



LONE WORKING RISK ASSESSMENT AND PROCEDURES POLICY

2016-2018

Approved: Bill Webster Chair of UTC Governing Body

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Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
1	December 2016	LM	New policy
2			
3			
4			

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LONE WORKING

UTC Bolton is committed to ensuring staff are able to access their office and some resources for lone working when the building is closed in terms of operations, normally after 6.00 pm and at weekends. However, UTC Bolton is also minded to safeguard and manage any risks associated with lone working and therefore has developed a procedure that staff need to follow.

Risks to lone and out-of-hours working have been considered and the processes developed are designed to mitigate the risks to the building and the lone worker(s). Security staff are pivotal to ensuring that lone working procedures work in an effective manner and colleagues are asked to support their role by following the procedures detailed.

Security staff will offer reasonable flexibility and colleagues will not ordinarily be refused the opportunity for lone working unless there are sufficient grounds of risk to the building, individuals and indeed operations.

<p>LONE WORKING RISK PROCEDURES</p> <p>PRIOR TO THE IMPLEMENTATION OF LONE WORKING</p>

	Members of teaching staff to be asked if they would use out-of-working hours access to the UTC building before any access is provided	List of staff drawn up
	<p>An information sheet on Lone Working will be written containing the following information:</p> <ul style="list-style-type: none"> a) How to get out of the building in the event of a fire or emergency b) Location of the First Aid box c) Whereabouts of the Panic button in an extreme emergency as this alerts the Police d) Location of an accident/illness log to be completed and sent to their line manager as soon as possible after the event e) Access to the UTC building is on condition that no-one else accompanies the member of staff during their period of working in the UTC 	Information sheet written
	Each member of staff will be required to meet with Chris Beard (UTC Health and Safety Officer) to discuss the contents of the Information Sheet.	Individual meetings with H&S Officer take place

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PROCEDURES TO BE FOLLOWED		
STEP 1	Complete the Lone Working Risk Assessment and have this signed by the Principal at least 2 working days before any lone working request is made.	
STEP 2	<p>In-House Buddy System Prior to anyone undertaking lone working the member of staff should make the following information available to their nominated safety partner or buddy:</p> <ul style="list-style-type: none"> • Contact details e.g. mobile phone number • Agreed contact times or intervals. • Details of emergency personal contacts <p>The member of staff should make contact with their safety partner at the agreed time or at agreed intervals. The safety partner/buddy can be another member of staff or a family member/friend/partner.</p>	
STEP 3	The member of staff to ring UoB Security at least one hour before their intended time of arrival.	Tel: 01204 903700
STEP 4	The member of staff to wait for UoB Security at the entrance to the UTC Building.	
STEP 5	The member of staff to ring UoB Security each hour to confirm they are safe and well.	Internal extension 3700
STEP 6	The member of staff to ring UoB Security 15 minutes before they expect to leave.	Internal extension 3700
STEP 7	<p>The member of staff should ensure lights and equipment are powered off. If the member of staff is a key holder then they should ensure the building is locked and alarmed.</p> <p>Non-key holder members of staff should not leave until Security or another key holder arrives.</p>	
STEP 8	The member of staff to sign in and out.	Via access control system.

LONE WORKING RISK ASSESSMENT

	RISK	YES/NO	If Yes how will this be mitigated?
1.	Does the workplace present a special risk to the lone worker?		<p>In case of an accident or medical emergency whilst the lone worker is working, there will be frequent contact with Security which is 24 hour.</p> <p>The lone worker will make contact with Security before they arrive at the UTC to make them aware they will require access to the building.</p> <p>The lone worker is required to make regular 'phone contact every hour to inform Security they are safe.</p> <p>No heating will be provided out of normal operating hours and therefore the lone worker is advised to wear appropriate clothing.</p> <p>The lone worker is asked not to carry out work that has a high risk, i.e. lab experiments, working with tools and equipment other than office work and computers/printers.</p>
2.	Is the person medically fit to work alone?		<p>The lone worker needs to take the responsibility to provide evidence via a medical note if they are challenged by HR, or the Principal.</p> <p>UTC Bolton and UoB reserve the right to refuse lone working in cases where the risk is apparent.</p>
3.	Is the person competent and experienced enough to work alone?		<p>UTC Bolton may question the potential lone worker and if there is an apparent risk, UTC Bolton can request that the lone worker can only work if accompanied by another member of staff who is in the building, local to the area where the lone worker is working.</p>
4.	Is there safe access and exit from the premises for the individual?	Yes	<p>The lone worker has clear escape routes in case of an emergency when the alarm is activated.</p>
5.	Is the person familiar with fire procedures, First Aid and	Yes	<p>Through induction and regular drills as well as training.</p>

	security arrangements and relevant codes of practice?		
6.	Are women especially at risk if they work alone?		All precautions need to be taken to ensure the risk to female lone workers is minimised, e.g. Security to be on guard when the female colleague enters and leaves the building, pathway to car park and public spaces are well lit. The female lone worker will be made aware by Security of other lone workers in the building.
7.	Does the lone worker have access to a telephone or email communication?	Yes	Through their office/classroom or there is a telephone accessible at Reception.
8.	Is there a risk of violence or aggression?		All precautions need to be taken to ensure the risk to the lone worker is minimised. During evening and night time especially, Security will be on guard when the lone worker enters or leaves the building. The lone worker will be made aware by Security of other lone workers in the building. Normally the lone worker will be locked in the building with fire escape routes available and unlocked when the lone worker leaves the UTC building.
9.	Are persons at risk when leaving the premises?		All precautions need to be taken to ensure the risk to the lone worker is minimised. During evening and night time especially, Security will be on guard when the lone worker enters or leaves the building. The lone worker will be made aware by Security of other lone workers in the building.
10.	Are there additional risks if the working takes place during hours of darkness?		All precautions need to be taken to ensure the risk to the lone worker is minimised.

			<p>During evening and night time especially, Security will be on guard when the lone worker enters or leaves the building.</p> <p>The lone worker will be made aware by Security of other lone workers in the building.</p>
Name:			
Job Title:			
Date:			