

PSMG LIMITED LONE WORKING POLICY

This policy outlines the responsibilities and procedures for managing risks associated with lone working within PSMG Limited. The objective is to ensure that all employees who work alone can do so safely and in compliance with relevant UK legislation, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

This policy applies to all PSMG employees, contractors, and subcontractors who undertake lone working, including but not limited to:

1. Site inspections and surveys
2. Remote or out-of-hours maintenance work
3. Travel between client sites
4. Office work outside normal hours

DEFINITION

A lone worker is defined as someone who works by themselves without close or direct supervision, either on or off PSMG premises. Examples include:

1. Engineers attending a client site alone
2. Working late in the office after others have left
3. Travelling to remote sites without a colleague present

Before You Work:

1. Ensure someone knows the job you are working on (this should already be known to your Manager or the Office).
2. Try to make sure your phone is fully charged and you've got a signal where you're headed.
3. Check you've got any PPE or tools needed for the job.
4. Carry out a risk assessment for lone working situations.
5. Complete any training or equipment needed.
6. Set up check-in procedures for regular contact.
7. Review the system after any incidents, near misses, or changes in how/where you work.

Whilst You Are Out:

1. Stay in touch: Check in as agreed (by call, text, or Teams/WhatsApp).

2. Report anything risky or out of the ordinary – even if it's just a gut feeling.

IF SOMETHING GOES WRONG

1. Call your manager or the emergency services immediately.
2. If you miss a check-in, your line manager will try to contact you and escalate if needed.

WHAT TO LOOK OUT FOR

1. Working in remote areas or places with poor mobile signal.
2. Tasks involving electrical work, heights, or confined spaces.
3. Visiting unfamiliar sites or working in areas where people may be hostile or aggressive.
4. Health conditions that could affect your safety when alone.

If you're ever unsure whether something's safe to do alone – stop and call your manager.

Jason Silcox



Business Director
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