



Lone Working Policy

1. Policy Statement

Hughes Driver Training is committed to safeguarding the health, safety, and wellbeing of all employees and learners who work alone.

Lone working should only take place where it is safe to do so, and all reasonable precautions must be taken to minimise risks.

2. Scope

This policy applies to:

- All employees, contractors, and learners who work without direct supervision, either on-site, off-site, or during travel between locations.
 - Any situation where an individual is working outside normal hours without immediate assistance available.
-

3. Definition of Lone Working

Lone working is when an individual works by themselves without close or direct supervision, including:

- Travelling alone for work or training purposes.
 - Working at remote locations or client premises.
 - Training learners without another member of staff present.
 - Site visits or assessments conducted alone.
-

4. Responsibilities

Management will:

- Identify lone working situations and assess associated risks.
- Provide training and guidance on safe lone working practices.
- Maintain contact systems and emergency procedures.

Employees & Learners must:

- Follow agreed safety procedures and risk assessments.
 - Keep regular contact with their manager or designated contact person.
 - Carry a charged mobile phone or other communication device.
 - Avoid high-risk situations and leave immediately if they feel unsafe.
 - Report any incidents, near misses, or concerns promptly.
-

5. Safety Procedures

- Inform your manager of your location, expected duration, and contact details before starting alone working.
 - Use the agreed check-in/check-out system at set times during the day.
 - Where possible, arrange work in locations where other people are present.
 - Do not undertake tasks that present significant risk without assistance.
 - In the event of an emergency, contact emergency services first, then your manager.
-

6. Emergencies & Incident Reporting

- Always prioritise personal safety over property or task completion.
 - If threatened, remove yourself from the situation immediately and seek help.
 - All incidents, hazards, and near misses must be reported to management for investigation and follow-up.
-

7. Breaches of Policy

Failure to follow lone working procedures may result in disciplinary action for employees or removal from training for learners.

8. Monitoring & Review

This policy will be reviewed annually or sooner if legislation, working practices, or risk assessments change.

V1 - Document Owner: Rosie Richardson
Effective Date: Sept 2025
Next Review Date: Sept 2026