LONE WORKING

The following is brief ‘bullet point’ guidance for those who work alone and those who are responsible for them. In normal circumstances there will be many people who either wish, or have to work alone. There will be many times when it is perfectly normal and poses little or no risk. However, there will be other times when lone working would be unwise. This guidance is about being able to make sensible judgements about those situations. This guidance applies to employees and students alike.

**Responsible Manager or Course Supervisor**

**Do**
- Avoid lone working wherever possible
- Ensure there are risk assessments for your staff’s or student’s activities
- Ensure all staff or students have read and understood them
- Know which of your staff or students are likely to work out of hours, or otherwise alone
- Ensure that there is a line of communication for a staff member, or student in a lone working situation – Consider and recommend the use of the SafeZone application [https://www.kent.ac.uk/safezone/](https://www.kent.ac.uk/safezone/) which will provide a direct communication link to Campus Security
- Ensure some form of briefing has taken place about lone working and make it clear what is appropriate and what is not, for the activity concerned
- For members of staff, please seek Occupational Health advice if the person has a known medical condition that could put them at additional risk e.g. heart problems, diabetes, epilepsy
- For students, depending on the activity, seek guidance from the University Medical Centre

**Don’t**
- Allow staff or students to do dangerous or high risk work when they are alone
- Allow staff or students to work alone in areas known to be unsafe
- Force staff or students to work alone if they feel uncomfortable about it.

**Lone Worker**

**Do**
- Ensure they are aware of the risks involved
- Ensure they are authorised to be working alone
- Ensure their manager or supervisor is aware of the lone working.
- Ensure they have a line of communication to another ‘buddy’, in the event of an emergency. Consider and recommend the use of the SafeZone application [https://www.kent.ac.uk/safezone/](https://www.kent.ac.uk/safezone/) which will provide a direct communication link to Campus Security
Inform Campus Security where, and when they are working, *if appropriate*. The use of the SafeZone application will provide a direct line of communication to Campus Security. Alternatively call the control room on 3300 (non-emergency line).

If using the SafeZone application, ‘checking-in’ (recommended) will provide Campus Security with a visible representation of your location.

If notifying Campus Security that you are lone working, agree a telephone contact regime with the Control Room to provide additional reassurance and support. For example, a call to the control room hourly will ensure that Security are aware of your continuing presence and allow them to check on your welfare. The SafeZone ‘enquiries’ tab will facilitate contact out of hours to the control room non-emergency line and could be used for this purpose. Alternatively dial 3300.

Advise Campus Security when they leave, *if appropriate*. 

Be vigilant and report intruders, or suspicious activity. The SafeZone application may be the quickest way to contact Campus Security, alternatively dial 3333 (emergency line).

Ensure they have informed their manager or supervisor of any medical condition that could potentially increase their risk whilst working alone.

**Don’t**

- Undertake work with dangerous equipment or substances when alone.
- Undertake work outside of your risk assessment requirements
- Undertake any activity for which you are not authorised
- Admit unauthorised persons to the workplace
- Put yourself in any foreseeable danger
- Forget to make some contact with your outside ‘buddy’, especially if you are working for a long period, or change your plans.

**REMEMBER - COMMON SENSE PREVAILS!**

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