On campus lone worker checklist

This checklist is an aide-memoir to assist with ensuring that there are suitable procedures and systems in place to help ensure that anyone who is lone working on Campus is not exposed to more risk of harm than when there are two or more people in the work space. The checklist is not exhaustive and should be developed and refined further for specific circumstances.

If the answer to any question is NO please review the existing risk assessment(s) and consider what additional controls would be appropriate to ensure the risk is reduced to an acceptable level, record them on the risk assessment and ensure they are implemented.

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| **Communication and Supervision** |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Are there arrangements for regular contact between the lone worker and the supervisor? Eg Buddy System |  |  |  |  |
| Will supervisors periodically visit the lone worker? |  |  |  |  |
| Is there easy access at all times to communication with the "outside world" and emergency services? |  |  |  |  |
| Do relatives/friend/people at home have contact details for Security and line manager |  |  |  |  |
| Are emergency contact details up to date on my view |  |  |  |  |

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| The Workplace and Work Risks |
| Question | Yes | No | N/A | Comments |
| Is the workplace safe from any special risks to a person working alone?  |  |  |  |  |
| Can you enter and leave the work space safely? |  |  |  |  |
| Can all tools and equipment to be used during the lone working (be safely handled and operated by a lone person? |  |  |  |  |
| Can all substances (and other hazardous materials such as biological material) be safely handled and used by a lone person? (Refer to University or local guidance) |  |  |  |  |
| Can any manual handling that may be carried out be safely done by a lone person? |  |  |  |  |
| Is the situation safe from the risk of violence or aggression? |  |  |  |  |
| Are the arrangements suitable for young workers? (Consider their relative lack of experience, knowledge, etc?) |  |  |  |  |
| Are there adequate arrangements for travel to and from the work place?  |  |  |  |  |
| Are adequate first-aid facilities available? Is the lone worker aware of where these are and how to use them |  |  |  |  |
| Is the lone worker trained in first-aid if required? |  |  |  |  |
| In an emergency can help be easily summoned and could responders easily find and reach the lone worker? |  |  |  |  |
| Are staff aware of and have downloaded the [Safe Zone App](https://www.welcome.manchester.ac.uk/get-ready/health-wellbeing-safety/safezone/) |  |  |  |  |

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| **The Lone Worker** |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Is the lone worker medically fit to work alone? (If unsure refer to Occupational Health) |  |  |  |  |
| Is the lone worker able to cope in any foreseeable emergency that may impose additional physical and mental burdens on them? |  |  |  |  |
| 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, protective equipment etc. to be safely used? |  |  |  |  |
| Is the lone worker aware of the existing local emergency procedures?Will the existing local emergency procedures work if there is only one person in the workplace? |  |  |  |  |
| Is the lone worker provided with suitable training to allow them to deal with any foreseeable emergencies? |  |  |  |  |
| Are staff aware they can use [Report and Support](https://www.reportandsupport.manchester.ac.uk/) if they have experienced or witnessed any violence etc. and get support from a trained advisor? |  |  |  |  |

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| **DOCUMENT Control Box** |
| Title Of Document | Lone working on campus - Points to Consider |
| Link To | University Arrangements Chapters 10 Lone workingExample Risk Assessment for Lone working on campus |
| Version No | 2.1 (July 2023) |
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| Reason For Change | Hybrid working & to add information on ‘Report & Support’ |
| Next Review Date | Sept 2026 or on significant change |
| Document Owner | Head of Safety Services |
| Lead Contact | Sheila Chisholm (University Safety Coordinator) |