

Lone Working Procedure

2022-2024



Edge Hill
University

Lone Working Procedure

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Summary

Lone Working Procedure

Glossary of Terms

N/A

Purpose

The purpose of this procedure is to ensure that the health, safety and welfare of any individual who works alone is effectively managed, while ensuring that the University complies with its statutory obligations.

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.

Lone working is not in itself against the law and will often be safe to do so. However, the law requires employers to consider carefully, and deal with, any health and safety risks for people working alone.

The persons responsible for implementing the provisions of this procedure are the ProVice-Chancellors, Deans of Faculty and Directors of Service.

Definitions

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

Examples of which are:

- Individuals with responsibility for opening and closing buildings
- Individuals working in an isolated part of the building
- Individuals working off-campus e.g. field trips
- Staff working on their own outside normal working hours (8am – 6pm)

(N.B. The above list is not exhaustive)

Please Note: This procedure 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
- Working with specific harmful substances

Roles & Responsibilities

Person/ Department	Responsibilities
Vice Chancellor, Deputy Vice Chancellor, and Pro Vice Chancellors	<ul style="list-style-type: none">• To ensure that the health, safety and welfare of an individual who falls under the category of lone worker is effectively managed.
Deans & Directors	<ul style="list-style-type: none">• Are responsible for the effective implementation of this procedure across their respective departments / faculties
Head of Department / Service Area	<ul style="list-style-type: none">• Determine the requirement for lone working• Ensure suitable and sufficient risk assessments are completed• Ensure processes are adhered to, and where not to take the appropriate action
Supervisor / Line Manager / Tutor / Module Leader / Principal Investigator	<ul style="list-style-type: none">• Consider the requirement for Lone Working• Complete the Lone Working risk assessment• Ensure the requirements of the risk assessment are adhered to, and where not to take the appropriate action• Review the Lone Working risk assessment• Complete an off campus activity form when and where required.

<p>Staff / Students / Visitors</p>	<ul style="list-style-type: none"> • Understand and comply with the requirement of this procedure and Lone Working risk assessments • Use any equipment that is supplied in the interests of safety properly, and in accordance with a suitable safe method of work, training and instruction • If working out of hours ensure the appropriate procedure is followed, including signing in and out through Campus Support (weekends), and to ring Campus Support if remaining in existing building out of hours • If working out of hours at other Edge Hill sites, Campus Support should be informed giving at least 48 hours notice. Signing in and out should be completed via e-mail or telephoning Campus Support, individuals should include a contact telephone number • Complete an off campus activity form when and where required • Take care of health and safety of themselves and others they have responsibility for
<p>Campus Support - FM</p>	<ul style="list-style-type: none"> • Ensure the security of buildings • Ensure that Off-Campus Activity Forms and information are acted upon in the event of an emergency • Responsible for out-of-hours signing in book (weekends) • Contact for lone working out of hours, where individuals are remaining in existing building beyond normal working hours

Further Reading & Sources Of Information

[University Risk Assessment template](#)

[Travel Portal – Field Trips](#)

[Off-Campus Activity Form & Guidance](#)

[HSE Lone-Working Guidance](#)

[HSE Confined Spaces Guidance](#)

Annexes

Appendix A – Considerations in relation to Lone Working Risk Assessment

1. Identify the hazard

This will include the inherent hazard associated with the activity and environment, along with the hazard associated with lone working

Considerations include:

- Isolation
- Security
- Activity / task being undertaken
- Access to buildings

2. Identify those who might be harmed

The first step in assessing the risks is to identify those at risk, those members of staff, students and visitors who are at any time required to work alone, on campus, visiting other premises, and on placements / field trips

Considerations include:

- Experience
- Competence
- Medical conditions
- Age

3. Evaluate the risks and decide on precautions

Having identified the lone workers, the risks to which they are exposed need to be assessed. The assessment should take into account the inherent risk associated with the activity and environment, along with additional risks associated with the fact that the individual is working on their own.

There may be activities that may be too difficult or dangerous to be carried out unaccompanied or without supervision. In these situations, it may be necessary to look at how the activity could be undertaken without the need for lone working.

Control Measures & Precautions:

Having assessed all the risks which affect lone workers, suitable and sufficient controls need to be put into place.

Considerations include:

- Are there effective lines of communication, regular contact, and appropriate level of supervision?
- Have staff received suitable training and information?
- Have emergency procedures been identified and are staff aware of these? This would include first aid, fire safety, raising the alarm in the event of an incident etc.
- Provision of appropriate instruction and training to individuals in emergency procedures, dealing with an unpredictable customer, in carrying out their duties in a safe manner
- Has consideration been given to welfare facilities?
- Access and egress to buildings – is this controlled adequately?
- Nature of the task being undertaken – does this pose a particular risk to lone worker?
- The vulnerability of the individual – are they young, pregnant, or do they have a disability?
- Are there procedures in place for out of hours working for those who may work late or through the night?

2. Record the findings of the risk assessment

Record the findings of the risk assessment and communicate to the individuals who need to be aware of them and are responsible for adhering to the controls identified

3. Monitor and Review

Having undertaken the risk assessment and implemented all the necessary controls, it is important that lone working situations are monitored and continually reviewed.

End matter

Version Control

Version	Date	Change Author	Summary of Changes
INST H&S 14 V1.0	June 2019	Health & Safety Manager	New Procedure
INST H&S 14 V2.0	August 2020	Health & Safety Manager	Reformatted Procedure
INST H&S 14 V1.2	August 2022	Health & Safety Manager	<ul style="list-style-type: none">• Responsibilities added to staff / students / visitors• Responsibilities added for Supervisor / Line Manager / Tutor /Module Leader / Principal Investigator• 'Guidance' amended to 'Procedure' in Introduction

Title	Lone Working Procedure
Reference	Inst H&S 14 V3.0
Policy Owner	Health & Safety Manager
Approved by	Institutional Health, Safety & Environment Committee
Date of Approval	August 2022
Date for Review	August 2024

