

**LONE WORKING POLICY**Issue No: 02  
Issue Date: 29/09/2023

Haigh Rail is responsible for the health, safety, and welfare at work of its employees and the health and safety of those affected by their work. It is therefore Haigh Rail's duty to organise and control lone workers, establishing safe working arrangements and ensuring that they can respond in the event of an emergency.

A lone worker is a member of staff who, for significant periods of their working time, is engaged in activities which places them in a situation without direct contact with other staff or contractors, or without direct supervision.

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety, and welfare of lone workers to reduce the risks of lone working as far as is reasonably possible and practicable. Whilst lone working will be avoided wherever possible, it is not illegal for a person to work alone and, indeed, the nature of Haigh Rail working activities is such that it is sometimes necessary. The objectives of this policy are to ensure:

- Lone workers are identified.
- That risks inherent in lone worker situations are assessed and suitable precautionary measures taken
- There is a local safe system of work which:
  - Records the whereabouts of lone workers.
  - Tracks the movement of lone workers.
  - Follows an agreed system for locating staff who deviate from their expected movement pattern.
  - Identifies when lone working is no longer appropriate.

These objectives will be met by:

- **Task Assessments and Allocating Work**
  - Nature, duration, and complexity of work.
  - Take account of the individual's capabilities, level of training, knowledge, experience, skills, and competencies required to undertake task.
  - Arrangements to protect employees from rail / road traffic.
  - Method of working and associated risks.
  - Environment in which task is to be undertaken and associated hazards.
- **Risk Assessments**

Line Managers will undertake risk assessments relevant to the lone working to be carried out and ensure appropriate control measures applied. Employees required to work alone will be informed of the hazards involved, understand the risks and what control measures are necessary, as well as the arrangements in case of an emergency.
- **Safe System of Work**

A safe system of work will be established detailing the limits to what can and cannot be done while working alone, welfare arrangements, how lone working will be monitored, when to contact their Line Manager and procedure to be followed in case of an emergency.
- **Welfare**

Lone workers are still entitled to proper welfare facilities. It could be that (by mutual agreement) facilities can be used at stations, service areas, depots, wherever – but they must be to the right standard and freely available. If no such facilities are already available, then special temporary facilities will have to be provided at strategic locations. Whatever the solution, the location of the welfare facilities will be identified in advance of the work and the details included in safe system of work and project documentation.
- **Monitoring Lone Workers**

Where there is no alternative to lone working and effective supervision is difficult, then some form of monitoring regime will be implemented. This can take a few different forms, but they are all basically a variation of something that has become known as a "buddy system" - people keeping in touch at pre-determined intervals with each other throughout the entire working period, either in person or remotely by 'phone, to satisfy themselves that they are still OK.

Whatever arrangements are made for the well-being and welfare of lone workers, those arrangements will be clearly documented in the safe system of work and project documentation and fully briefed and understanding confirmed.

Signed:



(Managing Director) Dated: 29/09/2023