

Lone Working Policy

Pro Language Ltd, McLintocks, S70 2NZ
Company Number: 11455383

Issued	December 2023
Recheck	December 2025

Introduction

Due to the nature of the work with us there will on occasions be the necessity for some employees to work alone.

Health and Safety legislation does not prohibit lone working, but an employee should not be put at more risk than other people working.

We have a general duty under Section 2(1) of the Health & Safety at Work Act 1974, to ensure, so far as is reasonably practicable, the health, safety, and welfare of our employee's whilst at work. Health and Safety Legislation requires that through our managers we assess the risks to staff whilst lone working and make arrangements for effective planning, organisation, control, monitoring, and review.

The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy is specifically aimed at those staff working for us who at times do work unaccompanied or without immediate access to another person for assistance. This includes employees, workers, contractors, volunteers, interns, and apprentices.

Actions

We will ensure that:

- Lone working is avoided as far as is reasonably practicable;
- Emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- A risk assessment is completed by a person competent to do so prior to working alone;
- Any worker working alone is capable of undertaking the work alone;
- Arrangements are in place so that somebody else is aware of a lone worker's whereabouts at all times;
- Persons working alone are provided with adequate information, instruction and training to understand the hazards and risks;
- Training records are kept; and
- Ensure that individuals' personal data, including information about their health, collected during lone working assessments is handled in accordance with our data protection policy and our policy on processing special categories of personal data.

The person conducting the lone working assessment will:

- Give consideration to the greater risks to expectant mothers and young persons;
- Involve the employee who is working alone in the assessment process and the development of safe working methods;
- Advise the employee undertaking the lone working of the findings of the assessment;
- Maintain a file of all lone working assessments; and
- Ensure that individuals' personal data, including information about their health, collected during lone working assessments is handled in accordance with our data protection policy and our policy on processing special categories of personal data.

Employees who are working alone will:

- Follow the safe working arrangements developed and implemented by us for lone working;
- Take reasonable steps to ensure their own safety; and
- Inform their line manager or the person conducting the lone working assessment of any incidents or safety concerns.

Review

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

Definitions

Pro Language ("we", "us", "our")

The Employee ("you")