



**SYKES**  
CLEANING  
GROUP LTD

**01825 713726**

[enquiries@sykescleaning.com](mailto:enquiries@sykescleaning.com)

[sykescleaning.com](http://sykescleaning.com)

## Lone Working Policy

The Company will avoid the need for self-employed cleaners to work alone where reasonably practicable. Where lone working is necessary, the Company will take all reasonable steps to ensure the health and safety of self-employed cleaner working alone.

The Company will ensure that a risk assessment is conducted and that arrangements are in place prior to self-employed cleaner working alone.

The Manager will ensure that:

- lone working is avoided as far as is reasonably practicable;
- emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- a risk assessment is completed by a person competent to do so prior to self-employed cleaner working alone;
- any self-employed cleaner working alone is 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;
- training records are kept.

**The person conducting the lone working assessment will:**

- give consideration to the greater risks to expectant mothers and young persons;
- involve the self-employed cleaner who is working alone in the assessment process and the development of safe working methods;
- advise the employee undertaking the lone working of the findings of the assessment;
- maintain a file of all lone working assessments.

**Self-employed cleaner working alone will:**

- follow the safe working arrangements developed by the Company for lone working;
- take reasonable steps to ensure their own safety;
- inform their Line Manager/Assessor of any incidents or safety concerns.

**Leading statutory authority**

Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).

Employers have a general duty under the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of the self-employed cleaner as far as is reasonably practicable, which includes

providing safe systems, a safe place of work and suitable arrangements for self-employed cleaner's welfare.

Regulation 3 of the Management of Health and Safety at work Regulations 1999 requires a suitable and sufficient assessment of risks arising from work activities (including lone working) to be undertaken.

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 requires the company to consider the physical and mental capabilities of self-employed cleaner when deciding on the tasks they will undertake.

Lone working is not permitted under certain legislation. It is prudent for the company to review any regulations specific to their business prior to allowing lone working.

**In relation to a lone working risk assessment consideration should be given to:**

- the remoteness of the workplace;
- potential communication problems;
- the likelihood of a criminal attack;
- potential for verbal and physical abuse;
- vulnerability of lone workers to feelings of isolation, stress and depression;
- whether all the plant, equipment, materials, etc. can be handled safely by one person;
- whether the person is medically fit and suitable to work alone;
- how the lone worker will be supervised;
- how the lone worker will obtain help in an emergency such as an assault, vehicle breakdown, accident or fire; and
- whether there is adequate first-aid cover.

Signed   
Name Emilia Ascroft

Date 19-02-2024 | 13:05 GMT

Policy Review February 2025  
Date