



LONE WORKING & OUT OF HOURS POLICY STATEMENT

Mane Contract Services Ltd (Mane) recognises its duty to ensure that risk levels are not increased by working alone. Where risks levels cannot be controlled to an acceptable level, lone working will not be permitted.

It is the policy of Mane to take all reasonable steps to ensure that all persons working for or on behalf of Mane, or working on Mane premises, are not exposed to increased levels of risk by virtue of working alone. This will be achieved, where reasonably practicable, by managing the need to work alone, controlling access to lone working situations, and controlling risks arising from genuine need to work alone. Access outside of premises opening hours should be exceptional and fully controlled and managed.

The purpose of this procedure is to ensure that lone working can be carried out safely and in a controlled and co-ordinated manner, with appropriate contingency made for emergencies.

Normal working hours are 8:30am to 5:30pm Monday to Thursday, and 8:30am to 4:30pm Friday. Office opening hours in the Watford premises are 7:00am to 7:00pm.

Should the business require out of hours working this must be authorised in advance by a Manager or Director of the Company. The issuing of keys and alarm codes for entry to the premises should be authorised by a Manager or Director of the Company.

The Company's procedure for Lone Working is set out as follows:

Under normal circumstances there should be no fewer than two people on the premises at any time (during normal office hours and out of hours). If every alternative has been exhausted and the need remains for lone working out of hours, the 'lone worker' must make arrangements so that a member of management is aware that they are lone working. The 'lone worker' should make regular contact with the member of management (it is suggested every 1 hour) whilst they are lone working. On leaving the premises the 'lone worker' must contact the member of management. Should the member of management not receive contact at the agreed intervals or be unable to make contact with the 'lone worker' a visit to the premises by the member of management should be made. The member of management should only enter the premises where they feel it is safe to do so. Should the member of management be unable to visit the premises or if they have any concerns about entering the premises they should contact the police immediately and request assistance.

We will ensure that this policy is communicated and available to all employees and visitors to the premises of Mane Contract Services, where appropriate.

This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

This statement represents my commitment on behalf of the company.



Signed

Position

CEO

Date 18 September 2023