



Management of Lone Working Risks Policy

October 2012

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HSWO-	Management of Lone Working Policy	30.08.2012	Health, Safety and Wellbeing Office HSWO-MR	01/10/2015

University of Sussex
Management of Lone Working Risks Policy
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Scope

This policy applies to the management of the risks associated with lone working on or off Campus and all departments are required to have in place local arrangements that comply with this policy.

2.2 The policy applies to all University staff, including temporary and contract workers or who are provided by an agency, and students. Some policy areas are also applicable to contractors.

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A second person should remain within calling distance whenever these acute hazards are present. Undergraduates would not normally be allowed to work on Category 1 activities unless adequate and immediate supervision is provided.

Medium risk activities Category 2

Lone working risks and control measures must be part of the routine risk assessments for the following activities:

- Work in laboratories involving hazardous substances;
- Work at height using ladders, stepladders, etc;
- Work involving the movement of cash or other valuables;
- Work in the community or work in another employer's premises.

6.2.3 Low risk activities Category 3

Where there is no hazard involved in the activity, eg, activities such as reading, writing, use of rooms for reference purposes, computer terminals, etc., it is not necessary for a specific risk assessment to be carried out. However the faculty or service responsible for the lone workers must have arrangements in place for knowing who is lone working out-of-hours in their premises in case of emergencies. Lone workers in these situations must also be made aware how to protect their safety:

- in the building,
- when walking to car parks/public transport and during emergencies.

6.2.4 Working out of hours

Copies of the signed risk assessment for the task to be undertaken should be issued to the worker. If the risk assessment recommends extra controls for out-of-hours' work, authority to carry out the work (in the form of a permit-to-work or letter signed by the Head of Faculty or Directorate) must be kept available for inspection by security. The authorisation should include a description of the work approved to be carried out, details of locations where the work is to be undertaken, permitted activities and any specific precautions required.

6.2.5 Students undertaking final year projects

Students undertaking practical/experimental final year projects are considered mature enough to work without immediate supervision. Nonetheless, before commencing any laboratory or workshop based activity the student must report to the appropriate member of academic staff, the technician supervisor, or his nominee. Before allowing the programme of work to commence the appropriate member of academic staff, technician

- Written procedures / local rules
- Additional specific information
- Permit to work / safe system of work
- Fire safety precautions / arrangements
- First Aid arrangements
- Access / egress arrangements
- Zoned / restricted area / access
- Elimination / substitution of hazardous substances / materials
- Equipment guarding and emergency controls
- Security arrangements
- Personal protective equipment (PPE)
- Supervision and monitoring arrangements:
 - o periodic contact with lone workers;
 - o periodic site visits to lone workers;
 - o regular contact (telephone, radio, etc);
 - o automatic warning sensors – eg ‘man-down’ or motion sensors;
 - o manual warning devices – eg panic alarms;
 - o end of task or shift : ‘withdrawing < i ; pt