

Health and Safety Department

# Lone Working Policy

## Document Control

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## 1. Introduction

Due to the increased risk to the health and safety of employees and students when working alone, additional measures need to be considered in order to minimise the associated risk.

### 1.1 Scope

This policy and associated code of practice provide a framework for Schools and Services to fulfil their statutory duties. Ensuring the health and safety of staff and students while lone working.

## 2. Key Legislative Requirements

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

## 3. Duty Holders

### 3.1 Deans of Schools/Head of Professional Services

**Deans of Schools/ Heads of Professional Services shall:**

- Ensure that suitable risk assessments are in place for all lone working activity
- Ensure that any required risk reducing measures are implemented to reduce the risk so far as is reasonably practicable
- Appoint Lone Working Duty Officers where necessary
- Ensure that adequate time and resources are made available to control and manage lone working arrangements
- Ensure the effectiveness of this policy is monitored within Schools, Departments and Professional Services

### 3.2 University Health and Safety Service

**The University Health and Safety Service shall:**

- Monitor compliance with this policy
- Review the policy and associated guidance periodically
- Provide information, advice and training

### 3.3 School / Departmental Safety Officers

**School / Departmental Safety Officers shall:**

- Ensure that all lone working practices are compliant with this policy
- Ensure that members of staff and students are familiar with this policy. As well as the way that the policy is implemented within the school or service
- Review risk assessments
- Monitor lone working activity to verify that suitable and sufficient assessments are in place and up to date
- Report lone working incidents to the University Health and Safety Service using the SHE incident reporting system

### 3.4 Lone Working Duty Officers

#### **Lone Working Duty Officers shall:**

- Be aware of any lone working activity that is occurring within their school or service
- Respond to lone working incidents when required
- Notify the Safety Officer and Supervisor of any incidents that occur while lone working

### 3.5 Line Managers/Academic Supervisors

Staff who are responsible for managing the activities carried out by staff, students or volunteers are considered supervisors. As such they have a duty to ensure the health and safety of the staff/students they supervise and have responsibility where their students/staff are lone working.

#### **Line Managers/Academic Supervisors will ensure:**

- Personnel they manage are competent to complete the task and have been provided with suitable information and training, to manage the risks posed by the activity
- Risk assessments are reviewed and updated regularly, when significant changes occur or following an incident
- That Lone Working Duty Officers are notified when lone working activity is due to occur

### 3.6 University Staff and Students

#### **University Staff and Students shall ensure:**

- They comply with this policy
- Only continue to work if it is safe to do so
- Report incidents or defects

## 4. Further Information

- University Lone Working Code of Practice
- Violence at Work; INDG 69 (rev), HSE Books ISBN 0 7176 1271 6.
- Additional information and advice are available from bodies such as the TUC, trade associations or employers' organizations and some charities, e.g. The Suzy Lamplugh Trust, a national charity for personal safety which offers a range of free and priced publications providing guidance on various aspects of personal safety in the workplace, including lone working.
- Management of Health and Safety at Work Regulations 1999; Approved Code of Practice and guidance. L21 (Second edition) HSE Books 1999, ISBN 0 7176 2488 1.
- 5 steps to risk assessment; INDG 163 (rev2) HSE Books 1998, ISBN 0 7176 6189 X.
- Safe work in confined spaces: Confined Space Regulations 1997 Approved Code of Practice regulations and guidance; L 101 HSE Books 1997, ISBN 0 7176 1405 0.