

DIRECT DEFENCE SOLUTIONS LTD

LONE WORKER POLICY

POLICY STATEMENT	INITIAL REVISION
	ISSUE DATE:AUG 2018
POLICY-004	Prepared & Approved by: Director

As a responsible company we always avoid the need for employees to work alone where reasonably practicable. In case of lone working is necessary, DIRECT DEFENCE SOLUTIONS LTD will take all reasonable steps to ensure our employees are safe and we will look after the health and safety of employees working alone.

DIRECT DEFENCE SOLUTIONS LTD will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.

Procedure

We will make sure that

- Supervisor Visit is very regular.
- Emergency procedures are in place so that all our employees feel safe and they can get help anytime they need.
- A risk assessment is completed by a person competent to do so prior to employees working alone;
- All employees working alone are fully trained and capable of undertaking the work alone;
- Arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- Persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone;
- Trainings will be provided regularly and records are kept and reviewed regularly.
- DIRECT DEFENCE SOLUTIONS will involve the employee in the assessment process and seek their advice when making safe methods. We will always take employees feedback to improve procedures.

Employees working alone are responsible for:

- Follow the safe working arrangements developed by the DDS for lone working;

DIRECT DEFENCE SOLUTIONS LTD

LONE WORKER POLICY

POLICY STATEMENT	INITIAL REVISION
	ISSUE DATE:AUG 2018
POLICY-004	Prepared & Approved by: Director

- Must inform the Director and supervisors about any mishaps.
- Take all necessary actions to ensure that they are safe.
- All findings must be reported on log books and keep the records.

Supervisors will:

Visit the site regularly and keep the records.

Introduce Check Call System so control room will call them every hour to make sure everything is safe and secure and health and safety of the guard is ensured.

This policy is communicated to all employees.

Review:

We undertake to continually review and develop our management systems, with the overarching aim of conducting our activities in a manner, which does not affect the quality and environment of DIRECT DEFENCE SOLUTIONS LTD.

Prepared and Signed by Director:

Date: