

Practical Guide to Lone Working on Campus

We know that a lot of people sometimes need to work alone, so we've put a guide together that help support you and your team in staying safe and confident when lone working on campus.

What is Lone Working?

The Health and Safety Executive (HSE) defines lone working as working by yourself without direct supervision. At the University, this means working without being in close contact with other people.

Lone working can be safe and productive when the right steps are in place. This guide gives managers and teams practical tips to make sure no one faces unnecessary risks when working alone.

Stay Connected

Keeping in touch is key. If someone in your team is lone working, make sure they can easily reach help if needed—whether that's emergency services, Campus Support & Security, or a trusted contact.

Here are some simple ways to do that:

- Set up a buddy system or regular check-in/out process.
- Encourage everyone to [download SafeZone](#) for quick access to on-campus support.
 - Test it out before lone working starts so everyone knows how it works.
 - If SafeZone isn't the preferred option, agree on another way to check in and raise help.
- Make sure emergency contact details are [up to date on MyView](#).
 - Lone workers should also share Campus Support & Security's contact details with family or friends.

Think Ahead: Safety & Risk

Before anyone works alone, take a moment to check the basics. A lone working risk assessment should cover things like:

- Is the workspace free from hazards?
- Are entry and exit routes safe and easy to use?
- Can one person handle the equipment, tools, or substances safely?
- Are manual handling tasks within their physical limits?

- If there's any risk of aggression or violence, are controls in place?
- Do they know where first aid is and how to use it?
- Can help be summoned quickly in an emergency?
- Does anyone have health conditions that might be affected by lone working? If so, speak to your line manager—support is available from the [Disability Advisory Support Service \(DASS\)](#) and [Occupational Health](#).
- Don't forget travel to and from the workplace.
- Under-18s must never work alone.

For Lone Workers

If you're working alone, make sure you're prepared:

- Know the risks in your environment.
- Be confident using equipment and handling substances safely.
- Understand emergency procedures and how to respond if something goes wrong.

You should feel competent and ready to manage foreseeable emergencies—even when help isn't immediately at hand.

Finally, everyone should know how to report safety or security incidents quickly so the right support can be provided.