

## **1 Introduction**

- 1.1. This Policy should be read in conjunction with the main production Health and Safety Policies.
- 1.2. The Production recognises and accepts its responsibilities to all employees under the Health and Safety at Work Act 1974 and its associated Regulations.
- 1.3. All work undertaken by the Production should be undertaken in working hours; however in the rare occasion that lone working occurs extra safety precautions should be implemented.
- 1.4. The Production accepts that its responsibility extends to when the employee is working alone or away from their normal base, and will ensure so far as reasonably practicable:
  - 1.4.1 the means to maintain a safe and healthy place of work;
  - 1.4.2 provision and maintenance of such equipment or tools as is necessary for the employee to carry out their work;
  - 1.4.3 safe access to and from the places of work, so far as is within the control of the Production; and
  - 1.4.4 that adequate information and training is provided to the employee.

## **2. Definition of Lone Worker**

The definition of lone worker includes (but is not limited to):

- 2.1 people in fixed establishments where only one person works on the premises,
- 2.2 people who work separately from others in warehouses, studios, stages and on location,
- 2.3 people who work outside normal hours as cleaners, security, special production, night shift workers, maintenance and repair staff,

## **3. General Health and Safety**

- 3.1 The overall responsibility for health and safety within the Production lies with the Executive Producer.
- 3.2 The Health & Safety Manager has day to day responsibility for overseeing the health and safety on the production which includes staff members who work alone.

3.3 The Health & Safety Manager and the relevant HoD will ensure that suitable risk assessments are carried out before any lone working begins, and that adequate control measures are implemented to reduce and/or manage any risks involved with lone working.

3.4 When carrying out the risk assessments, the responsible person will consider access and egress to the place of work, any physical fitness that may affect the employee, any medical conditions the employee may have, whether there is a risk of violence or harm befalling the employee, whether the employee needs to use tools or machinery etc.

3.5 The responsible person will ensure that the employee is given all the training they need to be able to work safely in a variety of environments.

3.6 The responsible person will ensure that any training records are given to the Health & Safety department to file.

3.7 The responsible person will ensure that employees' personal data, including information about their health, collected during lone working risk assessments is handled in accordance with the Production's data protection policy.

3.8 Only those employees deemed 'competent' by the HoD will be permitted to work unsupervised.

#### **4. Risk Assessments**

The person conducting the lone working risk assessment will:

4.1 give consideration to the greater risks to expectant mothers and young persons;

4.2 involve the employee who is working alone in the assessment process and the development of safe working methods;

4.3 advise the employee undertaking the lone working of the findings of the risk assessment;

4.4 maintain a file of all lone working risk assessments, and make sure it is shared with the H&S manager

4.5 ensure that employees' personal data, including information about their health, collected during lone working risk assessments is handled in accordance with the Production's data protection policy.

**5. Employee's Duties:**

- 5.1 Working with their HoD or the Production Health & Safety management, the employee shall ensure that any hazards inherent with their work activities are properly managed.
- 5.2 If any part of the work area becomes unsuitable by the work process changing, damage or breakdown of equipment etc., or by the employee's physical needs, the employee must inform their HoD as soon as reasonably practicable.
- 5.3 The employee will inform their HoD or the production Health & Safety Management of any incidents or safety concerns.
- 5.4 Where PPE is needed following a Production Risk Assessment, the employee is required to use it.

**6. Emergency procedures**

- 6.1 No member of the Production will be permitted to work alone without their HoD (appointing a safety buddy) being fully aware of their whereabouts, and an approximate finishing time.
- 6.2 The employee will be required to contact their safety buddy at pre-agreed intervals.
- 6.3 Should any employee fail to make contact as agreed the safety buddy will attempt to reach the employee by telephone.
- 6.4 Should this be unsuccessful, the safety buddy will contact the names on the Client Safety lists or the Emergency services.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.