

POLICY STATEMENT- (Lone Working)

General Statement

Lone-working should be avoided whenever it is reasonable to do so, even when it is considered that there is no hazard associated with the task to be undertaken. Accidents can and will happen, even in the safest of environments. The presence of more than one person in a work area can reduce or even eliminate the possibility of an accident having serious consequences.

Specific Statement

Where the presence of an accompanying person can significantly reduce the risk associated with performing a task by either contributing towards the implementation of a safe system of work or by reducing the consequences of a foreseeable error or accident then an accompanying person must be present.

The accompanying person should be able to recognise the potential dangers, assist in any safety checks e.g. locking off of electrical circuits, and if necessary, to render assistance in the event of an emergency.

It is not essential in all circumstances that the accompanying person is skilled in the same discipline or to the same extent as the person carrying out the task.

A list of tasks, activities, and areas that typically require an accompanying person is given in the Tasks Requiring Accompanying Persons paragraph. Tasks requiring an accompanying person are not limited to this list, others may be identified by specific job or task risk assessments.

DEFINITIONS

Accompanied

For task listed in the Tasks Requiring Accompanying Persons paragraph, and for the purpose of complying with the Specific Policy Statement, then accompanied means:

The accompanying person is close enough to the person performing the task at all times to be able to render immediate assistance in the event of an emergency and or monitor and check that an agreed safe system of work is correctly implemented.

For tasks not listed in the Tasks Requiring Accompanying Persons paragraph, and for the purpose of complying with the general policy statement, eg normal office environment, then accompanied means:

In a position to be seen and heard at all times by another person.

Authorised

A person, working alone on site, will be considered authorised when the following conditions have been satisfied:

- An appropriate manager is satisfied that the person they require to undertake a specific task is competent to do so either by experience or qualification.
- A safe system of work agreed.

Out of Hours

For the purposes of this procedure 'Out of Hours' is considered to be at any time during the day or night other than 0900 to 1700 hours on days when duty personnel are rostered for Club Flying activity.

MEDICAL ASSESSMENT (SICKNESS AND ILL HEALTH)

All personnel suffering from either an illness or condition, which may lead to collapse, must take personal responsibility before deciding on lone working. Such conditions include, but are not limited to:

• Diabetes.
• Epileptics.
• Medicine Controlled Conditions.
• Depression.
• Severe Hypertension.

NOTE: This procedure does not allow any of the tasks listed in the Tasks Requiring Accompanying Persons paragraph to be undertaken unaccompanied.

TASKS REQUIRING AN ACCOMPANYING PERSON

Summary List of Tasks

• Live Working.
• Hazardous Substances.
• Oxygen Deficient Atmospheres.
• Mechanical.
• Artificially Controlled Temperature and Pressure.
• Working at Height.
• Lifting Operations.
• Young Persons, Trainees and Apprentices.
• Bulk Fuel Storage operations

- **Live Working**

Authorised persons must be accompanied when 'Working On' equipment where hazardous voltages are exposed. The accompanying person must also be authorised to undertake live working tasks.

- **Hazardous Substances**

Authorised persons must be accompanied when engaged in the handling, dispensing, use and disposal of hazardous substances, as defined in the Control of Substances Hazardous to Health (COSHH) Regulations 2002, where a COSHH assessment has indicated that there is potential risk to health from one of the following:

- (i) Burns to skin eyes or respiratory tract as a result of accidental contact with any substance classed as a corrosive.
- (ii) Unconsciousness as a result of the inhalation of gases, vapours or fumes eg IPA, MEK and many other volatile solvents.
- (iii) Fire & Explosion arising from the use of highly flammable liquids that may create flammable vapours in significant quantities.

Types of work and areas likely to be covered by the above will included but are not limited to.

Hangar Workshop - where there is a reliance on mechanical extraction systems to remove flammable and narcotic chemical vapours

All persons involved with substances, must take the precautions stated within the relevant COSHH and other risk assessments which may include provision of adequate ventilating, respiratory protection, protective clothing etc.

- **Oxygen Deficient Atmospheres**

Persons must be accompanied when working in or entering any areas where there is a risk of asphyxiation as a result of oxygen deficient atmospheres being present or created.

Types of work and areas likely to be covered by the above will included but are not limited to.

- (i) **Confined Space Entry**

Any task involving repair, checking, cleaning, replenishing and maintaining of plant and process equipment requiring entry into pits, tanks, ducts or other containers where a hazardous substance

(see Tasks Requiring Accompanying Persons paragraph, Sub-paragraph (b)) or oxygen deficient atmosphere may be present or created.

- **Mechanical**

Whenever reasonably practical the cleaning, adjustment, inspection, maintenance and repair of machinery plant and process equipment should only be carried out while the machinery is shut down and physically isolated from all sources of energy.

Where authorised maintenance and inspection engineers may have to work on machinery where guards or other safety devices have to be temporarily removed or disabled where there is a potential risk of injury from contact with dangerous or hazardous parts of the machine, then the engineer must be accompanied.

Where authorised maintenance and inspection engineers may have to work on machinery which cannot be isolated from sources of energy, or other services, where there is a potential risk of injury from accidental contact with an energy source, or inadvertent operation of the equipment, then the engineer must be accompanied.

Types of work and areas likely to be covered by the above will included but are not limited to.

- (i) **Cranes and Lifts**

Inspection and testing activities on equipment that is not isolated and has to be operated by inspection engineer while in close proximity.

- (ii) **General Maintenance and Repair Work**

Any fault finding or inspection work on plant equipment and other machinery that has to be operated with covers or guards removed.

Any work involving the use of machinery where there is a risk from contact with dangerous rotating parts or high-speed ejection of work pieces or material that can not be fully prevented by guarding should be accompanied.

Types of work and areas likely to be covered by the above will included but are not limited to.

- (iii) **Machine Workshops**

Any activity involving the use of metal and wood working machinery where there is a risk of contact with dangerous rotating parts or high speed ejection of work pieces or material.

- **Artificially Controlled Temperature and Pressure**

Generally any work on equipment where a risk assessment identifies a potential risk of injury from contact with substances or materials at very low or very high temperatures or potential risk of failure of containment of any material stored or used under pressure must be accompanied.

Types of work and areas likely to be covered by the above will included but are not limited to:

Work involving commissioning or decommissioning, maintenance and repair, or pneumatic pressure testing of equipment connected to high pressures gas supplies, where there is a risk of sudden explosive release of gas or material under pressure, must be accompanied.

Types of work and areas likely to be covered by the above will included but are not limited to.

- **Working at Height**

Any person authorised to work at height off a Mobile Elevated Working Platform (MEWP), scaffold tower or ladders etc where there is a risk of falling more than 2 metres, must be accompanied. The accompanying person may need training in safety checks. Consideration should be given to the use of fall protection or other safety equipment eg safety harnesses.

- **Lifting Operations**

Authorised personnel using lifting equipment such as travelling overhead cranes, lifting frames and beams and including the use of slings, chains and hooks etc, must be accompanied by a trained slinger or person competent to assist in lifting operations.

- **Young Persons, Trainees and Apprentices**

PNGC may not take young persons into their employment unless a risk assessment has been carried out, or an existing assessment is reviewed, in order to ensure that any risks to those young persons are identified and addressed.

Persons under the age of 18 must be protected from risks to their health and safety that arise from their lack of experience, lack of awareness of workplace risks and immaturity. Supervision of young persons plays a significant role in risk reduction. Therefore young persons must be fully supervised and accompanied at all times.

NOTE: Similar principles may need to be applied to 'New Members' regardless of age, who may be at greater risk due to lack of familiarity with site layout, plant, and equipment as well as site procedures and policies.

Signed:

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PNGC General Manager