



LONE WORKER POLICY

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1. Purpose

The purpose of this Lone Worker Policy is to ensure the safety, health, and wellbeing of all Viking Security NW Limited employees and contractors who work alone or without direct supervision. This policy outlines procedures, responsibilities, and safety measures to reduce risks associated with lone working.

2. Scope

This policy applies to all employees, subcontractors, and agency staff engaged by Viking Security NW Limited who carry out work without direct supervision, including but not limited to security assignments, mobile patrols, and site checks.

3. Legal Responsibilities

- Comply with the Health and Safety at Work etc. Act 1974.
- Follow the Management of Health and Safety at Work Regulations 1999.
- Adhere to company risk assessments and safe systems of work.

4. Definition of Lone Working

A lone worker is defined as someone who works by themselves without close or direct supervision, which may occur in remote areas, during night shifts, or at locations with minimal personnel present.

5. Responsibilities

Management:

- Ensure risk assessments are conducted for lone working tasks.
- Provide suitable training and communication tools.
- Monitor lone worker safety and wellbeing.

Employees:

- Follow safe working procedures.
- Maintain communication with control room or supervisor.
- Report any incidents, hazards, or unsafe conditions immediately.

6. Communication Requirements

- Lone workers must have access to a functioning mobile phone or two-way radio.
- Check-in intervals with control room must be established before starting a lone shift.
- Failure to check in will trigger an escalation procedure.

7. Risk Control Measures

- Conduct pre-shift site risk assessments.
- Ensure adequate lighting, signage, and security systems are in place.

- Provide personal protective equipment (PPE) suitable for the task.
- Provide lone worker alarms or tracking devices where required.

8. Incident Reporting

- All incidents must be reported immediately to the control room and recorded in the incident log.
- Serious incidents must be escalated to management without delay.

9. Training

All lone workers must complete training covering:

- Lone worker safety procedures.
- Emergency response actions.
- Conflict management and personal safety awareness.

10. Policy Review

This policy will be reviewed annually or following a significant incident, change in legislation, or operational change affecting lone working conditions.