



Lone Working Policy

Comet Security Services Ltd is committed to ensuring employees have a safe working environment. We support and encourage each of our employees to attempt to improve and maintain workplace Health and Safety.

A risk assessment of the work site will be completed before a security officer is assigned to work alone during the daytime (at an empty site) or overnight (at any site). The emphasis in such an assessment is to take all measures to protect our personnel. All site risk assessments shall be reviewed whenever site conditions are known to have changed and, at any event, at least annually.

A security officer assigned to work alone shall be supplied with a mobile phone by the company and must use it every hour to make a check call to Comet Security Services Ltd 24-hour Communication Centre. If a call is not received, a Customer Service Manager or a Supervisor will be sent to the work site to investigate whether the security officer is experiencing difficulties and, if so, to assist the officer. If these persons are unavailable or have been sent to the site and have not been called back to the Control Centre, local law enforcement shall be notified and asked to investigate.

A complete list of instructions for the assignment shall be kept at the work site. Those instructions will include a description of any Safety or Health issues present and pinpoint high-risk areas at the site. They will also spell out the Client's and Company's customary procedures to be followed.

Security officers shall be given emergency phone numbers for the client's personnel (who hold keys for the site) and numbers for local emergency services and responders. Security officers must be thoroughly familiar with the assignment instructions and be able to comply with them during their on-duty hours. Such instructions shall be reviewed and, if needed, amended when the Client requires them, when site conditions change, or, at a minimum, annually.

Signature

Director
Position

01/01/2026
Date