



# NEWNHAM COLLEGE

## Lone Working Policy



## Record Sheets kept at the Porters' Lodge

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### Attached:

- **LONE WORKING SHEET (kept at the Porters' Lodge)**

## **Lone Working Policy**

### **1) Introduction**

Newnham College understands that there are departments that require lone working either due to the location of the task or those activities that require 24-hour cover, for example, staff on call in maintenance who work out of normal office hours.

Working alone is not in itself against the law and it will often be safe to do so. The law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

The College has developed policies and procedures to control the risks and protect our staff as far as are reasonably practical. Staff should know, understand and follow them. Apart from the staff being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

- I. the lone worker has full knowledge of the hazards and risks to which he or she is being exposed;
- II. the lone worker knows what to do if something goes wrong;
- III. where possible someone else knows the whereabouts of a lone worker and what he or she is doing.

### **2) Responsibility**

The College also has responsibility for the health and safety of any contractors or self-employed people doing work for them. These responsibilities cannot be transferred to any other person, including those people who work alone.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

### **3) Policy**

This policy provides guidance on how to keep lone workers healthy and safe and it is aimed to understand what the College needs to do to comply with its legal duties towards lone workers under:

- the Health and Safety at Work Act 1974;
- the Management of Health and Safety at Work Regulations 1999.

### **4) Definition of a Lone Worker**

Lone workers are those people who work by themselves without close or direct supervision. Working alone might be a result of the time of day or night that the activity is taking place, or might be due to the location of the activity taking place. Examples include (this is not an exhaustive list): a person working alone in any department, for example, a cleaner in a top corridor in Peile / a gardener working alone in a graduate house garden / a Night Porter between the hours of midnight and 6.30am in the Porters Lodge / a member of the maintenance team on call at night / a contractor working for the College out of office hours

5) **Information and Training**

Staff and contractors will be given all necessary and reasonable information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Staff and contractors will be required to follow the safe working procedures devised, which will include the provision of first aid, communication procedures and awareness of emergency procedures. All staff and contractors are required to co-operate with these efforts to ensure safe working and, in the first instance, report any concerns to their Head of Department (HOD).

6) **Safe Systems of Work**

Rules and instructions should be developed in writing, in each department, by the HOD and agreed with the relevant College Officer, to cover the following:

6.1 **Required ability of staff, e.g.:**

- professional training
- in house training
- qualifications and experience
- risk assessments and procedures handbooks
- method statements
- contractors guidance booklet (information handbook)
- medical fitness and annual Occupational Health Checks for Night Porters

6.2 **Suitability of equipment / site safety, e.g.:**

- quality of equipment
- level of personal protective equipment supplied by the College or contractor
- PAT testing and other legislative checks

6.3 **Means of communication, e.g.:**

- two-way radio
- mobile telephone
- regular pre-arranged “check-in” times

6.4 **Provision for treatment of injuries, e.g.:**

- portable first aid kit
- availability of first aider

6.5 **Emergency and accident procedures, e.g.:**

- means of summoning help – list of people to contact in an emergency
- means of raising alarm
- disaster plans and procedures
- accident reporting method
- incident reporting method
- fire-fighting equipment

7) **General information on working alone in another building, garden or location off the main site**

**Line Managers and their staff must ensure that:**

- sign in and sign out procedures are followed - regular communication and "checking-in" arrangement are agreed in advance.
- someone is always aware of their movements and expected return time (the Line Manager is responsible for agreeing and facilitating these arrangements which should be tailored to the operating conditions affecting the staff member).
- they are familiar with the fire and, if applicable, intruder alarm procedure and know the location of both exits and alarms.
- there is access to a telephone or radio and a first aid kit (Porters' Lodge).
- if there is any indication that the building has been broken into, they call for assistance before entering.
- when driving to an outside property that they park in a well-lit area off the road.

8) **Staff working Night Shift in the Porters' Lodge alone**

When leaving the Lodge for any reason the Night Porter when working alone must contact Selwyn College's Porters' Lodge on 35846 to advise the Porter that they are leaving the Lodge area and supply an estimated duration of absence.

On their return they must immediately contact the Porter at Selwyn to advise of their return. If Selwyn do not have contact prior to the estimated time of return they will attempt for up to 15 minutes to contact the Night Porter, via Mobile / Lodge phone. If they are unsuccessful then they will contact the Head Porter / Senior Porter(s) of Newnham who will take over trying to make contact and do a welfare check / visit.

9) **Staff working from home**

Staff working from home should be in regular contact with their Head of Department or Line Manager. HODs and Line Managers should be particularly aware of the importance of such arrangements for staff that live alone. Staff working from home should ensure that they have the correct "work station" set up and have completed a DSE assessment if working for extended periods from home.

10) **Monitoring and review**

The Domestic Bursar (College Safety Officer) will review this policy on an annual basis. If any changes are recommended these will be taken to the Safety Committee and then the College Council.

Any member of staff with a concern regarding lone working issues should ensure that it is discussed with their Line Manager or Head of Department as appropriate.



### Lone Working Sheet – Notifying the Porters’ Lodge

Under section 7 of the College Lone Working Policy, a system of lone workers to sign in and out of College is shown below. This sheet will be kept in the Porters Lodge.

- ✓ **All staff who will be working alone, for example, a maintenance operative attending a call out, or a gardener watering the nursery at the weekend must contact the Porters Lodge in order to notify the College that they are on site and working alone.**
- ✓ **The lone worker does not need to come to the Porters’ Lodge but they must ring the Lodge to inform the Duty Porter(s) that they are on duty and to give the following details contained in this table below.**
- ✓ **If possible they should contact the Porters’ Lodge via the radio every hour to inform the Lodge that they are safe until they call to say they are leaving the College.**

Name	Depart	Mobile	Radio Channel	Day / Date	Time In	Check-in times	Time Out
<i>Wendy Evans</i>	<i>DB</i>	<i>07962035408</i>	<i>1</i>	<i>Sat 4 Aug</i>	<i>8.10am</i>	<i>9.10 am 10.15am 11.08am</i>	<i>11.30am</i>

- ✓ If a member of staff has NOT signed out or checked in regularly by contacting the Duty Porter, the Duty Porter should try to contact them, on the radio or via a mobile or other contact information provided.
- ✓ **If no contact can be made with the individual the Duty Porter should contact the relevant HOD to inform them.**
- ✓ **If the HOD is not available please contact the Head Porter, Buildings Manager and/or Domestic Bursar who will assist.**