Lone Worker Health and Safety Policy

1. Introduction

1.1. This Policy should be read in conjunction with the main Company Health and Safety Policies.

1.2. Grapefruit Graphics ("the Company") recognises and accepts its responsibilities to all employees under the Health and Safety at Work etc Act 1974 and its associated Regulations.

1.3. Work done by the Company sometimes demands that staff work alone or in situations where help might not easily be available in an emergency.

1.4. The Company accepts that its responsibility extends to when the employee is working alone and away from their normal base, and will ensure so far as reasonably practicable:

1.4.1 the means to maintain a safe and healthy place of work;
1.4.2 provision and maintenance of such equipment or tools as is necessary for the employee to carry out their work;
1.4.3 safe access to and from the places of work, so far as is within the control of the Company; and
1.4.4 that adequate information and training is provided to the employee.

2. Definition of Lone Worker

The definition of lone worker includes (but is not limited to):

2.1 people in fixed establishments where only one person works on the premises, e.g. in small workshops, kiosks, shops as well as home workers;
2.2 people who work separately from others in factories, warehouses, research and training establishments, leisure centres or fairgrounds;
2.3 people who work outside normal hours as cleaners, security, special production, night shift workers, maintenance and repair staff;
2.4 agricultural and forestry workers;
2.5 service workers who collect rents, postal workers, home helps, community nursing staff, pest control workers, drivers, engineers, estate agents, sales representatives and similar professionals visiting domestic and commercial premises.

3. General Health and Safety

3.1 The overall responsibility for health and safety within the Company lies with the General Manager, Lisa Samuels.

3.2 Jermain Jackson, Install Manager has day to day responsibility for managing health and safety which includes staff members working alone onsite, or unattended in any setting.

3.3 Rob Taylor, Production Manager has day to day responsibility for managing health and safety, including working at production house alone.

3.4 The responsible person will ensure that suitable risk assessments are carried out before any lone working begins, and that adequate control measures are

implemented to reduce and/or manage any risks involved with lone working.

3.5 When carrying out the risk assessments, the responsible person will consider access and egress to the place of work, any physical fitness that may be required, any medical conditions the employee may have, whether there is a risk of violence or harm befalling the employee, whether the employee needs to use tools or machinery etc.

3.6 The responsible person will ensure that the employee is given all the training they need to be able to work safely in a variety of environments.

3.7 The responsible person will ensure that training records are kept.

3.7 The responsible person will ensure that employees' personal data, including information about their health, collected during lone working risk assessments is handled in accordance with the Company's data protection policy.

3.8 Only those employees deemed 'competent' by the responsible person will be permitted to work unsupervised.

4. Risk Assessments

The person conducting the lone working risk assessment will:

4.1 give consideration to the greater risks to expectant mothers and young persons;

4.2 involve the employee who is working alone in the assessment process and the development of safe working methods;

4.3 advise the employee undertaking the lone working of the findings of the risk assessment;

4.4 maintain a file of all lone working risk assessments;

4.5 ensure that employees' personal data, including information about their health, collected during lone working risk assessments is handled in accordance with the Company's data protection policy.

5. Employee's Duties:

5.1 All employees will ensure that any parts of their home designated as 'work' areas are maintained to professional standards.

5.2 Working with the Company Health & Safety management, the employee shall ensure that any hazards inherent with their work activities are properly managed, and that the same protocols that would apply at the Company's premises are implemented.

5.3 If any part of the work area becomes unsuitable due to changes in the work process, equipment damage or failure, or the employee's own physical needs, the employee must notify their line manager as soon as reasonably practicable.

5.4 The employee will inform their line manager of any incidents or safety concerns.

5.5 Where PPE is needed following a Company Risk Assessment, the employee

is required to use it.

6. Emergency Procedures

6.1 No member of the Company will be permitted to work alone without their immediate line manager (acting as their safety buddy) being fully aware of their whereabouts, and an approximate finishing time.

6.2 The employee will be required to contact their safety buddy at pre-agreed intervals.

Informing their line manager when arriving and leaving site/office.

6.3 Should any employee fail to make contact as agreed the safety buddy will attempt to reach the employee by telephone.

6.4 Should this be unsuccessful, the safety buddy will contact the names on the Client Safety lists or the Emergency services.

7. Safe Working Around Water

7.1 When working in or around water, all lone workers must wear appropriate personal flotation devices (e.g., life vests). This applies to all activities including, but not limited to, working on pontoons or from a vessel

7.2 Lone workers must check in with a designated member of staff prior to commencing any work near water, and again once the task is complete and before leaving the site. This is to ensure accountability and immediate response in the event of an emergency.

8. Working At Height

8.1 Lone workers must check in with a designated member of staff prior to commencing any work at height, and again once the task is complete and before leaving the site. This is to ensure accountability and immediate response in the event of an emergency.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Signed

Andrew Yeomans,
Director
Grapefruit Graphics Ltd