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| <b>Ref:</b> GS-HS-PY-002     | <b>Title:</b> Lone Working Policy       |                    |  |
| <b>Date:</b> 20-08-2020      | <b>Iss.</b> 09                          | <b>Page</b> 1 of 1 |   |
| <b>Std/Clause No:</b><br>N/A | <b>Authorised By:</b> Commercial Lawyer |                    | <b>Next Review Date:</b> 20-08-2021   |

## 1. Purpose

This policy describes KeTech's arrangements for ensuring the safety of employees who need to work alone at either of KeTech's premises in Nottingham and Preston or a client's premises. This policy applies to all employees and contractors working on KeTech's behalf.

## 2. Arrangements

- 2.1 Line managers and project managers will ensure the need for lone working is reduced to a minimum and avoided wherever possible. All instances of lone working must follow the Buddy System detailed below.
- 2.2 Where lone working cannot be avoided, it is the manager's responsibility to ensure that it is only undertaken by trained, competent and/or authorised individuals.
- 2.3 The following high risk tasks/duties must not be authorised for completion by a lone worker:
  - working at height;
  - moving heavy or bulky equipment;
  - operating high risk machinery (eg. drills, presses); or
  - working on live electrical equipment without protective covering.
- 2.4 Any employee working alone must comply with the Buddy System as follows:
  - inform either a work colleague or domestic partner of the lone working event (the "Buddy");
  - ensure that the Buddy is aware of the necessary emergency contact arrangements (i.e. security, key holder or manager's contact details);
  - report to the Buddy on arrival at the site and provide an estimated time of completion and agree 'check in intervals' if appropriate; and
  - Report to the Buddy on departure and/or to inform the Buddy of any delays to completion.
- 2.5 The Buddy is responsible for attempting to contact the lone worker if agreed reporting deadlines are missed and for contacting a KeTech officer, if appropriate.
- 2.6 KeTech's Quality and H&S Manager is responsible for ensuring a list of key holders is maintained at both of its locations in Nottingham and Preston.
- 2.7 It is each employee's responsibility to bring to KeTech's attention any change in the status of his/her health or well-being in relation to lone working.
- 2.8 Employees may raise health and safety concerns with their site health and safety representative or via the Quality and H&S Manager.

## 3. Changes From Previous Version

- 3.1 Sections 1, 2.1 and 2.3 updated.

## 4. Policy Review

- 4.1 This policy will be reviewed as a minimum annually from the date of approval or sooner if there are changes in legislation that affect its content.