

Lone Working during Covid-19 Lockdown/ Restrictions Risk Assessment

* Risk Assessment must be completed by Manager with Lone Worker. **High risk work/ activities must not be carried out during this period.**

College/ PSU		Assessment Date	
Location		Assessor	
Activity	Generic Lone Working during Covid-19 Lock down/ restrictions in line with Swansea University Lone Working Policy Arrangements	Review Date (if applicable)	
Associated documents	*Local risk assessments for <u>activities</u> taking place should be listed/ linked here*		

Part 1: Risk Assessment

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Complete Yes/ No
Potential contact with the COVID-19 virus through: <ul style="list-style-type: none"> Contact with an infected person Contaminated surfaces 	Lone worker	<ul style="list-style-type: none"> Worst case infection can be fatal. Illness of varying degrees. Refer to NHS website for symptoms. Some staff/ students may be at higher 	<p>Eliminate/ reduce</p> <ul style="list-style-type: none"> Staff/ students to work from home where possible. They are only permitted to travel and attend work (e.g. on campus), if it is essential work and it is not reasonably practicable for their work to be carried out in the place where they live. The “Swansea University Staff Travel and Entry Authorisation” request must be made, further information can be found on the University website. <p>Vulnerable groups:</p> <ul style="list-style-type: none"> Public Health Wales (PHW)/ NHS guidelines must be followed for staff/ students categorised as “very high risk” (extremely vulnerable) and “high risk”. Individuals who are very high risk must be shielded at home. Individuals at 		

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		<p>risk from coronavirus (including older people, people with health conditions and pregnant persons). Refer to NHS website.</p>	<p>“high risk” are to work from home; travelling to work (e.g. on campus) is only to be approved when it cannot be avoided; and social distancing can be assured.</p> <ul style="list-style-type: none"> If the lone worker lives with or shares accommodation with someone who is vulnerable (for full list see PHW website), follow the guidelines from PHW and the University’s HR guidance to assess return to campus on a case by case basis. <p>Ill-health:</p> <ul style="list-style-type: none"> Covid-19 symptoms include (see NHS website): <ul style="list-style-type: none"> New continuous cough High temperature Loss of or change to sense of smell or taste. If any of these symptoms are experienced, staff/students must follow PHW guidelines and not travel to or attend the workplace. They must self-isolate at home and inform their supervisor / manager and the University that they have coronavirus symptoms, then access the test, trace and protect service by contacting the NHS on 119 or https://gov.wales/apply-coronavirus-covid-19-test <p>Staff and students should follow the Safe Operating Procedure - reporting confirmed cases to their line manager and the University:</p> <ul style="list-style-type: none"> Staff coronavirus-staff@swansea.ac.uk Students myunisupport@swansea.ac.uk <p>Self-Isolating</p> <ul style="list-style-type: none"> If staff / student lives with others and someone in the household has symptoms of coronavirus or if you have 		

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			<p>been asked to self-isolate by the NHS (Test, Trace and Protect), they must not travel to or attend the workplace. They must self-isolate at home and follow the safe operating procedure arrangement for isolation and PHW guidance. Individuals should continue to work from home if possible and inform their line manager. / Supervisor.</p> <p>Other controls:</p> <ul style="list-style-type: none"> • All staff/ students are to adhere to Welsh Government • Guidelines on social distancing (maintaining a 2-metre distance from others), hygiene (washing their hands with soap and water often for at least 20 seconds). See University guidance Social distancing and shared spaces and Hand washing and sanitising • Avoid touching eyes, nose and mouth • Clean workstations/ area before use and after use with alcohol based sanitiser. • Staff should wear a face covering when moving around campus and inside University buildings <p>Transport:</p> <ul style="list-style-type: none"> • Staff / students travelling to campus should understand the need to observe social distancing when travelling to and from work. Where possible staff / students should travel alone or with their household group. Refer to H&S information sheet - Travelling on Public Transport and - Travelling in private or other vehicles 		
Breach in security	Lone worker/ Intruder	Security of the building allowing access to intruders resulting in	<ul style="list-style-type: none"> • Avoid lone working where ever possible. • Coordinate work to take place simultaneously i.e. buddy system (with social distancing of 2 metres in place). 		

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		<p>violence and aggression:</p> <ul style="list-style-type: none"> Members of the public wandering in; Students or visitors; Staff or students. <p>Multiple access points to the building resulting in easy access to the building by unauthorized persons i.e. intruders resulting in violence and aggression.</p> <p>Exit doors and emergency exits propped or left open/ unsecured.</p>	<ul style="list-style-type: none"> Share contact information with line manager and agree work schedules. Sign in to SafeZone and/ or inform Security team prior to lone working. Staff should only lone work in a building they are familiar with and they know the emergency and routine exit routes though the building. Any lone worker must have access to a phone/ means of communication for the duration. Lone workers should, where possible, work in a room with a Salto lock. Lone workers to wear their staff badge at all times to ensure they do not get locked out of the office. (Salto locks will all default to open when the emergency alarm is raised). Consider travel arrangements for staff to and from campus, particularly during darker evenings where they need to walk to their own vehicle or public transport. Use SafeZone whilst on Campus. Staff are aware and comply with local (College/ PSU) lone working practices. Ensure that University Security contacted promptly. If the lone worker knows or suspects that an intruder is present in the building, do not confront them. Lock the door and contact Security immediately ('333' on a landline, SafeZone - Emergency button, Singleton Security - 01792 604271, Bay Campus Security 01792 606010). Wait for Security to arrive. Suspicious behaviours are to be reported to Security. 		
Slips Trips and Falls	Lone worker	A wide range of musculoskeletal injuries, including sprains & strains, bruises &	<ul style="list-style-type: none"> Assess your surroundings and take safer routes where possible i.e. avoid wet/ long grassed areas. General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. 		

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		contusions, fractures, abrasions & lacerations.	<ul style="list-style-type: none"> Employees keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Employees to ensure that spillages are immediately cleaned up, floor coverings are in safe condition and the work areas including thoroughfares are adequately lit. 		
No help summoned in an emergency	Lone worker	The lone worker may be injured/ incapacitated and unable to summon help.	<ul style="list-style-type: none"> All lone workers to log into SafeZone with a countdown timer. If SafeZone is not available, staff/ students must check in with Security on arrival to Campus and tell them which building, floor and room they are working in, along with the time they intend on leaving the building. Staff/ students must check out with Security when leaving Campus. Contact numbers to be shared with line manager and contact times pre-arranged. Arrangements to be developed in the event of no contact – action emergency procedures. 		
Lack of first aid	Lone worker	A delay in first aid assistance in the worst-case scenario could be fatal.	<ul style="list-style-type: none"> Consider first aid requirements on a risk assessment basis – no high risk activity is permitted for lone workers. Consider the individual – If they have a pre-existing health condition, first aid measures to be appropriate for their needs. If this cannot be achieved lone working cannot be permitted. All staff should log into SafeZone when on campus/ in range of campus, which allows the immediate summons of a first aider to your location - First aid button. Clear procedures are in place for summoning the emergency response (Security – 333 - coordinate all emergency services and first responders). There is a 24/7 Security Service on Campus. 		
Electrical Equipment	Lone worker	Electrocution/ Electric shock. Tripped circuit leading to power	<ul style="list-style-type: none"> Ensure that PAT tested items (kettles, desk lamps, etc.) have been labelled "Pass" and that all electrical cables, etc. are regularly visually inspected for damage. If not, do not use. Do not interfere with plugs, cables, etc. when any item is 		

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		failure.	<p>connected to the power supply.</p> <ul style="list-style-type: none"> Lone working on electrical equipment and power supplies is not permitted – refer to Lone Working guidance for high risk activity. 		
Fire or other emergency requiring evacuation.	Lone worker, Security, Visitors, Other staff/ students passing the building	Employees may be harmed through smoke inhalation or be physically burnt by the fire. They may also be injured by secondary causes e.g. explosion.	<ul style="list-style-type: none"> Lone workers must be familiar with fire safety and emergency procedures for the work area. Note that special provisions must be in place for mobility impaired persons (Personal Emergency Evacuation Plans (PEEPs)). If this cannot be achieved lone working cannot be permitted. 		
Manual handling	Lone worker	Musculoskeletal injuries associated with manual handling	<ul style="list-style-type: none"> Do not attempt to lift or move any load single handed which is likely to put you at risk of injury. Use lifting/ moving aids where this can safely facilitate single person operation. 		
Individual health/ illness/ disability.	Lone worker	<p>Health</p> <ul style="list-style-type: none"> Pre-existing conditions Ill-health or illness: <ul style="list-style-type: none"> Increasing the risk of an accident or injury; Placing the lone worker at increased risk of harm. 	<ul style="list-style-type: none"> Staff must ensure that any medical conditions which might be relevant to working alone are fully discussed when requesting authorisation to work during lockdown/ restrictions. Lone working is not permitted if any such condition can put individual at increased risk. If the individual requires a PEEP, need to ensure an individual risk assessment is completed as necessary i.e. New & Expectant Parents, PEEP. Check PHW/ NHS guidance for individuals at very high risk and high risk from coronavirus. 		

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Activity specific hazards	Lone worker	Lone workers could be harmed by a multitude of hazards that forms part of the activity or location they are working in. These hazards should be listed in the activity/ location risk assessment (attach link above)	<ul style="list-style-type: none"> • High risk work/ activities are prohibited (see University Lone Working guidelines) and are not completed whilst working alone e.g. use of cryogenic substances, etc. • Lone worker must ensure activity specific risk assessments are in place and appropriate control measure implemented. • Local rules must be in place and appropriate control measures in place to undertake activity lone working. • Lone working must not be undertaken where there is a reasonably foreseeable risk that the work might result in an adverse event or emergency, which would be sufficiently serious to require a second person to be available to summon help or provide assistance. 		
Use of hazardous substances					
Location hazards i.e. labs, workshops, kitchens, etc.					

Part 2: Actions arising from risk assessment

Actions	Lead	Target Date	Complete Yes/ No