



Lone working policy

Lone workers definition

Lone workers are those who work by themselves without close or direct supervision. For example, people working at NDPCHS offices on their own outside the core hours Monday to Friday 7:30-18:00.

Lone working

When lone working is unavoidable out of hours, you must sign in and out the visitors' book kept at reception

Personal Medical Conditions

Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP.

Do not work alone if any such condition is assessed as putting you at increased risk.

Fire or other emergency

Ensure that you are familiar with emergency procedures for your area. Note that special provisions will be in place for mobility impaired persons.

Fire Risk Assessment is carried out in line with statutory obligations and the University policy.

The building is provided with fire protection in accordance with the University Fire Officer and Oxford City Fire Officer, (including smoke detectors, call points, marked emergency exit routes, emergency lighting & fire extinguishers).

Good housekeeping is promoted to ensure that escape routes and fire doors are kept clear at all times and to prevent accumulation of flammable materials.

Fire alarm system testing is held every Friday between 7:30 and 8:00am by competent certified fire protection specialists. Fire drill is held annually.

Fire action notices are displayed by all call points.

Fire safety information is included in Department Statement of Health & Safety Organisation.

Fire safety information is included in latest “Induction Information” document, available to all staff.

First Aid

First aid boxes on each floor & contents are checked monthly.

Slips and trips

General good housekeeping and offices are cleaned frequently. All areas are kept well lit.

Staff, students and members of the department must keep work areas, walkways & exits clear.

An annual safety inspection is completed to monitor safety.

Equipment

PAT testing is arranged bi-annually to all portable appliances, computer & electrical equipment.

New appliances must be tested before use.

Staff, Students & members of the department are told not to bring in their own appliances into the workplace.

Manual handling of loads

Do not attempt to lift or move any load single handed which is likely to put you at all at risk of injury. Re- schedule work to a time when assistance is available.

Alternatively, use lifting/moving aids where this can safely facilitate single person operation.

Violence

1. Intruder in building

Ensure that you know how to contact University Security promptly, should you know or suspect that an intruder is present in your building. Do not confront the intruder,

lock your door and await the arrival of Security.

2. Safe routes home after work

You must plan how you will get to your car/public transport/home after leaving your workplace, taking account of potential personal safety issues e.g. well-lit routes etc.

- Policy approved by Richard Hobbs, Head of Department, 04 Sept 2018