

# LONE WORKERS POLICY

TrustOn understands that within the security industry, the requirement for lone working can routinely occur. Where lone working is necessary, the Company will take all reasonable steps to ensure the health & safety of employees engaged in lone tasks.

The Company will ensure that a risk assessment is conducted, documented, made available to employees and that arrangements are in place prior to employees beginning to work alone.

TrustOn will ensure that:

1. Emergency procedures are in place so that members of staff working alone can obtain assistance if required.
2. A risk assessment is completed by a person competent to do so prior to employees working alone.
3. Any employee working alone is capable of undertaking the work alone.
4. Arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times.
5. Persons working alone are provided with adequate information, instruction and training to understand the hazards, risks and the safe working procedures associated with working alone.
6. Training records are kept and reviewed regularly.

The person who conducts the lone worker assessment will:

1. Involve the employee who is working alone in the assessment process and seek their involvement in the development of safe working methods.
2. Advise the employee undertaking the lone working of findings of the assessment and ask for their feedback.
3. Maintain a record of all lone working assignments.

Employees working alone will:

1. Follow the safe working arrangements developed by the Company for lone working.
2. Take reasonable steps to ensure their own safety at all times.
3. Inform their line manager/assessor of any incidents or safety concerns that they may have from time to time.