LONE WORKER POLICY

DISTRIBUTION

This Lone Worker Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a 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, ZAM FM 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.

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

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

Procedure

We will make sure that

- Supervisor Visit are 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;

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- 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.
- ZAM FM LTD 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 DSS for lone working;
- 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.

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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 ZAM FM LTD

Managing Director
Name: Danish Iftikhar
Sign:
Dated: 22/09/2023