

Factory and Office Lone Working Policy

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

Policy Statement and Principles

Bisley will ensure that lone workers are not put at more risk than other employees in the execution of their duties. Working alone is not in itself against the law and it will often be safe to do so.

However, Bisley will consider carefully, and then deal with, and Health and Safety risks for people working alone, through risk assessment and related safety tools.

The Health and Safety Executive (HSE) has highlighted the issue of lone working by making it the subject of a Guidance Note (Working Alone INDG 73):

“Following risk assessment (including dynamic Risk Assessment) control measures must be put in place to manage those risks. Risk assessment must devise safe working arrangements for all workers considered to be lone workers. Special attention is required when assessing lone working as the risks inherent in such work are potentially exacerbated by the lack of normal channels of support.

Training and awareness is particularly important, as there may be no direct supervision of work, and monitoring procedures also need to be established to ensure that lone workers are following safe systems of work.”

Definition

Lone workers are those who work by themselves without close or direct supervision, or, are not within sight or sound of other workers for a significant period of time.

Responsibilities

Managers / Supervisors:

All managers and supervisors are responsible for ensuring that employees, including agency staff are not placed in potentially hazardous situations while working alone. This can only be achieved through carrying out suitable and sufficient risk assessments including dynamic risk assessment where applicable.

All employees, including agency staff who are involved in lone working must be instructed on the lone working procedures by their respective line supervisor or manager

Employees

All employees, including agency staff who are involved in lone working are responsible for following safe practices as outlined in this procedure together with relevant Company and departmental operating procedures. If in doubt please raise any questions, issues or suggestions with your line supervisor or manager.

Information, Instruction and Training

Bisley will ensure that all employees are informed of the requirements of this policy together with any related Company policies that need to be implemented at the same time.

Business Unit Managers and all supervisory staff will be informed, instructed and where necessary trained in the implementation of this policy.

Policy Implementation

Is it lone working as defined in this policy; if yes, assess level and implement the policy as described in the following categories' level one to level three.

1. Level one: Currently a lone working activity where a process change eliminates lone working completely.
2. Level two: Local resolution, whereby the employee or agency worker is regularly checked on by supervision or other employees, or, the lone worker regularly checks in with another colleague or a member of supervision. All managers and supervisors are responsible for ensuring that workers are not placed in potentially hazardous situations while working alone. This can only be achieved by ensuring that relevant risk assessments and operating procedures related to the activity have sufficiently addressed any lone working activity including training, medical records (medical confidentiality is controlled by Occupational Health), accident records together with the overall competence of the worker who is lone working.
3. Level three: Use of Company communication systems. Maintenance and facilities related activities can involve lone working from time to time, including at weekends and at night. The constant use of two way radios usually alleviates this, however, at quiet time's maintenance and facilities personnel must inform a colleague of their location and check in at 30 minute intervals.

Maintenance and facilities line management should check on personnel at regular intervals either in person or via the two-way radio system.

All maintenance and facilities managers and supervisors are responsible for ensuring that their workers are not placed in potentially hazardous situations while working alone. This can only be achieved by ensuring that relevant risk assessments and operating procedures related to the activity have sufficiently addressed any lone working activity including training, medical records (medical confidentiality is controlled by Occupational Health), accident records together with the overall competence of the worker who is lone working.

Lone Working Prohibition

There are some high-risk activities where at least one other person may need to be present. These include.

- Roof Work - refer to SWP -023- Safe Working Procedure for Factory Roof.
- Confined Space - refer to SWP 025-Working Procedure for Confined Spaces.

- Working on Electrical Panels - refer to SWP 037 - Working Procedure for plant and machine electrical panels.

Office Staff Lone Working (Newport)

- Make sure that either your manager, a colleague or the company know about any occasions or times when you will be working alone.
- If you are lone working either during the normal working day or outside of normal office hours you should make arrangements with Security to ensure contact is maintained at regular intervals.
- This includes office environments in warehouse, stores etc. when staff are working alone as per the Company definition for Lone working.
- Ensure that your mobile phone is charged and that any emergency numbers are on speed dial.
- Ensure that doors are locked from the inside to prevent any unauthorised or unknown entry while working alone.
- If the office is visited regularly by staff from other areas during times of lone working, this will mitigate the need for further action.

Lone Working (Showroom Staff)

- Make sure that either your manager, a colleague or the Company know about any occasions, appointments or times when you will be working alone.
- If appropriate let other workers who may be working on other floors in the showroom know that you are working alone.
- Ensure that your mobile phone is charged and that any emergency numbers are on speed dial.
- Ensure that doors are locked from the inside to prevent any unauthorised or unknown entry while working alone.
- Never admit any unknown person/s into the building while you are lone working under any circumstances unless they are a member of one of the emergency services.

R Costin

Signed

Richard Costin
Chief Executive

Date 1st August 2024