The Bader International Study Centre

Guideline

Lone Working Guidelines for Staff, Students & Faculty

Date created: 09/03/2020
Name: Lone Working Guideline for Staff, Students & Faculty
Contact: Buildings & Facilities Manager.
Purpose: To provide clear guidance on lone working as laid down in the Lone Working Policy.

### Guideline

Bader International Study Centre (BISC) is required to assess risk relating to lone working activities and to put in place measures to eliminate or manage the risk. Within BISC, these tasks are delegated to a responsible person, a Director, Manager or other individual with responsibility for a lone worker. The responsible person must identify potential lone workers within their area of the BISC and assess the risks that could arise as a result of lone working.

The lone working guidelines aim to assist Managers in this process and should be read in conjunction with the Lone Working policy. All reference to BISC within these guidelines applies equally to HCE.

**Who is a Lone Worker?**

Lone workers are those who work by themselves without close or direct supervision and who are out of direct contact with others. This covers a wide variety of BISC activities and situations and may include:

- Those working away from a fixed base e.g. IT, maintenance, estates, grounds, security and minibus staff in addition to students working across our site.
- Those working within the BISC buildings or offices out of hours such as housekeeping and security staff or other members of staff and faculty.
- Those working alone in areas such as a site hut/ticket office etc.

Lone working may also occur occasionally or inadvertently, e.g. a task normally carried out by two people is carried out by one due to staff sickness or other absence.

Lone working does not generally apply to staff who are the sole occupiers of offices during normal working hours, nor is it intended to apply to student residents in their on-site accommodation.

**Identification of Lone Working Risks**

The following lone working risk areas should be considered:

- **Manual Handling** – Does the work involve lifting or moving objects too large or awkward for one person to handle safely?
- **Using/operating work equipment** – Can the work equipment be used/operated safely by one person?
- **Hazardous substances** – can the substances in use be safely handled by one person?
- **Hazards and risks specific to the individual** - medical conditions, disabilities, expectant mothers, inexperienced staff, etc.
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- Violence – is there a history of threat or violence associated with the activity?

**Risk Assessment**

The responsible person must undertake a risk assessment of identified risks to ensure that lone workers can respond correctly if things go wrong. The BISC Buildings & Facilities Manager can help in drawing up risk assessments. The Risk Assessment should consider routine work as well as identify foreseeable emergencies and ensure that:

- Adequate assessment of the associated risk has been made
- Any necessary additional precautions have been taken
- Procedures and precautions are fully documented within the department and lone workers are fully aware of them
- There is not specific legislation that prohibits lone working e.g. working in confined spaces, electrical work at or near exposed live conductors and fumigation work

**Supervision of Lone Workers**

Adequate supervision of lone workers must be in place and may include the following measures:

- ensuring that workers understand the risks associated with lone working and that they know how to raise the alarm
- monitoring of work practices by making periodic site visits and undertaking reviews with the lone worker
- putting in place a system for monitoring the whereabouts and wellbeing of lone workers e.g. regular contact between the lone worker and manager/supervisor e.g. via a mobile phone or radio (this system should also include provision for investigating the non-return of lone workers to their workplaces or homes following a lone working assignment)
- use of warning devices such as panic alarms or motion sensors
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