

LONE WORKING POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
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Next review	22nd July 2027

DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd recognises that operatives frequently work alone in domestic and commercial premises and is committed to controlling the additional risks of lone working.

2 ARRANGEMENTS

- 2.1 The following controls apply to all lone working:
- (a) lone working is only permitted for tasks assessed as suitable; high risk activities, including live testing where the risk assessment requires accompaniment, work in confined spaces, and work at height beyond low level access, are not carried out alone;
 - (b) every lone worker's location and expected finish time are known to the office, with check in on arrival and completion, and escalation if contact is lost;
 - (c) lone workers carry a charged mobile phone and first aid kit;
 - (d) operatives are instructed to withdraw immediately from any situation involving aggression, threat or unsafe conditions and report to the Managing Director; and
 - (e) safeguarding rules in the Safeguarding Policy apply in full when lone working in occupied premises.

3 NON-COMPLIANCE

- 3.1 Breach of this policy by an employee is a disciplinary matter which may amount to gross misconduct. Breach by a sub-contractor is a breach of their terms of engagement.

4 REVIEW

- 4.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026