

GENERAL ARRANGEMENTS FOR LONE WORKING

Carry out risk assessments for tasks that do or may require lone working (out of sight or shouting distance of others, in a remote location or outside normal hours)

- What are the usual hazards of the task?
- What additional harm could come to a lone worker?
- Can a lone worker follow the correct procedures for the task and operate equipment alone?
- Would they be able to ask for help, get first aid or raise the alarm if necessary?
- What are the normal hours for the area and campus (e.g. normal leaving time; end of lecturing; closure of libraries/computer labs nearby; end of security presence)?
- Could the work be done in a different place, nearer to other people?
- Could the work be done at another time to avoid lone working?

Identify any different procedures or additional precautions needed for safe lone working

- Move cars close to the building earlier in the day if planning to work late into the evening
- Check 'phones, alarms, radios are operational before starting lone working
- Inform colleagues or Security before lone working starts and when it should be completed
- Turn off unnecessary equipment and services
- Secure the area, e.g. lock doors, if lone working outside normal hours
- Ask Security to accompany across campus if leaving late in the evening

Decide which work activities, and if necessary which people, are permitted for lone working

- Can arrangements be made so that lone workers are at no greater risk than other workers?
- Has the particular person the training and experience to do the work alone?
- Will the lone worker also be competent to deal with emergencies that may arise?
- Do they have any special needs or medical conditions to be taken into account?

Note that undergraduates are not allowed to work alone at any time in high risk areas, eg chemical laboratories, machinery workshops

Draw up a 'local code of practice' setting out the arrangements for lone working

- Ask the lone workers for their input to the local code, based on their experience.
- Distribute the code to everyone who may carry out lone working at times
- Review the assessment if there are any significant changes to the work or problems with arrangements. An annual review is useful just to be sure.
- Update and re-issue the amended code.

