site for effective monitoring.

If they employees lone working period extends so they are able to complete their work tasks, they should advise the competent person at the earliest opportunity, so the monitoring period can be extended with agreement.

Actions to take if the lone worker fails to make contact at the agreed time

If contact has not been made at the pre-arranged time by the employee, the competent person should make arrangements to contact the employee via means that have been considered and agreed as part of the lone working arrangements. If the employee confirms they are safe, no further action is required.

In the event the lone worker does not make contact, the competent person should take action to escalate the situation. Actions to consider:

- Texting (MMS) or e-mailing the employee advising them to confirm the situation
- Leaving a voicemail asking them to confirm their whereabouts
- Use programmes like "Find friends" or other suitable phone apps to establish employee's location
- Phoning the site contact to confirm if they have signed out (if one was given)
- Phoning the next of kin or suitable contact of the employee to confirm if they have returned home.
- Going to the site of lone working to formally confirm if they are there
- If the lone working element involves travelling, check traffic reports via reputable website to check for any excessive delays.

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In the event all avenues have been exhausted and the employee's whereabouts cannot be confirmed, the competent person should advise senior management or HR representative to seek further advise.

Further actions should be continued in an attempt to contact the employee.

If there is suitable evidence that the employee is at risk and their whereabouts cannot be established, consider escalating to the emergency services. Phone 101 to log the situation and await further advise.

Incident Reporting

Wherever an employee is involved in an accident or incident on client site, they must report that accident or incident to the person responsible for site safety.

Any accident or incident must also be reported to the Management Team in accordance with the remit of the Company Accident & Incident Reporting Policy.

10. Compliance & Review

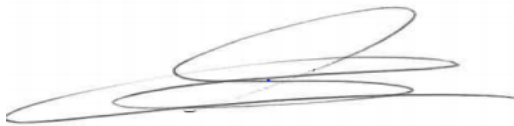
Overall responsibility for implementation of this policy rests with the Management Team.

All SCCS personnel are responsible for ensuring they comply with the remit of this policy and flag up any concerns appropriately with the Management Team for resolution.

This policy will be reviewed at least annually, and any appropriate action taken accordingly.

Changes to policy will be communicated to affected personnel.

Signed:



Print name: Kevin Smith

Position: Regional Director UK

Revision No: 11

Date: 18/10/2023

Next review: 17/10/2024