



## Lone Working Policy

### Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

### Scope

This policy applies to any individual (directly employed by the Company or employed by an approved 3<sup>rd</sup> party contractor) working on their own without direct supervision on behalf of the Company. This policy does not cover those individuals (as described, above) working from home.

### Policy objectives

Lone working is not against the law and will often be safe to do so. The Company is committed to providing a safe and healthy working environment for all employees and those operating on its behalf. As part of this commitment, the Company will take reasonable and practicable steps to manage risks associated with lone working through:

- carrying out suitable and sufficient risk assessments of all lone working activities;
- implementing appropriate and proportionate control measures identified by risk assessments to reduce risks to the lone worker to a tolerable level;
- not permitting any activities to be carried out by lone workers where the risk assessment identifies there is a significant risk of injury that can only reasonably practicably be controlled by having two or more people in attendance when that activity is performed. This applies regardless of where that work is to be carried out.

### Responsibilities

#### Managers and Heads of Department

- lone working activities are risk assessed and that significant risks to lone workers are identified. Risk assessments will consider the task or activities that are to be carried out and the capability of the individual to carry out the lone working task safely;
- sufficient resources are made available to ensure risks to lone workers are reduced to a tolerable level;
- suitable and proportionate arrangements are put in place to reduce risks to anyone who may be required to work alone to a tolerable level and;
- significant lone working risks to anyone that cannot be reduced to a tolerable level other than by having two or more people present are not permitted to be carried out as lone working.

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## All employees

All employees are responsible for:

- cooperating with their line manager or supervisor by complying with any lone working risk assessments that apply to the work that they will be carrying out;
- carrying out, where appropriate, dynamic risk assessments when working alone to ensure that they do not put themselves in a position which may subject them to additional risk when lone working;
- cooperating with all applicable health and safety instructions in the workplace and;
- reporting to their line manager or supervisor or HR anything they consider to be unsafe or likely to lead to ill-health.

## Policy review

This policy will be reviewed no less than annually (or in the event of a health and safety related accident, incident or near miss) and all amendments will be communicated throughout the business.

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