

## **LONE WORKING POLICY**

### **1 INTRODUCTION**

1.1 The Company has a responsibility to assess the risks to lone working All Security Personnel (dog handlers) and take steps to avoid or control the risks where necessary; and the Security Staff have responsibilities to take reasonable care of themselves and others in similar situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

### **2 OBJECTIVES**

2.1 The aim of this policy is to define risk associated with any Security Staff whilst working on site alone. A vast majority of guards have to work lone or out of normal working hours to protect property and personnel as a part of their routine assignments.

### **3 COMMON HAZARDS TO LONE WORKING**

3.1 All Security Personnel who work alone may face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
- Violence or the threat of violence.
- Fire.
- Attempting tasks which cannot safely be done by one person alone, e.g. confronting intruders or trying to tackle a large fire.
- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in or out).

3.2 The Company Directors/Operations Managers must consider these factors when doing risk assessments. If there is a Security Staff working within an area or site, the manager must take appropriate steps to reduce the risk. They should consider:

- Does the workplace present any special risk to a lone working All Security Personnel /Handler?
- Can all the firefighting equipment, substances (Gas Cylinders on construction Sites) and goods (valuable raw material) poses any threat to safety of All Security Personnel?
- Are there any flammable liquids and materials on site that can cause a fire?
- Is any manual handling or lifting involved with Security Assignment i.e. operating the site gates etc.?
- Is there a risk of violence or the threat of violence in the area?
- Can any high value materials or equipment on site attract unwanted criminal attention?
- Will the Security Staff be alone in a dark or remote location?

### **4 MEASURES TO REDUCE THE RISK**

#### **4.1 24 HOURS MANNED CONTROL ROOM.**

- All Security Personnel must make check calls to Manned Control room via mobile phone/smart radios every hour between 19:00hrs – 07:00am. The failure to make a check call on time will trigger a report to a local mobile patrol attendance of the site.

#### **4.2 CONSTANT SUPERVISION**

- Security Staff are by definition not under constant supervision. However, supervisors must ensure that the employees understand the risks associated with their work and the relevant safety precautions.



- Regular site visits are implemented, particularly if there are high-risk activities. Employees new to a job or undergoing training may need to be accompanied initially. Regular contact by mobile or radio is appropriate. The Operations Manager should assess what level of supervision is required.

#### 4.3 HEALTH CHECKS & SCREENING

- All Security Personnel Complete Health Surveillance Check (questionnaire) before commencing job. To make sure all our All Security Personnel are fit to undertake responsibilities as lone workers without unforeseen threat to their health.

#### 4.4 DYNAMIC RISK ASSESSMENT PROCEDURES

- The dynamic risk assessment is the continuous process of identifying hazards, assessing risks, taking action to eliminate or reduce risk for lone working All Security Personnel. The findings of dynamic risk assessments are being communicated to a clients' site management on a regular basis in order to review the manning level, lightning, perimeter fencing, pedestrian walkways, slip & trips etc, to make sure the site is operating in a safe and secure manner.

#### 4.5 REGULAR TRAINING

- Regular training of our All Security Personnel helps to make a lone worker aware of possible threats and ways of dealing with them effectively.

#### 4.6 LOCAL POLICE SUPPORT

- The Company may notify local police station of the lone working All Security Personnel for safety purpose as well as the location of the site for a quick response in case of emergency.

SM Facilities Management Ltd is committed to the continual improvement and effectiveness of this system.

The company regards the responsibility of management in implementing this policy to be fundamental to SM Facilities Management Ltd core business objectives.

Employees are made aware of the requirement of this policy on recruitment and copy is available at every work location.

This policy is reviewed at least annually and revised when appropriate.

Signed:

Simon Malik  
Operations Director,  
For and on Behalf of,  
SM Facilities Management Limited  
Dated: 07/01/2021