

Lone Working			
Policy✓	Code of Practice...	Guidance ...	Procedure ...
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
Chairperson Dr Manuel Alonso	Review date: October 2025		Next review date: October 2028
The purpose of presenting this document to the University Health and Safety Committee			
Standard 3 year refresh✓	Changes in practice and/or legislation...		New Policy...

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1 Introduction

For the purposes of this policy, lone working is defined as any situation where a person works without close or direct supervision and without contact with others. It can occur both during and outside of normal working hours. There is no legal prohibition on lone working, but suitable and sufficient risk assessment must identify when lone working is not acceptable. This policy complies with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Personal Protective Equipment at Work Regulations 2022, and associated HSE guidance INDG73 (rev4, 2020).

2 Scope

This policy applies to all activities undertaken by Brunel University of London staff and students, including those on the Uxbridge campus and any off-campus locations. Where staff or students work off-site (e.g. fieldwork, placements, travel, or home visits), they must adopt these principles unless superseded by the host organisation's rules. Staff working outside routine hours must notify Security (01895 255786) of their presence and expected duration.

3 Responsibilities

3.1 Executive Team Members

Executive Team Members are responsible for ensuring that the requirements of this policy are implemented and adequately resourced.

3.2 Managers/Supervisors

Manager/Supervisors must ensure that lone working risk assessments are completed, suitable controls implemented, and communication procedures established.

3.3 Employees and Students

Employees and Students must comply with all risk assessment controls, maintain communication as agreed, and report any defects or incidents immediately.

All parties must cooperate under Section 7 of the Health and Safety at Work etc. Act 1974 to ensure their own safety and that of others.

4 Arrangements

Lone working must not occur in high-risk activities unless a risk assessment justifies and controls the risk. Examples include confined spaces, live electrical work, work at height, use of hazardous

substances (e.g. cyanides, hydrogen fluoride), or use of dangerous machinery. A permit-to-work or formal authorisation letter must be issued for any such activities.

Supervisors must ensure reliable communication arrangements, such as periodic phone or Teams check-ins, electronic monitoring, or personal alarms where required. Where risk of violence or isolation exists, suitable controls such as GPS tracking or buddy systems should be used.

First aid provision must be accessible to lone workers at all times. Security staff must be contactable 24 hours a day and trained to respond appropriately to lone worker emergencies. Any accident, injury, or incident involving violence during lone working must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) - Regulations 3–6, and investigated internally in line with university procedures

5. Risk Assessment Considerations

When lone working is being considered, a suitable and sufficient risk assessment must account for the planned activity and foreseeable emergencies. Factors include competency, access/egress, risk of violence, medical fitness, and emergency response capability. Assessments should also consider psychosocial factors such as stress, anxiety, and fatigue associated with isolation.

Assessments must consider Equality Act 2010 implications — including pregnancy, disability, and health conditions. If risks cannot be controlled to an acceptable level, lone working must not proceed.

6. Monitoring and Communication

Supervisors must maintain contact with lone workers via pre-arranged check-ins, monitoring software, or security confirmation calls. Records of such monitoring must be retained for audit. High-risk lone working may require direct observation, buddy systems, or GPS-based tracking.

7. Emergency and First Aid

Emergency procedures must be clearly communicated and tested. Lone workers must know how to raise the alarm, call Security, and access first aid. Medium-to-high-risk areas must have accessible emergency first aid boxes and signage showing contact details. Where possible, lone workers should have access to personal first aid kits and mobile communication.

8. Review and Consultation

This policy will be reviewed every three years or after significant changes to legislation, incidents, or organisational structure. Consultation with Trade Union Safety Representatives and the University Health & Safety Committee will form part of the review process. Continuous improvement will follow HSG65 (Plan–Do–Check–Act) principles.