

## **Appendix 5**

### **Selection and Consideration of Control Measures**

Clearly the types of control measures for lone working will vary depending on the type of work, location, experience of worker and local conditions.

The questions that need to be asked are:

- 1. Whether the risk of the work can be adequately controlled by one person, or are more people necessary?**
- 2. Does the workplace present a special risk to lone workers?**
- 3. Is there safe access and exit for that person?**  
*All means of escape required during normal working hours must be available wherever a person works in the building outside of these hours. However, the mechanism for opening doors on exit routes may be different. The lone worker will need to be made aware of these differences.*
- 4. Can one person handle all the plant and equipment needed?**  
*Where equipment needs to be moved, it may be heavy, awkward, unstable, etc. Also, more than one person may be required to operate essential controls for the safe running of equipment.*
- 5. Is the equipment safe and regularly maintained?**
- 6. Is the lighting and ventilation sufficient?**
- 7. Can substances and materials involved in the work be handled safely by one person?**  
*Hazardous substances which are subject to the Control of Substances Hazardous to Health Regulations (COSHH) must be fully considered and risk assessments undertaken.*
- 8. Is the person medically fit to work alone or have special needs?**  
*Both routine work and foreseeable emergencies should be considered when assessing whether a person is medically fit to work alone. Emergencies may impose additional physical and mental burdens on the individual.*
- 9. Will cash be handled and will there be a risk of violence?**  
*All movement of cash involving staff should be risk assessed to make sure they are not put at risk.*
- 10. Do lone workers fully understand the risks involved in the work?**
- 11. Are clear written procedures established by Departments and limits set as to what can and cannot be done whilst working alone, and when to stop work and seek advice?**

**12. What is the appropriate level of supervision for the task?**

*The extent of supervision required should be identified from the risk assessment process.*

**13. Are the contingency plans in place should an alert/alarm be raised by the lone worker? Are these plans and procedures well known by staff and students?**

**14. Have arrangements been made for illness, accidents and emergencies?**

*Lone workers should be capable of responding correctly in emergency situations. Emergency procedures should be established in departments and the appropriate persons given clear and concise training and instructions on how to implement them. Similar information should be given to contractors or service engineers who may be working alone concerning entry into designated hazardous areas.*

*Suitable systems should be devised to monitor the conditions of lone workers and include at least a check at the end of the working period. In addition, it may be necessary to consider the following procedures,*

- *Procedures where a member of supervisory staff periodically visits and visually monitors lone workers*
- *Procedures where regular contact between the lone worker and a member of supervisory staff or the Security Office is maintained using either a telephone or radio, e.g. where emergency work is being undertaken by a call-out maintenance officer*
- *Automatic warning devices which raise the alarm in an emergency and are activated by the absence of activity from the lone worker.*

**15. Have staff and students received information, instruction and training?**

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