

Method Statement

Task/Activity	Lone working		
Next Review Date	01.08.2026		
Originator	Keith Carver	Reviewed by: Keith Carver	
Site	Fulham Road, Fulham, London		
Site Manager	Grant Lewis		
Date	31.07.2025		

Scope of Works

The methods to be used when undertaking lone working

Background / Training Required

Competent in the safe working practices when working alone

Safety Equipment and PPE required

Protective clothing Standard ABM protective uniform unless otherwise stated		Gloves BS EN 420:2003+A1:2009 general protective gloves BS EN 374-1 chemical resistant protective gloves	
Hi visibility BS EN 471:2003 +A1:2007 High visibility clothing		Safety footwear BS EN ISO 20345:2011 Safety footwear	

Tools and Equipment Required

Radio handset / mobile phone			
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Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
1. Collect all tools, materials and equipment required for tasks. 2. Inform site manager of location(s) where tasks will be carried out. 3. Agree with site manager at what times check calls will be made and who will make them (at least every 30 minutes, more often when working night shifts). 4. Ensure that if a two-way radio is being used it is fully operational, the battery has sufficient charge for the period required and a test call has been made to ensure equipment is functional. 5. If a mobile phone is to be used for communication, ensure that battery life is sufficient and that a signal is obtainable at place of work. 6. Move all tools, materials and equipment to location where work will be carried out. 7. Inform site manager that you have arrived. 8. Commence tasks. 9. Reply to or send check calls as agreed. 10. Ensure not to engage in conversation with anyone under the influence of drugs or alcohol. 11. Ensure not to engage in conversation with aggressive members of the public present in the area. 12. Request immediate support from security if feeling unsafe. 13. Return to the control room/ cleaning cupboard immediately if feeling unsafe. 14. On completion of tasks, collect all tools, materials and equipment, secure as required and inform Site Manager that you have vacated the location.	1. A pre-agreed plan for check calls must be in place for Site Manager and lone workers. 2. Prior to any operative working in an area or location by themselves they must have with them an effective means of communication. This can be in the form of a two-way radio or mobile phone. 3. Prior to leaving for the area or location where the tasks will be carried out, the operative concerned must ensure that whatever means of communication he / she has is fully functional and can send and receive. 4. Site Manager to agree timings for check calls with operative so that his / her wellbeing can be checked on a regular basis. 5. Site Manager to be fully aware of where the operative will be working, so that if a check call is not made or received the area can be visited and searched if required. 6. Follow good manual handling practices as per training and do not attempt to lift items that are heavy. Do not carry items too far or frequently

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Environmental Impacts	Spill kits will be available to clean up any spillages
Emergency Arrangements	Follow on site emergency arrangements. If the task includes any periods of Lone Working, follow the ABM Lone Working Procedure First aid available from the security team. 2-way radio provided to staff while at work.