# Appendix One - Lone Worker Checklist

This checklist is an aide-memoir to assist in the production of a risk assessment and safe system of work. They are not exhaustive and should be developed and refined further for specific circumstances.

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| 1. **The Workplace and Work Risks** | | | | |
| **Question** | **Rationale** | | | |
| Why can’t lone working be avoided? |  | | | |
| **Question** | **Yes** | **No** | **N/A** | **Control Measures** |
| Does the workplace present any special risks to a person working alone? e.g. due to environment, location, contents, unfamiliarity, etc.? |  |  |  |  |
| Is there safe access and egress?  Both in the course of the normal work and in the event of an emergency? This may include information on not using lifts in an emergency. |  |  |  |  |
| If there is temporary access such as ladders, trestle etc. Can they be safely used and handled by a lone worker? |  |  |  |  |
| Can all plant and equipment to be used during the lone working be safely handled and used by a lone person?  Will any additional controls be needed to lone work the equipment? |  |  |  |  |
| Can all substances (and other hazardous materials such as biological material) be safely handled and used by a lone person? |  |  |  |  |
| Can any manual handling that may be carried out be safely done by a lone person? |  |  |  |  |
| Is the working environment appropriate – heating, lighting, ventilation, etc.? |  |  |  |  |
| Is there a risk of violence? |  |  |  |  |
| Will you be carrying valuable equipment or cash |  |  |  |  |
| Are there adequate arrangements for travel to and from the work? |  |  |  |  |
| Is the work outside the usual operating hours of the University? |  |  |  |  |
| Are adequate first-aid facilities available? |  |  |  |  |
| Is there a need to train the lone worker in first aid? |  |  |  |  |
| In an emergency can help easily find and reach the lone worker? |  |  |  |  |
| Will the person be using SafeZone? |  |  |  |  |
| Will the person be familiar with the building and escape routes? |  |  |  |  |
| Is there a high risk activity in the immediate vicinity? |  |  |  |  |
| 1. **Communication and Supervision** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Are there arrangements for regular contact between the lone worker and the supervisor? |  |  |  |  |
| Will supervisors periodically visit the lone worker? |  |  |  |  |
| Are automatic monitoring and warning devices appropriate and used (e.g. personal movement or inactivity alarms, radio panic alarms, etc)? |  |  |  |  |
| Does the lone worker have access to a suitable means of communication, or other means of summoning assistance, should this be required – telephone, mobile phone, radio? |  |  |  |  |
| Security Contact details provided to the lone worker:  333 from an internal line or use SafeZone  +44 (0)1792 205678 for Swansea switchboard |  |  |  |  |
| 1. **The Lone Worker** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Does the lone worker have any medical condition that increases the risk of working alone? |  |  |  |  |
| Does the lone worker have any medical condition such that any foreseeable emergencies may impose additional physical and mental burdens which are unacceptable? |  |  |  |  |
| Is the lone worker sufficiently experienced? |  |  |  |  |
| Is the lone worker provided with adequate information about the risks involved with the tasks and the precautions to be taken? |  |  |  |  |
| Is the lone worker provided with suitable training to allow the premises, equipment, any substances, and protective equipment to be safely used? |  |  |  |  |
| Is the lone worker provided with suitable training to allow them to deal with any foreseeable emergencies? |  |  |  |  |
| Is the lone worker more at risk due to their gender, age, disability, new/expectant people or inexperience? |  |  |  |  |
| Are young workers (under 18 years) at a higher risk due to their lack of experience, knowledge, etc.? |  |  |  |  |
| Does the lone worker have access to SafeZone? |  |  |  |  |
| Does the lone worker need additional support to access SafeZone e.g. V.ALRT system (Wearable Personal Alert Device) ? |  |  |  |  |
| 1. **Lone working off site** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Do you know who you are meeting? |  |  |  |  |
| Is your meeting in a remote/isolated area? |  |  |  |  |
| Do you have the emergency contact details for the University (both during normal working hours and out of hours)? |  |  |  |  |
| Do you have a European Health Card?  Ensure you carry this card if you are eligible and travelling in Europe. |  |  |  |  |

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