

Management of Lone Working Risks Policy

October 2012

Reference	Title	Created	Owner	Review
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 Contents

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4.

Scope

- This policy applies to the management of the risks associated with lone working on or o 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 sta , including temporary and contract workers or who are provided by an agency, and students. Some policy areas are also applicable to contractors.
- 2.3The

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 act vit es Category 2

Lone working risks and control measures must be part of the rout ne risk assessments for the following act vit es:

- 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.

623 Lowrisk act vit es Category 3

Where there is no hazard involved in the act vity, eg, act vit es such as reading, writ ng, 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 situat ons must also be made aware how to protect their safety:

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

624 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 let er signed by the Head of Faculty or Directorate) must be kept available for inspect on by security. The authorisat on should include a descript on of the work approved to be carried out, details of locat ons where the work is to be undertaken, permit ed act vit es and any specific precaut ons required.

6.25 Students undertaking final year projects

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

- Writ en procedures / local rules
- Addit onal specific informat on
- Permit to work / safe system of work
- Fire safety precaut ons / arrangements
- First Aid arrangements
- Access / egress arrangements
- Zoned / restricted area / access
- Eliminat on / subst tut on of hazardous substances / materials
- Equipment guarding and emergency controls
- Security arrangements
- Personal protect ve 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 mot on sensors; o manual
 warning devices eg panic alarms; o end of tasklour sirt : with mng 0 i / pt