



<b>POLICY:</b>	LONE WORKING POLICY
<b>FIRST DRAFT:</b>	ET 2017#06, approved ET 2017#17
<b>ADOPTED:</b>	UR 2017 #04
<b>AMENDMENTS:</b>	
<b>REVIEW:</b>	Under Review

## **1 Policy Statement**

While there is no legal prohibition on working alone, it is acknowledged that there may be an increased risk to the health and safety of employees when working alone and in accordance with its obligations under the Safety, Health and Welfare at Work Act 2005 and the 2007 General Application Regulations the College is committed to making adequate provision for the health and safety of lone workers.

Line managers and supervisors will be required to assess and control any risks from lone working and must ensure that control measures are implemented to minimise the risks wherever practicable. These requirements are applicable to all work situations/activities and in particular where staff are working alone or outside normal working hours.

Hazards that lone workers may encounter include, but are not limited to:

- i. Accidents or emergencies arising during out of hours work, including sudden illnesses
- ii. Inadequate rest and access to hygiene and welfare facilities out of hours
- iii. Physical violence from members of the public and/or intruders
- iv. Effects of social isolation
- v. Risks related to driving
- vi. Lack of supervision and training.

## **2 Scope of policy**

This policy applies to any staff member who works alone due to their working hours, without a colleague and includes:

- Staff who work outside normal hours (e.g. cleaners, lone security staff, maintenance staff).
- Staff who work alone and is the only person on the premises (e.g. cleaners, lone security staff, maintenance staff).
- Staff who work separately from others.
- Staff working away from their fixed base (e.g. staff who work away from the College on their own visiting work placements, home workers).
- Staff undertaking research based in the community.
- Staff travelling to overseas Colleges and Universities.
- Staff travelling alone on College business (e.g. driving for work).

The policy is not intended to apply generally to staff who are the sole occupiers of an office during normal working hours unless for some reason their work presents lone working hazards.

### **3 Definition**

‘Lone workers’ are those who work by themselves without close or direct supervision.

*Source: Health and Safety Authority*

### **4 Legislation/ Other related policies**

Safety, Health and Welfare at Work Act 2005

General Application Regulations 2007

Safety Statement of Mary Immaculate College, Version 11, 2017

### **5 Roles and Responsibilities**

#### **5.1 Management/Employer Responsibilities**

Under the Safety Health and Welfare at Work Act 2005 the College as an employer has a legal duty to ensure the health, safety and welfare of those employees who work for the organisation including the protection of lone workers.

In addition section 19 of the Safety, Health and Welfare at Work Act 2005 requires the employer to undertake risk assessments to identify the hazards and risks that employees may be exposed to and thereafter implement necessary controls to eliminate or minimise the risk to employees.

The College recommends that in the interest of health, safety and personal security; lone/out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. College staff should complete their work from Monday to Friday during normal working hours.

It is recognised that staff may occasionally need to work late in the evening or at weekends, especially on urgent work, special projects or work that requires completion out of hours. Where this need has been identified, the Head of Department, Line Manager or Supervisor must arrange for a risk assessment to be carried out.

#### **5.1.1 Line Managers and Supervisors Responsibilities**

- i. Should identify all staff who are lone workers, based on definition in section 3.
- ii. Should ensure that all relevant policies and procedures are disseminated to lone working staff
- iii. Should ensure that a proper risk assessment is conducted (in consultation with the relevant personnel) to ensure that all risks from lone working are identified and that proper control measures have been introduced to minimise, or mitigate the risks before staff enter a lone working situation.
- iv. Should ensure that lone workers are provided with sufficient information, training, instruction and supervision before entering a lone working situation
- v. Should ensure physical measures are put in place and appropriate technology is made available to ensure the safety of lone workers.
- vi. Should ensure use of Personal Protective Equipment (PPE) where it is needed.
- vii. Should ensure emergency contact numbers are available and posted for first-aiders and emergency personnel in the work location(s).

#### **5.1.2 The Health and Safety Office will**

- i. Provide advice and guidance on the implementation of this policy
- ii. Ensure that the effectiveness of the policy is monitored

#### **5.1.3 Lone working staff responsibilities**

Mary Immaculate College has responsibility for protecting the health and safety of its employees that are working alone. Members of staff themselves when lone working have a responsibility to assist the College fulfil this duty, and are expected to:

- Co-operate with College health and safety procedures and familiarise themselves with this policy and its contents.
- Take reasonable care to look after their own safety and that of their colleagues. This is in line with current health and safety legislation.
- Should properly utilise all appropriate technology which has been provided for their own personal safety, ensure that they attend training in the use of technology and associated support services.
- Should report all incidents even when they consider it to be a minor incident, including ‘near-misses’ to enable appropriate follow up action to be taken.

## 5. Fire

Notices are displayed throughout College buildings with instructions as to what to do in the event of fire. In summary, if a member of staff works alone out-of-hours and discovers a fire the alarm can be raised by pressing one of the alarm buttons. Staff members should leave the building by the nearest exit and report the fire to the fire brigade by dialling 999 or 112 and notify Security. **Staff members are recommended to only use a fire extinguisher if trained to operate same.**

## 6. Accident injury or medical emergency

In the event of a medical emergency requiring medical attention, an ambulance can be summoned by dialling (9)999 on a landline or 112 on mobile phones. Security staff can also be contacted on (061) 204982 or (087) 6594341 to provide first aid treatment and assistance to staff if unwell or in the event of an accident. **Staff members are recommended to carry a mobile phone in the event that medical assistance is required.**

## 7. Driving and use of private cars

There are a number of hazards associated with driving and a number of measures that can be adopted to ensure safer driving conditions for staff.

Staff using their own cars for travel:

- Should where possible become a member of a national breakdown service.
- Ensure that car users have the appropriate level of insurance cover.
- Drivers should travel with doors locked and windows closed.
- At night, the car should be parked in a well-lit and busy place. Multi-storey parks, or car parks where the car and the user will not be easily visible, should be avoided.

## 8. Risk Assessment

Each Line Manager/Supervisor responsible for members of staff who undertake tasks with a lone working component must arrange for a risk assessment to be completed and any necessary controls applied before lone working commences.

A risk assessment will consider the following hazards:

- Physical Hazards
- Chemical Hazards
- Biological Hazards
- Psychosocial Hazards

### **8.1 Risk Assessment Process**

The risk assessment process will determine what hazards the lone worker may be exposed to and the level of risk of harm or injury present from the work activity.

Areas to be considered in the risk assessment may include the following:

- Does the workplace present a special risk to a lone worker? (*e.g. due to the environment, location, contents, unfamiliarity*)
- Does the work activity present a special risk to a lone worker? (*Equipment, process, substance, location, time, members of public, handling cash*)
- Is there a safe way in and out for one person? (*both in the course of the normal work and in the event of an emergency*);
- Is the working environment appropriate? (*heating, lighting, ventilation ...*)
- Are first aid facilities available to the lone worker?
- Has specific training, instruction and information been given to the lone worker.
- Have suitable means of communication been set up for the lone worker (*mobile phone/landline, 2 way radios, and specific monitoring systems.*)
- What arrangements are in place to lower the risk of potential hazards to lone workers?
- Are suitable levels of supervision in place appropriate to the task and level of foreseeable risk

All identified controls implemented to safeguard the safety of the lone worker **must** be followed and they should be in place before the work commences. They should be clear and easy to

understand and subject to review at a reasonably agreed time period unless major changes to the process or procedure have been made.

Risk assessment should be done collaboratively, and controls agreed and documented. A Lone working risk assessment form is included in Appendix 1.

## **9. Lone worker movements outside normal working hours**

Lone workers must log in and out with security when they are present on the campus outside of normal working hours.

Normal working hours are defined as 8am to 6pm, Monday to Friday except where the college is closed for bank holidays, 8<sup>th</sup> December and Christmas closure.

## **10. Audit and Evaluation**

This policy will be reviewed on a three yearly basis. The Health and Safety Officer will initiate the review.

**Appendices**

**Appendix 1 Lone working risk assessment form**

<b>Lone Worker Risk Assessment</b>	
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Name:	Date of assessment:
Job Description:	Centre or Service:
<b>Step 1: Hazard identification:</b>	Review assessment date:

<b>Step 1: Hazard identification:</b>	<b>Step 2: Risk rating:</b>	<b>Step 3: Risk control measures:</b>
<p>Do any of the following present a particular risk, tick relevant box:</p> <p>A <input type="checkbox"/> Work Environment:</p> <p>B <input type="checkbox"/> Accidents and Emergencies:</p> <p>C <input type="checkbox"/> Lack of First Aid:</p> <p>D <input type="checkbox"/> Fire:</p> <p>E <input type="checkbox"/> Access/Egress:</p> <p>F <input type="checkbox"/> Moving/Handling:</p> <p>G <input type="checkbox"/> Communication:</p> <p>H <input type="checkbox"/> Passive Smoking:</p> <p>I <input type="checkbox"/> Driving Alone:</p> <p>J <input type="checkbox"/> Lack of Rest:</p> <p>K <input type="checkbox"/> Night Work:</p> <p>L <input type="checkbox"/> Location of Work:</p> <p>M <input type="checkbox"/> Potential Violence:</p> <p>N <input type="checkbox"/> Hazardous Substances:</p> <p>Any other considerations: Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>Please detail:</p>		

Detail of any training, information, instruction or communication of risks and control measures:	Date Given:
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Details of emergency arrangements:	Date Worker Briefed:
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Risk assessment carried out by:	Name: (BLOCK CAPITALS)
Signature:	Position:

<b>Severity</b>	<b>High</b>	3	3	3	<p><b>Severity:</b></p> <p>H = Serious Injury/Lost Time Accident: M = Minor Injury, Minor Property Damage: L = Near Miss:</p> <p><b>Likelihood:</b></p> <p>H = Very Likely: M = Possible: L = Unlikely:</p> <p><b>Risk Rating:</b></p> <p>1 = High Risk: 2 = Medium Risk: 3 = Low Risk:</p>	<p><b>High Risk =</b> Immediate Action:</p> <p><b>Medium Risk =</b> Action within 1 to 4 weeks with possibly some intermediate controls:</p> <p><b>Low Risk =</b> Possibly no action required, re-access risk in 6 months:</p>
	<b>Medium</b>	2	2	3		
	<b>Low</b>	1	1	2		
		Low	Medium	High		
	<b>Likelihood</b>					