

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations.

1. Introduction

This policy complies in full with the relevant provisions of the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 (updated 1999) and all relevant Health and Safety legislation including First Aid at Work Regulations 1981 (updated 2002) and The Regulatory Reform (Fire Safety) Order 2005.

The Company recognises its right and duty to ensure that risk levels are not increased by working alone. If any risk cannot be controlled to an acceptable level, lone working will not be permitted. Where employees are unable to avoid the need to work out of the normal office building opening hours necessary measures to monitor these instances will be in place.

2. Scope

This policy applies to **all** employees and volunteers. Reasonable steps will be taken to ensure that all persons working for or on behalf of the Company, or working on Company premises, are not at risk of working alone. This will be achieved, where reasonably practicable, by managing the need to work alone, controlling access to lone working situations, and controlling risks arising from working alone.

3. Definition of terms

Lone worker

People whose activities involve their working time operating to be without the benefit of interaction with other workers or without supervision. Lone Working can take place when people:

- Work at home
- Work outside of normal working hours
- Travel alone as part of their work.

4. Responsibility

The Company is responsible for assessing all risks to health and safety in relation to lone working. Abigail Saxton is responsible for lone working risk assessments. The employee is responsible for ensuring that they take reasonable care of their own safety in accordance with the Company's Health and Safety procedures. Employees also have a duty to report any shortcomings in safety practice, concerns regarding procedures or facilities and any threats or incidences of violence or aggression to their Manager. Employees must ensure that their Manager is informed of and are in agreement with any planned lone working.

Managers are responsible for ensuring employees follow the Company's safety and security measures. Each Manager is also responsible for addressing in the first instance any employee concerns with regards lone working or out of hours working. They must be aware of lone working and out of hours' activities planned by or for their staff.

5. Risk assessment

All instances of lone working within the scope of this procedure must be covered by a valid Lone Working Assessment. This procedure is also intended to ensure that, where lone working cannot be

performed without increased risks to health and safety, or unacceptable legal or other “loss” risks, such lone working is prohibited.

Lone Working Assessments are supplementary to any existing general Health and Safety risk assessment, and cover additional specific risks arising from remote, out of hours, or other lone working situations Lone Working Risk Assessments, in common with other Risk Assessments, should be completed by or with the close involvement of those affected.

6. Personal safety

There are various precautions which can be taken to reduce the risk to a worker working alone. These precautions will include any or all of the following depending on the individual situation. Employees should use their own judgement towards the following:

- If you are intending to work outside office hours, a Manager should be informed.
- Keep the external door locked and only open it to a caller if you judge that this does not present undue risk to yourself. If you decide not to open the door, ask the caller to make an appointment to come back when there are other people present.
- Be aware of your personal safety if you are working alone, particularly in the evening, including leaving the office premises, and take appropriate action to safeguard this e.g. call for a taxi, park your car as close to the office as possible (if appropriate), ring for assistance (another member of staff, the police) and stay put until help arrives.
- Be aware of your personal safety when you are attending external meetings on behalf of the Company e.g. try to walk to car parks or public transport stations with other people you know.

7. Procedure

In order to ensure that lone working and out of hours working can be carried out safely and in a controlled and coordinated manner you must follow the Company's lone working procedure which will be explained to all staff upon their induction.

8. Emergency arrangements

Lone workers will be responsible for responding to emergencies correctly, in accordance with the Company's Health and Safety policy.

Signed:

Position: Managing Director



Name: Neil Jones

Date 31/07/2025

