

TRINITY COLLEGE BRISTOL

Lone Working Policy

This document explains how we will protect our staff as far as is reasonably practicable from the risks of lone working. The practice of working alone is not in itself against the law and it will often be safe to do it. However, the law requires employers to consider the practice carefully and to deal with any health and safety risks that might arise for people who work alone.

Aim of the policy

The aim of the policy is to:

- Increase awareness of safety issues relating to lone working;
- Ensure that the risks of lone working are assessed regularly and that systems are put in place to minimise the risk as far as is practical;
- Ensure that appropriate training is available to staff and volunteers that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working and reduce the number of incidents/injuries relating to lone working.

Policy

All staff and volunteers should be made aware of this policy. Anyone who is or who potentially may be a lone worker shall receive information, instruction and relevant training in respect of all identified hazards and the risks involved.

- It is the responsibility of line managers to coordinate the risk assessment for lone workers;
- Anyone who is lone working shall be given the opportunity to be provided with a personal alarm;
- Lone workers shall follow all instructions contained in the procedures below;
- It is the responsibility of the line manager to regularly re-assess risks;
- It is the responsibility of the line manager to ensure that workers do not suffer from undue stress as a consequence of lone working.

Definition of lone working

Individuals are alone at work when they are on their own, they cannot be seen or heard by another worker, cannot expect a visit from another worker for some time and/or where assistance is not readily available when needed. Therefore, lone workers are those who work by themselves without close or direct supervision.

Risk assessment

Risk assessments must be carried out for and by all individuals whose working practice makes them vulnerable and recommendations should be made to eliminate or reduce the risk as far as possible.

Procedure

Individuals will receive information, instruction and supervision in respect of the hazards and risks associated with lone working. All individuals are to take relevant and sensible precautionary measures whilst lone working. If a member of staff feels that they are putting themselves at risk through lone

working, they should discuss the situation with their line manager. Further efforts by the line manager shall be made to eliminate or reduce hazards starting with a process of reassessment of the task.

Practice

Members of staff who support students in one-to-one tutorials, etc should not normally do so outside college premises or outside normal working hours. If there is a need to do so, it should first be agreed with your line manager. The line manager should determine whether a risk assessment is to be carried out. The assessment should be recorded in the Risk Assessment Log, held in the Property Manager's Office.

For those staff who work alone as a normal part of their job, e.g. maintenance staff who are required to attend to buildings repairs off-site, or domestic staff who come early to prepare the rooms, or the caretaker, they should review and assess any risks attached to the work with their line manager on a periodic basis.

Those who work alone should complete the Employment Safety Monitoring (Lone Worker) Form, held in the Executive Director's office, before their main annual review.

Review

Line managers should notify the Executive Director of any issues arising from this policy and, in particular, any points of learning that can be captured in later versions of this policy.