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.  |  |  |  |  |