

Examples of Controlling Lone Working Risk

Task – Collecting Animal Samples	Is it ok to work 'Alone' and why?	Controls
<i>By the side of the Menai</i>	<p>Yes, because:</p> <ol style="list-style-type: none"> 1. It is a known local area 2. Sample types are known 3. The activity is regularly undertaken 4. The member of staff is experienced 5. First aid assistance is available 	<p>Ensure:</p> <ol style="list-style-type: none"> 1. Means of communication are available 2. A colleague knows when they start and finish 3. Appropriate clothing is provided 4. Emergency contacts are provided eg Security on 2795
<i>On an overseas visit to Kenya</i>	<p>No, because:</p> <ol style="list-style-type: none"> 1. The area is unknown 2. Although sample types have been identified, other dangerous animals are present eg venomous snakes 3. The member of staff has never undertaken the activity abroad 4. First aid assistance will not be readily available 5. Due to civil unrest the FCO advise against travel to some parts of Kenya. In addition, Kenya suffers from high crime rates, mugging, theft etc 	<p>Ensure:</p> <ol style="list-style-type: none"> 1. The work is undertaken as part of a team 2. A comprehensive risk assessment and research into the area is undertaken before travel 3. University Insurance is arranged before travel 4. Local Kenyan contacts are established to arrange guides / transport / accommodation etc before travel 5. Emergency procedures / contacts are in place eg nearest available medical centre, Embassy, repatriation 6. Staff have some means of contact eg Sat Nav phone when out in the field

Task – Research Work at 2am	Is it ok to work 'Alone' and why?	Controls
Microscope Work	Yes, because: <ol style="list-style-type: none"> 1. It is a known local area 2. The activity is regularly undertaken 3. The member of staff is experienced 4. First aid assistance is available 	Ensure: <ol style="list-style-type: none"> 1. Local Out of Hours procedures are followed 2. Means of communication are available 3. Emergency procedures / contacts are provided eg Security on 2795
Undertaking an Experiment	No, because: <ol style="list-style-type: none"> 1. Although the member of staff is experienced the COSHH Assessment has identified toxic vapour could be formed 2. Emergency assistance may not be notified and arrive quickly enough 	Ensure: <ol style="list-style-type: none"> 1. The work is undertaken during the day when assistance is readily available 2. Means of communication are available 3. Emergency procedures / contacts provided

Task – Feeding Fish in Aquaria	Is it ok to work 'Alone' and why?	Controls
During the day	Yes, because: <ol style="list-style-type: none"> 1. The activity is regularly undertaken 2. The member of staff is experienced 3. Assistance is readily available 	Ensure: <ol style="list-style-type: none"> 1. Means of communication are available 2. Emergency procedures / contacts provided
At night	Yes, because: <ol style="list-style-type: none"> 1. The activity is regularly undertaken 2. The member of staff is experienced <p>HOWEVER, due to increased risk of slips, trips in the area due to the wet floors – see Controls</p>	Ensure: <ol style="list-style-type: none"> 1. Local Out of Hours procedures are followed 2. Means of communication are available 3. Security called on arrival, given an estimated time for the work and called on departure 4. Emergency procedures / contacts provided

Task – Working at Height	Is it ok to work ‘Alone’ and why?	Controls
<i>Using a step ladder to check a Lecture Room Projector</i>	<p>Yes, because:</p> <ol style="list-style-type: none"> 1. The activity is regularly undertaken and is inside 2. The member of staff is experienced 3. The work is short duration and 3 points of contact can be maintained 4. The steps are suitable for the work and are regularly checked / maintained 5. A work log is kept so other colleagues know where the person is and a call back system is in place 6. First aid assistance is available 	<p>Ensure:</p> <ol style="list-style-type: none"> 1. Means of communication are available 2. Colleagues are informed when the work has started and finished 3. Emergency procedures / contacts are provided eg Security on 2795
<i>Clearing leaves from a single storey building</i>	<p>No, because:</p> <ol style="list-style-type: none"> 1. Although the activity is regularly undertaken by an experienced member of staff and suitable equipment is provided the area is near a main entrance so is very busy with staff and students who could easily knock into the ladder or be hurt by falling objects 	<p>Ensure:</p> <ol style="list-style-type: none"> 1. The weather is suitable 2. The work is undertaken in pairs so someone can act as ‘look out’ and ensure the ladder remains stable / secure 3. Means of communication are available 4. Emergency procedures / contacts are provided eg Security on 2795

Task – Computer Work	Is it ok to work ‘Alone’ and why?	Controls
<i>During the day</i>	Yes, because: <ol style="list-style-type: none"> 1. The activity is low risk 2. The member of staff is experienced 3. Means of communication are available 4. Assistance is readily available 	Ensure: <ol style="list-style-type: none"> 1. Emergency procedures / contacts are provided eg Security on 2795
<i>Working late eg past 6pm or at the weekend and it is apparent other staff / students are not around</i>	Yes, because: <ol style="list-style-type: none"> 1. The activity is regularly undertaken 2. The member of staff is experienced 3. Means of communication and assistance are available <p>HOWEVER, if in a remote building or feel unsettled when others aren’t around</p>	Ensure: <ol style="list-style-type: none"> 1. If possible secure the front door or the office door (make sure Security have keys) 2. Security called to let them know you are there and again when you leave 3. Emergency procedures / contacts are provided eg Security on 2795