



## **Lone Working Policy**

### **1. Policy Statement**

The College is committed to providing a safe and healthy working environment for all members of the College community. As part of this commitment, the College will take reasonable and practicable steps to manage risks associated with lone working. This will include risks to employees carrying out lone working tasks in the course of their employment. The College aims to achieve this by:

- 1.1 Carrying out suitable and sufficient risk assessments of all lone working activities.
- 1.2 Implementing control measures identified by risk assessments to reduce risks to the lone worker to a tolerable level.
- 1.3 Not allowing any activities to be carried out by lone workers where the risk assessment identifies that there is a significant risk of injury that can only reasonably be practicably controlled by having two or more people in attendance when that activity is performed. This applies regardless of where that work is to be carried out.

### **2. Purpose and Objectives**

The aims of this policy are:

- 2.1 To safeguard employees and others who must work alone or in unsupervised areas so far as is reasonably practicable.
- 2.2 To increase awareness of health and safety relating to lone workers.
- 2.3 To establish expectations so that employees and managers understand lone working requirements.
- 2.4 To ensure that risks are assessed appropriately and regularly.
- 2.5 To reduce the number of incidents/injuries and encourage the reporting and recording of all incidents related to lone working.

Whilst the policy does not specifically cover academic staff, the content of this policy can serve as a reminder to all constituents. Good practice and safety consideration whilst on any of the College's sites, when unexpected attendance occurs, should be to notify the

Lodge of their presence onsite and on exit so that the Lodge is always aware of who is in attendance outside of normal College hours.

### 3. Regulations

Lone Working Regulations form part of the Health and Safety at Work etc. Act 1974, Health and Safety at Work Regulations 1999 (SI 1999/3242). Specific regulations referring to lone working include:

- 3.1 Being responsible for the health, safety, and welfare at work of all workers and this applies to any contractors, volunteers, or self-employed people. These responsibilities cannot be transferred to any other person, including to those people who work alone.

### 4. Monitoring and Review

- 4.1 The Safety Officer (Domestic Bursar) and the Human Resources Manager are responsible for monitoring the implementation of this policy.
- 4.2 This policy will be reviewed regularly by the Domestic Bursar and HR Manager. Any changes in legislation will automatically trigger a review. Any changes will be approved by the Governing Body.

### 5. Procedures

#### Lone Working Definition

- 5.1 **Lone Workers** are people who “work by themselves without close or direct supervision” (The Health and Safety Executive).
- 5.2 In particular, this may refer to individuals who are working alone, that cannot be seen or heard by others, cannot expect a visit from another worker for a period of time and where assistance is not readily available.
- 5.3 Lone working is not where individuals experience brief situations in which they find themselves alone, but where individuals are knowingly placed in circumstances where they work without direct or close supervision. This will not usually be for working environments such as offices unless the work being conducted is outside of standard office hours for that particular person.
- 5.4 The College operates 24-hours a day/7 days a week and employs people in a variety of posts. This policy will not be able to describe every scenario but it is expected that managers and staff will consider occasions which may occur in their respective areas and put in place reasonable measures to ensure their own safety and that of others.

## 6. Organisation and Responsibilities

The College will minimise the need for employees to work alone where reasonably practicable. Where lone working is necessary, the College will take all reasonable steps to ensure the health and safety of employees working alone.

The Safety Officer has the overall day-to-day responsibility for health and safety matters at the College. The Safety Officer delegates responsibility for undertaking aspects of these duties through line management. They must also:

- 6.1 Identify measures that may be needed to eliminate any danger or reduce it to a minimum.
- 6.2 Ensure emergency procedures are in place so that members of staff working alone can obtain assistance if required.
- 6.3 Ensure that any employee working alone is capable of undertaking the work unsupervised.
- 6.4 Ensure arrangements are in place so that someone else is always aware of a lone worker's whereabouts.
- 6.5 Report any incidents or accidents involving lone workers as soon as possible.
- 6.6 Maintain regular contact with the lone worker to ensure they are content with the procedures in place.
- 6.7 The College will consider employees individual circumstances, including any declared medical conditions, which may make them unsuitable for lone working. This aspect of the assessment should be coordinated by the Human Resources Manager who may consult with Occupational Health if required.
- 6.8 The College will ensure that adequate supervision is provided to lone workers. The adequacy of the supervision will depend on the level of risk, types of risk and of exposure. This may involve:
  - Periodic checks on lone workers
  - Periodic contact with lone workers by telephone
  - Automatic warning devices
  - General or specific alarms for emergencies
  - Checks on lone workers to ensure they have returned to the College or to home on completion of their duties

## **7. Requirements of Lone Workers**

- 7.1 It is the responsibility of lone workers to ensure that they follow safe working procedures and measures identified, especially reporting any incidents to management immediately, and will not knowingly put themselves at risk. If employees find themselves in a position of 'lone work' they should inform their manager so that they are aware and can carry out the correct procedures.
- 7.2 It is the responsibility of the lone worker to declare any relevant medical conditions that may have an impact upon their suitability to be working alone.

## **8. Lone Working Risk Assessment**

- 8.1 As required by the Health and Safety at Work Regulations 1999, a suitable and sufficient risk assessment should be carried out when new or varied tasks are carried out which may come under the banner of lone working. The risk assessment should identify the hazards and the level of risk to which lone workers are exposed.
- 8.2 The risk assessment should identify suitable controls to manage these risks.
- 8.3 Risk assessments must be carried out for and by all individuals whose working practice makes them vulnerable, and recommendations should be made to eliminate or reduce the risk as far as possible.
- 8.4 The assessment should follow the Health and Safety Executive (HSE) 5 step legislation and should be undertaken by the lone worker and line manager, or Safety Officer. The five steps are:
- Identify hazards
  - Assess the risks
  - Control the risks
  - Record your findings
  - Review the controls
- 8.5 When line managers carry out the assessments, important consideration should be given to the following:
- How remote the area is
  - Any potential communications problems
  - How the lone worker will be supervised
  - Whether the equipment, materials etc., can be handled safely by one person
  - Whether the individual is fit to work alone
  - How the lone worker will obtain help in an emergency situation
  - Safety from a criminal point of view
  - Vulnerability of lone workers to feelings of isolation i.e., stress/anxiety/depression

- First aid provision
- 8.6 Risk assessments should be reviewed regularly and updated as required. They should also be reviewed when circumstances change and following the investigation of an accident or incident.
- 8.7 Further information on risk assessments can be found on the Health and Safety Executive website <https://www.hse.gov.uk/lone-working/>

## Lone Working Risk Assessment

<b>Employee Name:</b>	
Role/Activity being carried out	
Reasons for Lone working	
The location where Lone Working will take place	
Describe the remoteness of the workplace	
What means of communication will be used?	
How will the lone worker be supervised?	
Describe what measures are set in place to check/ensure safety.	
Can the equipment, materials etc be handled by one person safely?	
Is the individual medically fit and suitable to work alone?	
How will the employee attain help in an emergency?	
What is the likely risk of external intruders while lone working?	
If lone working is undertaken regularly by the same individual. Please note conversations regarding the individual's mental health and whether any steps have been taken to support (this can include but is not limited to feeling isolated, stressed, or depressed).	

Is there adequate first aid cover, on-site during the period of lone working?	
Has the employee had the correct Training for the role?	
Explain any Hazards specific to the work process.	
Signed (Employee):	
Date:	
Signed (Manager):	
Date:	

Please send the completed form to the Safety Officer (Domestic Bursar).

Version	Amendments	Status	Version Control	Date
1		Approved	HR Manager/Domestic Bursar	25/11/2022