Introduction
The School recognises its responsibilities to ensure the health, safety and wellbeing of its staff at work, and of others who might be affected by School activities. The nature of School business requires that some activities take place where constant, direct supervision is not practicable to provide – whether the work takes place during or outwith normal working hours. In most cases, lone working is low risk and takes place in low hazard environments, and requires no direct supervision and very little additional support. However, some controlled lone working takes place in potentially hazardous environments. This policy outlines the measures that the School expects to be considered and provided by staff, students and contractors if they wish to work without direct supervision.

Low Risk Lone Working
Lone working, either during or outwith normal office hours, which is sedentary in nature, does not involve hazardous substances, tools or an elevated risk or threat to personal safety from a third party, and is carried out in a low hazard environment, can be carried out without special measures being put in place by staff, students or contractors, provided that:

1. Any existing medical condition which might place the worker at higher risk is disclosed to the Head of School for risk assessment. Where appropriate, and with the agreement of the worker, this may be referred to Occupational Health for advice/support.

2. If working outside of the hours during which there is Janitorial cover in the building (Mon.-Fri.; 07:00 – 22:00hrs), lone workers MUST notify a colleague (or a contact outside the University) of their whereabouts, the expected duration of their lone working and ensure they sign in/out of the building at the Main entrance or Loading Bay if in the building after 22:00hrs and before 07:00hrs. They must also ensure their colleague has all emergency contact details for the University should an incident arise - University Out of Hours Emergency contact tel: 01334 476161 (ext. 6161).

Hazardous Lone Working
Lone working which is hazardous and/or is carried out in an environment that might present a hazard to the lone worker, can be carried out under the following local rules. For hazardous lone working, a distinction is made between work taking place during and outside normal office hours (Mon.-Fri.; 09:00-17:00hrs), during which there is normally first aid cover in the building.

Situations where lone working is permitted (all that are relevant to the situation must apply):

1. Areas and tasks identified as permissible through an approved risk assessment.

2. Working with Cryogens during normal office hours (Mon.-Fri.; 09:00 – 17:00hrs).

3. The Supervisor/Line manager is aware of, and agrees to, any lone working.

4. Remote supervision and/or support must be in place to a suitable level – telephone contact, video link (Skype etc.).

5. If lone working out-with normal office hours (Mon. – Fri.; 09:00 – 17:00hrs) for any of the above situations where permitted, the lone worker MUST notify a colleague/friend/family member of
their location, start time and expected finish time. They must contact that person by phone/text to confirm when they have completed their work and left the building. They must also ensure their contact has the emergency contact details for the University should an incident arise or no completion message is received. University Out of Hours Emergency contact tel: 01334 476161 (ext. 6161).

Situations where lone working is NOT permitted:
1. Working with Cryogens out-with normal office hours (Mon.-Fri.; 09:00 – 17:00hrs) except where permissible through an approved risk assessment; Helium transfers and any other process not deemed acceptable through a risk assessment must not be undertaken alone outwith normal office hours (Mon.-Fri.; 09:00-17:00hrs)
2. Working with hazardous chemicals out-with normal office hours (Mon.-Fri.; 09:00 – 17:00hrs) except where permissible through an approved risk assessment.
3. Working in a confined space.
4. Working at height.
5. Working on mains electrics, unless deemed acceptable through an approved risk assessment.
6. Using/operating any workshop machinery.

Monitoring and Review
• These lone working arrangements will be included in the School health and safety reviews and/or inspections at least annually.

Information Sharing
Information should be shared following incidents/near misses, and Departments/Units are encouraged to share examples of good/best practice in the following ways:
• All incidents and near misses involving lone workers must be reported to the School Safety Co-ordinator via the current incident reporting system/forms.

Responsibility
• The Head of School is responsible for the health and safety of lone workers and for ensuring that robust arrangements are made for remote supervision of hazardous lone working. In this case, this responsibility is shared with the Supervisor/Line Manager.
• The School Health and Safety Coordinator is responsible for reporting incidents and near misses involving lone workers via the current incident reporting system, and for raising issues and examples of lone working best practice at the Health and Safety Coordinators’ Forum.
• The Director of EHSS is responsible for:
  o The health and safety audit programme and for ensuring that lone working is included in all audits and health and safety tours, where appropriate.
  o Disseminating any relevant information on incidents involving lone workers.

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