



## **Lone Worker Policy**

### **General Policy Statement:**

Lone Workers as defined by the Health and Safety Executive are, “those who work by themselves without close or direct supervision.”

As part of CAPITAL SHIELD SECURITY LTD Management structure it is the duty of care for Security Guarding operation and HR to ensure the health, safety and welfare of all their staff, as it is also the employee’s responsibility to take reasonable care of themselves and others who could be affected by their work activity.

This policy is to assist CAPITAL SHIELD SECURITY LTD Managers in devising a safe system of work and to ensure that a suitable and enough risk assessment for their staff can be carried out for Lone Working duties.

The aim of this policy is to ensure adequate control measures are put into place to safeguard all CAPITAL SHIELD SECURITY LTD employees who work alone at any point during their contractual duties. All hazards should be identified, and all significant risks should be recorded on a risk assessment.

These risks should be reviewed on a regular basis especially if there is a change in the situation; a near miss has occurred or an accident or incident has taken place.

### **Approved**

Managing Director

A handwritten signature in black ink, appearing to be "M. J. D.", is written over a horizontal line.

CAPITAL SHIELD SECURITY LTD

This policy is reviewed on 01/01/2026