Lone Worker Policy

This policy defines circumstances in which lone working is appropriate, and identifies circumstances where it would be inappropriate within Novus Altair and is subject to a comprehensive assessment of potential risks involved. This policy applies to all employees of Novus Altair including, Security Guards, Door Supervisors, and Close Protection Officers and also any staff providing a service for and on behalf of Novus Altair at clients' premises.

Whilst there is no legal prohibition to working alone there are general duties under the Health & Safety at Work Act 1974 and also requirements to assess and control risks in the Management of Health & Safety at Work Regulations 1992. These require an employer to provide safe systems of work and safe workplaces as far as reasonably practicable, and to control risks that do arise from work activities. These duties are held towards employees, contractors, visitors and any other persons who are affected by work activities.

To protect staff and in line with this policy and that of our Health and Safety policy, staff are asked to complete and submit a time/log sheet detailing whereabouts and timing of activities undertaken.

In many cases, the risks are low and work takes place without incident. However, in an emergency, lone workers are more vulnerable because they may not be able to summon assistance or deal effectively with a potentially dangerous situation.

A lone worker at Novus Altair will have audible communications with other members of staff, who will be capable of providing assistance without delay, should illness or injury occur.

In the following situations identified by the Health & Safety Executive, lone working should not be allowed:

- In confined spaces where there may be a risk of inadequate ventilation (e.g. tanks, manholes, pipes, ducts and flues, enclosed basements, and in laboratories using flammable, highly flammable or extremely flammable liquids, flammable gases, asphyxiates, toxic and corrosive substances. However, Novus Altair does not foresee any circumstances by which services will be provided under these circumstances.)

In most circumstances security services will take place at an employer's workplace. In such circumstances, the MD or his authorised representative will ensure a risk assessment of the working area, and access and egress to this area, has been carried out.

The risk assessment – visual risk audit – should cover the following points as outlined

- Is there safe access and exit arrangements?
- Are the fire precautions for the building fully operational (e.g. fire alarm, emergency lighting)?
- Is the staff fully familiar with how to respond in an emergency? E.g. how to activate the fire alarm?
- Is there effective communication links (phone to the Office, communication with the rest of the workplace)?
- Can the lone worker operate all the equipment controls on his / her own, including emergency shutdowns?
- Is there access to a currently qualified first aider?
- Is there access to a first aid kit?
- Is there, or could there be, a requirement to lift or handle objects, which are too heavy or unwieldy for one person?
- Is the level of supervision at other times sufficient to ensure that any problems are identified and dealt with?
- Are there aspects of the staff's health that could lead to increased risk, for example, if diabetic, would they have access to medical attention?
- Are other precautions necessary, for example, could the lone worker make regular contact with another person, should they be equipped with lone worker's safety alarm (to detect absence of movement after a pre-set time)?
- Do staff members face any obvious risks? Show them the DSE Regulation guidelines on working in loud environments, strobe lighting etc.

Any risks found as a result of a risk assessment will be formally documented and reviewed at reasonable intervals. This requirement is part of Novus Altair's overall procedures. In cases where the company works with a principle contractor that is ACS approved, the principle contractor is expected to conduct a full risk assessment unless agreed otherwise prior to the commencement of the assignment.

Employees must reply to telephone and email messages within 24 hours (except when on holiday). This helps to ensure that employees are safe and responsive. Mobile telephones used for work communication must have their answer phones activated to enable messages to be left.

The safety of our staff is of paramount importance.

Signed Dr Adnan Niazi (Managing Director)

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