

Lone Working Policy – Staying Safe and Supported

Purpose

Lone working is sometimes necessary, and when it is, we must ensure your safety and well-being. This policy sets out how Metaverse VR (MVR) will support you and what you need to do to stay safe while working alone.

Who This Applies To

This policy applies to all employees who work alone, either occasionally or regularly, whether on-site or off-site remotely.

Your Responsibilities

- **Assess Risks:** Before working alone, you must assess any potential risks and take steps to minimise them.
- **Stay in Touch:** Regular check-ins with your line manager and colleagues ensure you remain supported.
- **Follow Procedures:** You must adhere to all safety measures and emergency protocols relevant to your role.
- **Report Concerns:** If you experience or foresee any risks while working alone, notify your line manager immediately.

Our Commitment to You

- **Risk Assessment:** We will provide guidance on identifying and mitigating risks associated with lone working.
- **Support and Check-ins:** Line managers will conduct regular check-ins to ensure you feel safe and connected.
- **Emergency Procedures:** Clear processes will be in place so that you know what to do in case of an emergency.
- **HR Support:** HR support (HR@metaverse-vr.co.uk) is available if you need additional support.

Staying Safe

You must:

- Inform someone when you are working alone, including your expected location and duration.
- Keep emergency contact details up to date on Bright HR.
- Use personal protective equipment (PPE) and technology designed to enhance safety where required.

Escalation and Reporting

If you feel unsafe or an incident occurs, report it immediately to your line manager or the gate staff at PTP on 02392312635. If additional support is needed, inform HR during working hours.

By working together, we can ensure a safe and supportive environment for all employees even when lone working.

For further guidance, speak with your line manager.