Premier Recruitment Solutions Limited

LONE WORKING POLICY

At Premier Recruitment Solutions, the safety of our employees whilst working is of great importance. As a rule none of our employees participate in any 'Lone Working'. Employees must avoid working alone and where possible at least two people should undertake work activities together. However, where duties require staff to work alone both the individual employee and their Line manager have a duty to assess and reduce the risks which lone working presents.

The only exception to 'Lone Working' is when our Sales Consultants are out working on Site Visits.

In such instances to ensure the safety of the individual employee and to reduce any risks which may occur both the employee who is to undertake such activities and their line manager need to take the following into consideration prior to the day of Lone Working:

- Employees must inform their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan.
- Before working alone, an assessment of the risks involved should be made in conjunction with the line manager.
- The employee has been provided with Required PPE prior to leaving the office.
- The line manager of the employee is fully aware of any/ all medical conditions the employee has so there is no risk of harm due to medical conditions when working alone.
- The employee and their line manager have taken steps to make themselves aware of all health and safety and fire procedures of the site in question prior to the visit.
- Employees have access to a basic first aid kit kept in the company car alongside their mobile telephone.
- Employees working alone should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

Signature........................................... Date. 20/11/19

Position...........................................

This policy is reviewed on a periodic basis.