
LONE WORKING POLICY

Prepared By:

KEELAGHER OKEY ASSOCIATES LIMITED
74A London Road, Stockton Heath, Warrington, WA4 6HR

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Signed:



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PART 1 | POLICY STATEMENT

1.0 POLICY AIMS

The aim of this policy is to ensure, so far as is reasonably practicable, that staff who work alone are not exposed to risks to their Health and Safety and to outline the steps to reduce and improve personal safety to staff who work alone.

1.1 OBJECTIVES

The objectives of this policy are to ensure:

- Lone workers are identified.
- That risks inherent in lone working situations are assessed and suitable precautionary measures taken.
- There is a local safe system of work which records the whereabouts of lone workers, tracks the movement of lone workers, follows an agreed system for locating staff who deviate from their expected movement pattern and identifies when lone working is no longer appropriate.

PART 2 | DEFINITIONS

2.0 LONE WORKER

A lone worker is anyone who works in isolation from their colleagues without close or direct supervision and without the prospect of being discovered the same working day.

People in Fixed Establishments

- Staff working alone in our office premises.
- Staff who work from home.
- Staff working outside normal hours (early mornings / overtime / weekend work).

Mobile Workers Working Away from their Fixed Base

- Staff working on site.
- Staff visiting Client / Designer / Contractor offices.
- Staff travelling to meetings / site.
- Staff carrying out lone surveys.

2.1 SAFE SYSTEMS OF WORK

1. Staff who wish to work early / overtime / weekends may do so alone so long as:

- Permission has been sought from the Managing Director beforehand.
- All building access doors be kept closed and locked.
- The staff members have received adequate information and demonstration of the panic alarm next to the front door.
- The staff member always keeps a mobile phone close by.
- The staff member “checks-in” by calling or texting the nominated person, Diane Barnes. In the event that the lone worker is Diane Barnes, the nominated person is Hannah Ellison.
- The staff member “checks-out” by calling or texting the nominated person, Diane Barnes. In the event that the lone worker is Diane Barnes, the nominated person is Hannah Ellison.

2.1 SAFE SYSTEMS OF WORK (continued)

2. From time to time a situation may arise where a staff member finds themselves alone in the office during office hours, i.e. if everybody else is out at meetings.

Should this occur, the staff member is to:

- Alert the nominated person by phone call or text message.
- Ensure all building access doors are locked.
- Always keep a mobile phone close by.
- “Check-out” by calling or texting the nominated person when they leave the office at the end of the working day.

3. Staff working away from the office on site / at meetings, etc. are to:

- Maintain regular contact with the office by phone or email.
- Utilise their Outlook Calendar to diarise meetings and visits (all staff members’ Outlook Calendars are available to view by the Administration Team so that the office is aware of staff movement).
- Always carry a mobile phone with them and have appropriate in-car systems for answering calls whilst driving.
- Ensure that they download the “what3words” app to their phone to identify their location to others/emergency services in the events of an accident or incident.
- When staff attend sites alone they must undertake a dynamic risk assessment of the situation and if, for any reason, they believe the situation to be of concern for their personal welfare they should cease work and return to the office/safe location and advise their line manager of the reason for their return.
- Keelagher Okey Associates Ltd will always support staff who act with their personal welfare in mind.

PART 3 | ORGANISATIONAL RESPONSIBILITIES

3.0 THE MANAGING DIRECTOR IS RESPONSIBLE FOR:

- Ensuring the management of Lone Working within the organisation is adhered to.
- Maintaining contact with staff that work alone.
- Implementing systems to identify those staff who do not report or return at the expected time.
- Ensuring systems are in place to take action to contact / locate staff that have failed to make contact or return at the expected time.
- If staff cannot be located, contacting the police.
- Monitoring feedback from the organisation on lone worker risk and seeking to improve processes.
- Monitoring and amending this policy as appropriate.

3.1 EMPLOYEES ARE RESPONSIBLE FOR:

- Identifying any activity carried out by them which will involve them working alone for more than one hour.
- Complying with any precautionary measures including guidelines laid down by managers.
- Provide any of the following information that may be needed to set up a safe system of work:
 - Working alone at the beginning and end of normal working hours
 - Locations of site visits / meetings
 - Detail of the make, model, colour, and registration number of the vehicle being used.
 - Notifying any changes of plan
 - Take reasonable care for their own safety and not expose themselves to unnecessary risk.
 - Report any unsafe or potentially unsafe situations to the Managing Director
 - Attend any training provided.



Name: Derek Bradshaw
Position: Managing Director
Date: 31st January 2026