



Lone Working Policy

Policy Statement

Johnston Vulcanising and Services Ltd. is committed to ensuring the safety and well-being of all employees who work alone. This policy outlines the safety measures, communication protocols, and monitoring procedures to protect lone workers. This policy complies with UK law, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Scope

This policy applies to all employees and contractors of Johnston Vulcanising and Services Ltd., including those involved in quarrying, vulcanising activities, construction projects, sites, and offices in the UK.

Responsibilities

- **Senior Management:** Ensure overall compliance with lone working regulations, provide necessary resources for safety measures, and promote a culture of safety.
- **Health and Safety Officer:** Oversee the implementation and monitoring of lone working procedures, conduct risk assessments, and provide training and guidance.
- **Managers and Supervisors:** Ensure staff follow lone working procedures, conduct regular inspections, and report any concerns or incidents.
- **All Employees and Contractors:** Comply with lone working procedures, use communication and monitoring tools correctly, report any issues, and participate in relevant training and awareness programs.

Procedures

1. **Risk Assessment**
 - Conduct thorough risk assessments to identify tasks and situations where employees may be required to work alone.
 - Evaluate the risks associated with lone working and implement control measures to mitigate identified risks.
 - Ensure that risk assessments are documented and reviewed regularly.
2. **Planning and Supervision**
 - Plan lone working activities to ensure they can be carried out safely.
 - Assign competent personnel to supervise lone working activities remotely, ensuring regular check-ins and monitoring.
3. **Communication Protocols**
 - Establish clear communication protocols for lone workers, including regular check-ins via phone, radio, or other communication devices.
 - Ensure lone workers have access to reliable communication devices at all times.
 - Implement a system for lone workers to report their location and expected duration of work.



4. **Monitoring and Check-Ins**

- Implement a monitoring system to track lone workers' safety and well-being, including scheduled check-ins at predetermined intervals.
- Designate a responsible person to monitor check-ins and respond to any missed check-ins promptly.
- Use technology, such as GPS tracking, where appropriate, to monitor the location of lone workers.

5. **Emergency Procedures**

- Develop and communicate clear emergency procedures for lone workers, including how to call for help and what to do in various emergency situations.
- Ensure lone workers are trained on emergency procedures and have access to emergency contact numbers.
- Provide lone workers with emergency equipment, such as first aid kits and personal alarms.

6. **Training and Awareness**

- Provide comprehensive training for all employees and contractors on the risks of lone working and the safety measures in place.
- Include lone working training as part of the induction process for new employees.
- Conduct regular refresher training and update employees on any changes to lone working procedures or regulations.

7. **Health and Well-Being**

- Monitor the health and well-being of lone workers regularly, ensuring they are not experiencing undue stress or isolation.
- Provide access to support services, such as counseling, for lone workers who may need it.

8. **Incident Reporting and Investigation**

- Report all incidents and near misses related to lone working to supervisors immediately.
- Investigate incidents to determine the cause and implement corrective actions.
- Maintain records of all incidents and corrective actions taken.

9. **Review and Update**

- Regularly review and update the lone working policy and procedures.
- Ensure the policy reflects changes in legislation, industry standards, and company operations.
- Incorporate feedback from employees, inspections, and incident reports into policy updates.

10. **Documentation and Record Keeping**

- Maintain accurate records of risk assessments, training, incidents, and monitoring activities.
- Ensure records comply with legal requirements and are accessible for audit and review.

Commitment



Johnston Vulcanising and Services Ltd. is dedicated to ensuring the safety and well-being of our employees and contractors by promoting safe lone working practices. We expect all personnel to adhere to this policy and report any concerns promptly.

Contact

For any questions or concerns about this policy, please contact Aaron Johnston by email at Aaron@jvsuk.co.uk or call 07495 376466.

Signed: A Johnston
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