The Bader International Study Centre
Policy

Lone Working Policy

Date created: 09/03/2020
Date revised: Click to enter a date.
Lone Working Policy

Category: Leave this section blank, unless a category has been assigned for you
Name: Lone Working Policy
Approval: Senior Management Team
Responsibility: Lone Working Policy

Dates: Approved: Click to select the date that the policy was first approved.
Last Revised: Click to select the date the policy was last revised.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BISC</td>
<td>Bader International Study Centre &amp; Herstmonceux Castle Enterprises Limited</td>
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<tr>
<td>Lone Worker</td>
<td>An individual working or studying by themselves without close supervision</td>
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<td>Responsible Person</td>
<td>A Manager, Director or any other individual with responsibility for a lone worker</td>
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<tr>
<td>Staff</td>
<td>The term ‘staff’ is used throughout this document to refer to all employees of the BISC, whether from faculty or any other group</td>
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<td>Risk Assessment</td>
<td>The process of examining work and the workplace to identify what could cause harm to persons who are the responsibility of the employer or who could be harmed by the work activities of the organisation</td>
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<td>Risk Assessor</td>
<td>Individual tasked by the Responsible Person with undertaking a Risk Assessment</td>
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<td>HSWG</td>
<td>Health &amp; Safety Working Group</td>
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Purpose:

The purpose of this policy is to:

- Reduce the risks presented by lone working
- Define responsibilities
- Adopt a consistent approach to the safety of lone workers throughout the BISC
- Comply with relevant legislation
Scope:

This policy applies to:

- The management of risks associated with lone working on or off campus
- BISC staff, faculty and students, including temporary and contract workers or those provided by an agency. Some policy areas may also be applicable to third party contractors
- Across the organisation: all departments are required to have arrangements in place that comply with this policy

The policy is not intended to apply generally to staff who are the sole occupiers of an office during normal working hours unless for some reason their work presents lone working hazards, nor is it intended to apply to student residents in their on-site accommodation.

For the purposes of this policy, all references to BISC applies equally to HCE and the term staff refers to all staff and faculty employed by BISC or HCE.

Policy:

Introduction

BISC has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff and others who may be affected by the work of the BISC. BISC acknowledges that there may be an increased risk to the health and safety of its staff, students and third parties when working alone, and is committed to making adequate provision for the health and safety of such workers. The key requirement of responsible persons is to ensure a risk assessment has been carried out to identify risks to lone workers and to ensure that control measures are implemented to minimise the risks wherever practicable. These requirements are applicable to all work situations/activities and where staff, students and visiting workers are working alone or outside normal working hours.

This policy provides information and guidance on the following areas of Lone Working:

- Responsibilities within BISC for the managing the safety of lone workers
- Definition of a Lone Worker
- Risk Assessment
- Risk Control
- Monitoring and Review
- Record Keeping

Responsibilities

The responsible person must ensure that:

- A risk assessment of lone working is carried out, control measures are introduced and that appropriate records are maintained for their areas of responsibility
- Measures are implemented and maintained to reduce the risk of lone working to its lowest reasonably practicable level within their areas of responsibility
- All staff, students and visitors to their department are aware of the BISC’s arrangements and any additional local arrangements for lone working through appropriate information, instruction and training
POLICY

- Resources are made available to control and manage lone working arrangements with respect to health and safety within their departments
- Their department or area of operational responsibility has measures in place to know who is working out-of-hours
- The effectiveness of this policy is maintained via effective monitoring and review and accurate and timely record keeping

Lone Workers
Lone workers are those who work by themselves without close or direct supervision and who are out of direct contact with others (i.e. out of sight or sound). This description covers a wide variety of activities and situations and within BISC this may include:

Mobile working away from a fixed base, e.g.
- Maintenance workers, Estates and Grounds workers working alone in remote parts of a work site e.g. woodlands, farmlands, stores, boiler rooms etc.
- Security staff and minibus drivers
- Students working in spaces around the site

Workers in a fixed establishment, e.g.
- Those working within the BISC buildings or offices out of hours, e.g. cleaners, security staff or other members of staff
- Those working alone in a site hut/ticket office

There may also be situations where lone working occurs occasionally or inadvertently, e.g. a task normally carried out by two people is carried out by one person due to staff sickness or other absence.

Risk Assessment
The risk assessment process involves identifying the hazards present in a task or environment, considering who might be harmed by the hazards and how this harm could occur. The assessor must consider whether there are enough risk controls in place to reduce the risk to as low a level as is reasonably practicable or whether more needs to be done. The risk assessor must 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. work in confined spaces, electrical work at or near exposed live conductors and fumigation work

Examples of areas where lone working risks may occur include:

- **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 e.g. Lifting equipment, live electrical equipment, ladders or other access equipment
- **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.
• **Violence** – is there a history of threat or violence associated with the activity? Those particularly at risk may include:
  - Security staff monitoring premises
  - Drivers out on company duties
  - Those working alone within the BISC community

**Risk Control**
Risk controls adopted to reduce the risk of lone working may include:
- Information, training and competency assessments
  - All lone workers should be aware of the risks they may be exposed to and the findings of the risk assessment should be shared
  - Contractors should be made aware of the lone working arrangements of the BISC. Their competence to work safely without direct supervision and their employer’s lone working risk control arrangements should be confirmed by the person managing the contracted work
  - All lone workers who are the responsibility of the BISC must be trained to be able to work safely without direct supervision.
- Written procedures / local rules
- Additional specific information
- Permit to work / safe system of work
- Fire safety precautions / arrangements
- First Aid arrangements
- Access / exit arrangements
- Zoned or restricted access areas
- Elimination / substitution of hazardous substances / materials
- Equipment guarding and emergency controls
- Security arrangements
- Personal protective equipment (PPE)
- Supervision and monitoring arrangements
- Periodic contact with lone workers:
  - periodic site visits to lone workers.
  - regular contact (telephone, radio, etc)
  - automatic warning sensors – e.g. ‘man-down’ or motion sensors
  - manual warning devices – e.g. panic alarms
  - end of task or shift contact and appropriate, tested escalation procedures

**Monitoring & Review**
The responsible person will monitor risk assessments and control measures within their organisational area, reporting through to the BISC Health & Safety Working Group (HSWG). The responsible person must inform the Buildings & Facilities Manager of any accidents, incidents or near misses associated with lone working. It is the responsibility of the Buildings & Facilities Manager to report back to the HSWG.

Points to be considered when undertaking the monitoring and review:
- Has there been any feedback on the adequacy (or otherwise) of the lone working arrangements from the lone worker?
**POLICY**

- Have the circumstances of lone working changed, i.e. new activities, new locations, new plant or equipment?
- Have new lone workers or supervisors been employed?

Any problems highlighted during the monitoring and review process should be brought to the attention of the Buildings & Facilities Manager who will then inform the BISC HSWG.

**Record Keeping**

Within the relevant department, the responsible person must ensure that copies are maintained of:

- Risk assessments
- Safe systems of work developed as a result of the risk assessments
- Any training provided in respect of Lone Working, including the issue of written instructions
- The results of any monitoring (e.g. checklists)
- Records of accidents, incidents and near misses

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<th>Responsibilities:</th>
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<tr>
<td><strong>Contact Officer(s):</strong></td>
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<td>Job title</td>
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<tr>
<th>Date for Next Review:</th>
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<td>The policy will be reviewed every three years by the Health &amp; Safety Working Group or immediately after a reported significant lone working incident.</td>
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<tr>
<th>Related Documents:</th>
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<tr>
<td>Lone Working Guidelines, Health &amp; Safety Policy, Contractors Policy, Volunteer Policy, Safeguarding Policy &amp; Procedure</td>
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<th>Superseded by:</th>
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<tr>
<td>Provide names and links to any policies superseded by this policy.</td>
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