

Lone Working			
Policy ...	Code of Practice ...	Guidance ...	Procedure . <input checked="" type="checkbox"/>
Organisation-wide . <input checked="" type="checkbox"/>		Local ...	
Approved by the University Health & Safety Committee			
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The purpose of presenting this document to the University Health and Safety Committee			
Standard 3 year re-fresh . <input checked="" type="checkbox"/>		Changes in practice and/or legislation ...	
New policy ...			

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Appendix 1 *Guidance on Lone Working – Academic, Research and Support Personnel*

1 Introduction

For the purposes of this Procedure, lone working is defined as a person working without close or direct supervision and without contact with others. It can take place both out of hours and during the normal working day (**Monday– Friday between 08:00 hrs and 20:00hrs; there may be local variation in these times, but they are not to be exceeded**).

There is no legal prohibition on lone working but the process of a risk assessment will identify certain circumstances where the risks involved are not capable of being adequately controlled, and where lone working is not acceptable.

This Procedure identifies typical work scenarios where this might be the case. Where lone working does take place on University premises, the arrangements that must be made are described below.

2 Scope

This procedure applies to all activities undertaken by Brunel University London (BUL) staff and students on the Uxbridge Campus. Staff and students working off campus shall adopt as a minimum this procedure if not superseded by the host organisation and/or location.

It is advised that staff working outside of their “routine scheduled hours” is to notify Security Control Room (9-01895 255786) of their activity and expected hours on campus.

3 Responsibilities

3.1 Executive Team Members

Executive Team Members are responsible for ensuring that the requirements of this Procedure are implemented and followed within their area of responsibility.

3.2 All individual members of staff and students

All individual members of staff and students have a responsibility for following the requirements of the Procedure, and any specific control measures listed in the risk assessment, to ensure their own safety and that of others who may be affected by their actions.

4 Arrangements

Lone working must **not** take place on BUL premises in the following situations unless a suitable and sufficient risk assessment can fully justify the way in which the work is being undertaken and steps can be taken to adequately control the risks. **The assessment must be approved by the Dean of College/ Director of College Operations /Institute Operations and/or Support Service Director:**

- A. Entry into confined spaces where there may be a risk of asphyxiation, contact with hazardous substances, fire or explosion risk etc.
- B. Use of dangerous machinery where there is a risk of entanglement, entrapment, crushing, impact or injury from cutting or shearing, stabbing or puncture (i.e. equipment found in engineering workshops and some food preparation areas, the use of which involves access to unguarded moving parts, for example during maintenance and repair, or setting up).
- C. Work on or near live un-insulated electrical conductors.
- D. Work with hydrogen fluoride and cyanide (where any first aid treatment must be administered immediately).
- E. Work on roofs, use of suspended access equipment.

Workshops

It is recommended that a minimum of two people are present at all times whilst carrying out work in BUL workshops 'out of hours' i.e. late evenings and weekends, however it is recognised that local arrangements do exist requiring a minimum of three people present as determined by the activity's risk assessment. Lone working must be considered as part of routine risk assessments for the following activities:

- Work in laboratories involving flammable, highly flammable or extremely flammable liquids, flammable gases, asphyxiants, toxic substances and corrosive substances, biological agents and any chemicals that present a risk to health.
- Work at height using ladders, stepladders, etc.
- Work involving the movement of cash or other valuables.

In the scenarios outlined above in Section 4, copies of the signed risk assessment should be issued to the lone worker. If the work is to take place outside normal working hours, authority to carry out the work (in the form of a permit-to-work if the type of work requires a "Permit to Work", or if not a letter signed by the Dean of College/ Director of College/Institute Operations and/or Support Service Director) must be kept available for inspection by Security. ^(L)_(SEP) The permit or letter should include a description of the work approved to be carried out, and

details of the location(s) where work is to be undertaken, permitted activities and any specific precautions required. At all times, staff and students should use existing, recognised building practices for access and egress. This includes the use of signing-in books (where these exist) or other means of keeping records of who is in buildings out-of-hours, for example notifying Security, on internal extension **66943** or external **01895 255786**, to their presence. (***Notifying security of your presence in and of itself does not constitute a lone working plan***)

Review of procedure

This procedure will be kept under review and may be amended by BUL after consultation. Appropriate measures will be taken to inform staff and students of any changes.

Appendix 1 Guidance on Lone Working – Academic, Research and Support Personnel

1. When lone working is being considered, a suitable and sufficient risk assessment must be carried out and take account of the planned normal work and any foreseeable hazards and emergencies that could arise. Lone workers should not be placed at more risk than other employees.
2. A suitable and sufficient risk assessment for lone working should consider a range of factors, together with any specific risks associated with the work being undertaken, including but not limited to:
 - Who is going to be working alone, where and are they competent to carry out the work?
 - Does the workplace present a special risk to the lone worker in addition to risks associated with the work itself?
 - Is there a safe means of access and egress from the work location?
 - Can all plant, substances and materials involved in the work be safely handled by one person?
 - Is there any risk of violence?
 - Are some individuals more at risk than others when working alone?
 - Are young people especially at risk if they work alone?
 - Is the person medically fit and suitable to work alone?
 - Are the fire precautions for the building fully operational and understood by, and familiar to, the lone worker?
 - Are all fire precautions available if the work takes place out-of-hours (outside 'normal' University hours of 08:00 to 20:00)
 - Is the lone worker fully familiar with how to respond in an emergency, i.e. how to activate the fire alarm, phone numbers to call, who to contact?
 - Are there effective communication links in the area / place where they will be working?
 - Is the level of supervision at other times sufficient to ensure that any problems are identified and dealt with?
 - Is there a risk of accidental release of material that could cause acute injury or require extensive decontamination, e.g. gas release, explosion, spillage?
 - Are any other precautions necessary?
3. As with all risk assessments, the findings should be reviewed at reasonable intervals during the work and in the light of experience. Managers / Supervisors should involve lone workers in the risk assessment process, and should provide them with (access to) a copy of the agreed assessment.
4. Where a risk assessment shows that it is not possible for the work to be done safely by a lone worker, then the work should not be undertaken until the risks can be adequately controlled. Where a lone worker is working outside the University, e.g. carrying out home visits, then consideration must be given to factors outside the employer's control, and where necessary, extra precautions taken.

5. Control measures that may be identified by the risk assessment could include:
 - Instruction, training, monitoring remotely e.g. by phone contact,
 - Protective equipment, such as personal alarms,
 - Steps to check that control measures are used such as supervisors periodically visiting and monitoring people working alone,
 - Regular contact between the lone worker and supervisor by telephone and checks that lone workers have returned to their base or home on completion of their work may be required.
6. Risk assessments can be used to formulate safe systems of work where such safe working arrangements are specified.

Information for Persons Undertaking Lone Work

7. Your manager / supervisor should involve you in the risk assessment process to enable an adequate and sufficient assessment of the work to be undertaken. If a risk assessment has not been carried out or you are not sure, then speak to your line manager / supervisor. The risk assessment that is produced for the work can be developed to formulate a safe system of work.
8. You should use safe systems of work in all you do. Some people are competent through their knowledge, experience and training whilst others may need to receive detailed instructions or training for a particular task. Be sure you know what you have to do and that you have the necessary skills and knowledge to carry out the work.
9. If you have to use equipment of any sort in the course of your work, check that it is free from defects, has been regularly maintained and, where appropriate, has a current test label (PAT tested). Any defective or suspect equipment must not be used; it must be reported to your line manager / supervisor for their attention immediately.
10. You may be required to work off-site at University facilities or outside a building on campus. You should agree with your line manager / supervisor, as part of the risk assessment process, any basic facilities for health, safety and welfare that may be required.
11. Suitable and adequate first aid provision has been made available throughout the University. First aiders are based in most premises during normal working hours. Medium to high-risk workplaces are provided with an emergency first aid box. Make sure you are familiar with BUL first aid procedures and that you know how to contact **Security** (internal extension **66943** or external **01895 255786**) to obtain help in an emergency.

Personal Security

12. Staff who work alone should be aware of their situation especially when there are few or no other persons in the building. It is sensible to lock the door to your workplace although in some instances this may not be possible.
13. If you are concerned let security know where you will be working and how long you expect to be there. Depending upon the nature of the work and identified risks, regular monitoring may be necessary. This can be achieved by pre-arranged periodic telephone calls to supervisors or security staff.