

LONE WORKING POLICY

1 Scope of Policy

The college is committed to the provision of a healthy and safe working environment. For some activities undertaken by staff they are required to work alone and, although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work Act and Management of Health and Safety at Work Regulations must be adhered to minimise the risks to lone workers. This required the college to identifying hazards of the lone work, assessing the risks involved and putting measures in place to avoid or control the risks.

There will be times when managers, staff and students may want to work on college premises when there are no other members of staff present in the immediate or surrounding areas.

This policy explains the steps you should take to make sure that other people know you are on College premises in these circumstances, so that appropriate action can be taken in case there is an emergency.

All Lone working activities should be **risk assessed** to determine the risk and if it can be safely controlled .

How do I know if my work is low or high risk?

Low risk work is normally administration, clerical or normal office work. High risk work is normally laboratory work, construction activity or work involving machinery.

Examples of high-risk activities – electrical systems work, hazardous chemicals or materials, working at height or using hazardous machinery.

In all cases it is important that: staff, students and visitors are aware of the college first aid and emergency procedures

The college will:

- assess lone working activities to determine if they can be eliminated
- carry out a risk assessment for lone working activities that cannot be eliminated and implement appropriate safe systems of work and controls as required
- assess new lone working activities as they arise in a similar manner
- ensure that all lone workers have no medical conditions that make them unsuitable for working alone
- provide lone working employees with appropriate training and guidance on procedures and systems in place for their safety and wellbeing
- ensure employees understand the risks of lone working

Staff will:

- follow safe working practices and procedures
- report any new lone working activities to the safety manager

2 References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999, as amended
- INDG 73 Working Alone - Health and Safety guidance on the risks of working alone

3 Key Legal Requirements

- Adopt an appropriate policy
- Assess the risks within college activities
- Implement appropriate control measures and procedures to bring risks identified down to an acceptable level
- Provide staff with information, training, and supervision

**Further information on lone working is available at
<https://www.hse.gov.uk/lone-working/index.htm>**

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Lone Working Policy
Lead Officer:	Health and Safety Consultant
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