



# Employee Loan Working Policy 2023-24

## Introduction

Sunter Limited will limit where reasonably practicable, the need for any employee to be working alone.

However, the nature of the works carried out by Sunter Limited will inevitably require employees to work alone in void and occupied properties.

## Definitions

- A lone worker is defined as someone who works by themselves without close or direct supervision.
- This may be working alone for a short duration or for a full day.

## I am a Lone Worker, what do I Need to do?

- If you are working alone for more than 4 hours, please give a courtesy call to a point of contact (identified below) so that your welfare can be assured.
- If you have been working alone, and are leaving site to go home, contact a point of contact to inform them that you have left the site.

## Risks Associated with Loan Working

Risks associated with loan working include (but are not exhaustive of):

- Personal Injury and/or illness
- Violence and aggression from a third party
- Stress, Boredom and/or mental health issues from prolonged working alone.
- Language Barrier (if the Employee or Tenant cannot speak English fluently as a first language)

## Control Measures in Place

- Follow all information in RAMS for the work you are carrying out
- Keep regular contact with the Site Manager via mobile phone or other identified means

## Points of Contact

The following are authorised points of contact.

- Sunter Limited Head Office: 0191 526 8106
- Health & Safety Manager: 07891 289 235
- Site Managers:
  - Gordon Hedley: 07891 289 228
  - Joe Thirlaway: 07891 289 231
  - Michael Ayre: 07891 289 224
  - Paul Daghish: 07891 289 232
- Emergency Services on 999 For an Emergency

**Policy Date:** October 2023

Policy Written by:

Name: John Walker

Signature: *J. Walker*

Position: Health, Safety & Environment Manager

**Review Date:** October 2024

Policy Reviewed by:

Name: Kevin Stubbs

Signature: *K. Stubbs*

Position: Company Director