



Lone working

Standard

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WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM

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Introduction

Within the University there are many reasons why people may need to work alone, often they are working out of normal hours when there are fewer people around, or it may be that they are in remote locations.

Definition:

Lone working is where a person carries out a work-, research- or study-related activity unaccompanied or without access to another person for assistance.

It could include situations such as: working out of normal hours (as defined by the Head of School or Service), working in an isolated location, one-to-one interviews (e.g. with members of the public), work in IT clusters, off-site activities/ travel, driving vehicles (e.g. making deliveries, moving equipment or waste) or working from home alone.

It does not include: a person carrying out office work alone during normal working hours when colleagues are nearby. However, if you have cause for concern and think you may need a lone working assessment, speak to your Health and Safety Manager.

Standard:

The University takes a management approach based on adequate control of the risks and expects that:

- 1) Lone working activities are avoided where possible, but where this is not possible, lone workers:
 - a) are at no greater risk than those working with colleagues;
 - b) Have formal permission in place to work alone;
 - c) Have lone working included in the risk assessment;
 - d) implement a safe system of work;
 - e) only carry out work as identified in an approved risk assessment;
 - f) Are given training and are deemed competent to work alone and use equipment and/ or hazardous substances unsupervised, and this is recorded.
- 2) Lone working is prohibited if risks cannot be controlled to an acceptable level.
- 3) Protective equipment identified as required by the risk assessment is provided.
- 4) Where support from FD Security Service is identified as a specific control in the risk assessment, this arrangement is formally agreed and recorded.
- 5) Emergency processes for lone workers are considered in the risk assessment and where identified as necessary, put in place, tested to check their effectiveness, and lone workers are aware of them.
- 6) Emergency equipment for lone workers is maintained and tested.
- 7) All accidents/ incidents, near misses and cases of work-related ill health are reported using the University's online accident reporting system (Sentinel).

Key legislation

Health and Safety at Work etc Act (HSWA) 1974

Management of Health and Safety at Work Regulations (MHSWR) 1999 as amended