



Help your business grow with our free events and workshops.

A series of informative events designed to get you thinking about a topic, followed by practical workshops to help you develop and grow your business and your network.

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Lone and Out of Hours Working Procedures

Background and Rationale

[your company] recognises that there may be some situations where an employee needs to work outside of normal office hours to fulfil client requirements. [your company] recognises that it continues to owe its employees, sub contractors and associates a duty of care during these periods and as such has put in place. The following procedure is outlined to every employee as part of their induction training, and to every sub contractor and associate when they first start working with us.

Working alone at the [your company] office

All reasonable care will be taken to avoid the need to work alone outside of normal office hours. However should any employee need to work after 5pm, the following procedure shall apply:

- The member of staff concerned shall inform the designated member of security staff that the [your company] office shall be occupied that evening and state estimated departure time.
- The member of staff will telephone the security guard to confirm their continued presence and well-being on an hourly basis.
- Before leaving the office, the employee shall telephone a nominated contact to inform of their leaving time and estimated arrival time home.
- On leaving, the employee will inform the building security guard that the office is now unoccupied.
- All employees to nominate an In Case of Emergency (ICE) contact on their personal and any works mobile telephone. The Health and Safety Officer is responsible for ensuring these are kept up to date.

Working alone outside [your company] premises

Again, normal working practices should negate the need for [your company] employees to work alone outside of office premises, however should this need arise, the following shall apply:

- Should the premises be covered by front of house security, procedures outline above shall apply with regards to contact.
- Should the premises not be covered by front of house security, then the employee or associate concerned shall leave details of their works or personal mobile phone with the [your company] Project Director.
- The employee shall inform the Project Director that they are working alone and of their intended finish time should they be returning to the [your company] office, or telephone their ICE contact if they are returning directly home.
- The employee or associate should endeavour to park in a safe and well lit area, particularly if they are arriving or leaving in the dark
- If the employee or associate feels unsafe returning to their vehicle they should ask a member of staff on the premises to accompany them to their vehicle
- On leaving the premises the employee or associate shall telephone their nominated ICE contact/[your company] Project Director to inform that they are leaving and of their estimated arrival time home/the [your company] office.



Network and Grow is running free workshops and seminars to help businesses in Wigan Borough grow and network together. Call us on **0845 481 8 148** to book your free place now

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