

Lone Working Policy

Strategic Data Consultancy Ltd

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Version: 1.0 – Initial Version

Date: 12 April 2026

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1. Purpose

This policy sets out Strategic Data Consultancy Ltd's (SDC) approach to managing lone working and ensuring that such activities are carried out safely.

SDC recognises that lone working forms a key part of its operations, particularly in the delivery of site surveys, inspections, and travel. The business is committed to managing associated risks through appropriate planning, risk assessment, and adherence to safe systems of work.

2. Scope

This policy applies to all lone working activities undertaken on behalf of SDC, including:

- Site surveys and inspections
 - Work on client premises
 - Travel within the UK and internationally
 - Remote or home working where isolation may present a risk
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3. Responsibility

Given the size and structure of the business, responsibility for lone working sits with:

John Sutherns – Director

All individuals working with or on behalf of SDC are expected to comply with this policy and take reasonable care of their own health and safety.

4. Risk Assessment

Lone working risks will be assessed in accordance with the arrangements set out in the Health and Safety Policy.

This includes consideration of:

- Site-specific hazards (e.g. plant rooms, roofs, restricted areas)
- Access and egress arrangements
- Nature of the task being undertaken
- Travel risks, including international working
- Lone working conditions and emergency response capability

Where applicable, SDC will:

- Work in accordance with client risk assessments and method statements (RAMS)
- Undertake additional risk assessments where activities fall outside client scope

5. Safe Working Arrangements

SDC will implement the following controls when working alone:

- Maintain effective communication arrangements (e.g. mobile phone access)
- Inform a nominated contact of location and expected duration where appropriate
- Follow all site-specific health and safety procedures
- Ensure awareness of emergency arrangements and exit routes
- Avoid undertaking high-risk activities where lone working would not be appropriate
- Ensure appropriate personal protective equipment (PPE) is used

6. Emergency Procedures

In the event of an incident or emergency:

- Client site emergency procedures will be followed
- Emergency services will be contacted where required
- Incidents will be recorded and managed in accordance with the Health and Safety Policy

7. Monitoring and Review

This policy will be reviewed:

- As part of the annual Health and Safety Policy review
- Following any incident, near miss, or change in working practices

8. Commitment

Strategic Data Consultancy Ltd is committed to managing lone working risks effectively as part of its overall approach to health and safety, ensuring that all activities are carried out in a safe and controlled manner.

Signed:

John Sutherns
Director

