



LONE WORKING POLICY

This Lone Working Policy (the "Policy") communicates our commitment to protecting the health and safety of our freelance and contracted employees when lone working. The Policy works in sympathy with the Health and Safety Policy of Packed Lunch Productions (the "Organisation") and is designed to reduce the health and safety risks to employees posed by lone working, hereby defined as an employee working on-site with and on behalf of a contractual service partner and without the in-person support of another employee of the Organisation. It applies to all individuals undertaking contractual paid work on behalf of the Organisation.

A copy of the Procedure will be made available to all employed and freelance staff within the Organisation and to individuals on request, and located on the webpage. Any questions about the procedure may be directed to the Senior Leadership.

The Policy does not form part of employees' contracts of employment and may be amended by the Organisation at any time.

The Policy is set for at least annual review.

POLICY STATEMENT

The Organisation will avoid the need, where reasonably practicable, for lone working. Where lone working is necessary, the Organisation will take all reasonable steps to ensure the health and safety of the affected employee(s).

SPECIFIC RESPONSIBILITIES

The Senior Leadership will ensure:

- a risk assessment is conducted and arrangements are in place prior to any lone working commitment;
- emergency procedures are in place so any lone working employee can obtain assistance if required;
- an employee required to undertake lone working is capable of doing so,
- arrangements are in place so a designated on-site contact and a member of Senior Leadership are aware of the lone worker's whereabouts and have the means to contact that person to confirm;



- lone workers are provided with adequate information, instruction and training to understand and successfully negotiate the hazards, risks and safe working procedures associated with lone working;
- appropriate training records are kept; and
- employees' personal data, including information about their health, collected during lone working assessments is handled in accordance with the Organisation's Privacy Policy.

The person conducting the lone working assessment will:

- give consideration to the greater risks of key groups, including (but not limited to) expectant parents, young people and individuals with physical and mental health needs requiring higher levels of support;
- involve the employee being assessed in the assessment process and the development of safe working methods;
- advise the employee in a timely manner of the assessment's outcomes;
- maintain a file of this and related assessments, and contribute to the general maintenance of lone working assessment data; and
- ensure employees' personal data, including information about their health, collected during lone working assessments is handled in accordance with the Organisation's Privacy Policy.

Lone working employees will:

- follow the Organisation's Health and Safety Policy as well as the health and safety arrangements specific to both their lone working responsibilities and the protocols of on-site contractual service partners,
- take reasonable steps to ensure their own safety and
- inform their line manager/assessor of any incidents or safety concerns.

MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

CONTACT US

For more information about our equal opportunities practices or if you have questions please email at hello@packedlunch.org or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom



Implemented: May 2022

Updated: May 2023

Next scheduled review: May 2024