



# Jesus College Oxford

## LONE WORKING POLICY AND PROCEDURES

### I. POLICY STATEMENT

- 1.1 Jesus College is committed to taking all reasonable precautions to secure the health and safety, and dignity of those carrying out work activities. The College will ensure, so far as is reasonably practicable, that employees, contractors and anyone else required to work alone or unsupervised for any period of time – whether on the College premises or carrying out College work at an alternative location – are protected from hazards in the workplace, including the behaviour of others.

The policy and procedures also cover staff lone working from their home as part of agreed hybrid working arrangements. (Please refer to the College's Hybrid Working Policy.)

### 2. PURPOSE AND OBJECTIVES

- 2.1. The main aims of this policy are to:

- Protect employees and others required to work alone or unsupervised, so far as is reasonably practicable;
- Increase awareness of health and safety relating to lone working;
- Set out expectations to ensure that employees and managers have a clear understanding of, and comply with, the relevant lone working requirements and Jesus College's expectations;
- Highlight that lone working arrangements can introduce and/or accentuate hazards, including the behaviour of others;
- Ensure that risks are assessed regularly and that measures are put in place to minimise these, as far as practical;
- Encourage full reporting and recording of all incidents related to lone working and reduce the number of incidents, injuries, or complaints that occur during periods of lone working.

- 2.2. Whilst the policy does not specifically cover academic staff, the content of this policy can serve as a reminder for everyone's health and safety.

- 2.3. Good practice and safety considerations for all colleagues within College premises, at times when their presence cannot be reasonably anticipated, should be to notify the Lodge of entry and exit so that the Lodge is always aware of attendance outside of standard College hours.



- 2.4. Staff should ensure their line manager and colleagues are aware of their working location on a day-to-day basis, particularly when they are carrying out College work at an alternative location. This includes, but is not restricted to, working remotely and all off-site meetings.

### **3. REGULATIONS**

- 3.1. Lone Working regulations form part of the Health and Safety at Work etc. Act 1974, Health and Safety at Work Regulations 1999 (SI 1999/3242). Specific regulations referring to lone working include:

- Employers have a general duty under the Act to ensure the health, safety and welfare of their employees as far as is reasonably practicable, which includes providing safe systems, a safe place of work and suitable arrangements for employees' welfare.

- 3.2. The Worker Protection (Amendment of Equality Act 2010) Act 2023 obligates employers to take proactive measures to prevent sexual harassment in the workplace. The new duty applies to all situations where employees are working, including lone working scenarios. It should also be highlighted that certain working arrangements – including lone working – may increase the likelihood of sexual harassment.

### **4. MONITORING AND REVIEW**

- 4.1. The Director of Accommodation, Catering and Conferences has overall accountability for Health & Safety in the College and will monitor the implementation of this policy.
- 4.2. Each of the College Officers will monitor the implementation of this policy within their teams as required.
- 4.3. A formal review of this policy will take place regularly unless there is a significant change in relevant legislation which triggers an early review.

### **5. PROCEDURES**

#### **5.1. Lone Working Definition**

- 5.1.1. Lone workers are defined by the Health and Safety Executive (HSE) as: “Those who work by themselves without close or direct supervision.”
- 5.1.2. Specifically this may refer to individuals who are working alone, that cannot be seen or heard by others, cannot expect a visit from another worker for some time and where assistance is not readily available where needed. This includes carrying out College work off-site and working remotely.
- 5.1.3. Lone working is not where individuals experience brief situations in which they find themselves alone, but where individuals are knowingly placed in circumstances where they work without direct or close supervision. This will not usually be for working environments such as offices, unless the work being conducted is outside of standard/expected hours for that individual.
- 5.1.4. Within College we have a huge variety of different roles and operate 24 hours a day. This policy will not be able to describe every variant, but it is expected that managers and staff will



consider scenarios which may occur in their workplace and put in place reasonable measures.

## **6. Organisation and Responsibilities**

- 6.1. Where lone working is necessary, the College will take all reasonable steps to ensure the health, safety, and dignity of employees working alone.
- 6.2. It is the responsibility of the line manager to ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone and introduce effective control measures to include:
  - Identify measures that may be needed to eliminate any danger or reduce it to a minimum;
  - Ensure emergency procedures are in place so that members of staff working alone can obtain assistance if required;
  - Establish who workers should contact in case of confrontations, aggressive behaviour, and/or sexual harassment;
  - Ensure that any employee working alone is capable of undertaking the work unsupervised;
  - Ensure arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
  - Report any incidents or accidents involving lone workers, as soon as possible;
  - Maintain regular contact with the lone worker to ensure they are happy that the safe working procedures are effective.
- 6.3. The College will consider the individual's circumstances, including any declared medical conditions, which may make them unsuitable for working alone. This aspect of the assessment should be coordinated with the Human Resources department who may consult with Occupational Health specialists if required.
- 6.4. The College will ensure that adequate supervision is provided to lone workers. The adequacy of the supervision will depend on the level of risk, types of risk, and duration of exposure. This may involve any of the following:
  - Periodic checks on lone workers;
  - Periodic contact with lone worker i.e. telephone calls;
  - Automatic warning devices;
  - General or specific alarms for emergencies;
  - Checks on lone workers to ensure they have returned to the College or home on completion of activities.

## **7. Requirements of Lone Workers**

- 7.1. It is the responsibility of the individuals identified as 'lone workers' to ensure they comply with the safe working procedures and measures identified, that they report immediately to their line manager any incidents, and will not knowingly place themselves in a position of unnecessary risk.



- 7.2. It is the responsibility of the individual to declare any relevant medical conditions that may have an impact upon their suitability to be lone working.

## 8. Lone Working Risk Assessments

- 8.1. As required by the Health and Safety at Work Regulations 1999 a suitable and sufficient risk assessment should be carried out when new or varied tasks are carried out which may come under the banner of lone working. The risk assessment should identify the hazards and the level of risk to which lone workers are exposed. This risk assessment should identify suitable controls to manage these risks.
- 8.2. Risk assessments must be carried out for, and by, all individuals whose working practice makes them vulnerable, and recommendations should be made to eliminate or reduce the risk as far as possible.
- 8.3. The assessment should follow the Health and Safety Executive (HSE) 5 step legislation and should be undertaken by the lone worker and relevant manager. Support from the Lodge Manager as the College's Health & Safety contact may be sought if required. The 5 steps are as follows:

Step 1:	Identify hazards
Step 2:	Assess the risks
Step 3:	Control the risks
Step 4:	Record your findings
Step 5:	Review the controls

- 8.4. When line managers carry out the assessments, important consideration should be given to the following:

- The remoteness of the workplace/working area;
- Any potential communication problems;
- How the lone worker will be supervised;
- Whether the equipment, materials etc. can be handled safely by one person;
- Whether the individual is medically fit and suitable to work alone;
- How the lone worker will obtain help in an emergency situation;
- Potential hazards as a result of the behaviour of others;
- Whether there is an increased likelihood of sexual harassment occurring (see 8.5 below);
- The likelihood of a criminal attack;
- Vulnerability of lone workers to feelings of isolation, stress. and depression;
- Whether there is adequate first-aid cover.

- 8.5. In relation to the Worker Protection (Amendment of Equality Act 2010) Act 2023, undertaking a risk assessment will help the College comply with the preventative duty. When doing a risk assessment, consider factors that might increase the likelihood of sexual harassment taking place and the steps that can be taken to minimise them.

For example:

- Where are the power imbalances?
- Who will the staff member be interacting with, in particular, third parties?
- Will alcohol be present?
- What is the nature of the working environment?
- Is there a lack of diversity in that working environment?
- Do the people they are interacting with engage in crude or disrespectful behaviour?



- 8.6. Risk assessments should be carried out regularly and updated as required. They should also be reviewed whenever circumstances have changed, and following the investigation of any accidents or incidents that may occur.
- 8.7. The Health and Safety Executive (HSE) provides guidance on general risk assessment principles, which can be obtained online: <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

This guidance can be adapted for the specific context of the Worker Protection Act, including considering factors that might exacerbate the risk of sexual harassment as described in 8.5.



## LONE WORKING RISK ASSESSMENT

**Employee Name:**

**Role:**

**Department:**

**Risk assessment carried out by:**

**Date of risk assessment:**

**When risk assessment will be reviewed:**

**Work environment (on College site or at alternative location) where lone working will take place and nature of the task**

Describe the remoteness of the workplace/working area.

What means of communication will be /will be used when working alone?

How will the lone worker be supervised?

(This will be remotely otherwise not lone working but this box should describe what mechanisms are in place to check/ensure safety)

Can the equipment, materials etc. be handed safely by one person?



Is the individual medically fit and suitable to work alone?

Please list how the lone worker will obtain help in an emergency situation or report an incident.

What are the potential hazards as a result of the behaviour of others?

What is the likelihood of sexual harassment occurring?

What is the likely risk of a criminal attack?



If lone working is undertaken regularly by the same individual (including hybrid working arrangements) please note the conversations that have been held regarding the individual's mental health, and whether any steps have been taken to provide support (vulnerability of lone workers to feelings of isolation, stress and depression).

Is there adequate first-aid cover on site during the period of lone working?

Signed (employee)

Date

Signed (manager)

Date

Please send the completed form to the Lodge Manager.