

## LONE WORKING POLICY HSEP013/01

<b>TITLE:</b>	Lone Working Policy
<b>PURPOSE &amp; SCOPE:</b>	The purpose of this policy is to ensure the University fulfils its statutory obligations and ensures all individuals understand their responsibilities under current legislation.
<b>LEGISLATION, CODES AND STANDARDS:</b>	Health and Safety at Work etc. Act (1974) Management of Health and Safety at Work Regulations (1999) (All documents are available for reference on our Safety Management Wiki pages)
<b>AGREEMENT DATE:</b>	26 <sup>th</sup> July 2013
<b>VERSION:</b>	Original – V1
<b>EFFECTIVE DATE:</b>	<b>1<sup>st</sup> August 2013</b>
<b>SUPERCEDES:</b>	None
<b>REFERENCE:</b>	<b>HSEP013/01</b>
<b>ORIGINATOR:</b>	Head of Environment & Safety Management
<b>RESPONSIBLE PERSONS:</b>	Pro Vice-Chancellors / Deans of Faculty /Directors of Service
<b>CONTACT:</b>	FM Helpdesk

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## Introduction

Edge Hill University has a legislative responsibility to provide a safe and healthy working environment for all our staff, students and visitors.

The University acknowledges that, due to the nature of activities in which we are involved, it may be necessary for staff members to work on their own, without either direct supervision and /or interaction with other staff members.

Where this is necessary, the University is responsible for ensuring these activities are subject to suitable risk assessment and appropriate control measures are implemented to manage risk.

The University also recognises our obligations to ensure individuals involved in such activities are provided with adequate and appropriate instruction, training, information and supervision as may be necessary to undertake tasks safely.

The persons responsible for implementing the provisions of this guidance are the Pro Vice-Chancellors, Deans of Faculty and Directors of Service.

## Definitions

### Lone Working

Any work activity where an individual works, for extended periods, by themselves and without the benefit of interaction with others or without supervision.

**Please Note:** This Policy covers **all** activities whether persons are based primarily at one specific site or where they are, as part of their role, expected to work at different locations across or off our main sites.

### Prohibited Activities

While the Health and Safety Executive (HSE) sets no general prohibition on 'lone working' some activities have been identified as prohibited by the nature of risk involved e.g.

- Work in confined spaces,
- Demolition,
- Diving operations,
- Some electrical work,
- Erection of scaffolding,
- Some manual handling activities,
- Use of unsupported temporary access equipment,
- Young / inexperienced persons using hazardous equipment,
- Working with specific harmful substances

All such activities must be subject to suitable and sufficient risk assessment and the implementation of appropriate management controls.

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## Responsibilities

The **Pro Vice-Chancellors / Deans of Faculty** and **Directors of Service** shall ensure, in all areas for which they have responsibility, that all activities involving lone working are subject to suitable and sufficient risk assessment, considering specific aspects such as:

- Developing the activity to avoid the need for lone working,
- Providing appropriate instruction to individuals to ensure they are aware of the procedures to be following in the event of an emergency e.g. fire alarm
- Ensure there is sufficient first aid coverage at all times when staff members are working (through undertaking a *first aid needs assessment*)

**All** Edge Hill staff, students and visitors shall ensure they:

- Understand and comply with the requirements of this Policy,
- Use any equipment, supplied to you in the interests of safety, properly in accordance with a suitable safe method of work and appropriate training and instruction,
- Report any safety hazards or concerns to your line manager, course tutor, or Edge Hill representative as appropriate **prior** to commencing any work.

## Further Reading and Sources of Information

*Health and safety guidance on the risks of lone working*, Leaflet INDG73 (rev3)

*Homeworkers: Guidance for employers on health and safety*, Leaflet INDG226 (rev1)

*Confined Spaces Regulations 1997*, Health and Safety Executive SI 1997/1713

*Electricity at Work Regulations 1989*, Health and Safety Executive, SI 1989/635