

## UKATA Lone Worker Policy and checklist

It is the policy of UKATA that all persons undertaking business on behalf of the Association must take appropriate steps to ensure their own personal safety and security as far as possible, at all times. This policy has been established to help ensure safety in the premises utilised for the purposes of carrying out UKATA business, i.e. 'the Office', and in particular, in relation to lone workers in the Office, but applies also to persons working alone on UKATA business from other locations.

It is the responsibility of the Chair of UKATA periodically to ensure that adequate steps are taken to review the arrangements for lone workers, and especially when any changes to working arrangements/personnel arise. It is the responsibility of the Chair of UKATA to ensure that the appropriate risk assessments are carried out and recorded for this purpose.

This checklist forms the basis of the risk assessment. It is an aide-memoir to assist with ensuring that there are suitable procedures and systems in place to help create a safe working environment for anyone who is lone working on UKATA business, and that there is a clear reporting protocol in place. The checklist should be completed when any changes to working arrangements/personnel arise; it is not exhaustive and should be developed and refined further for specific circumstances.

This Policy should be read in conjunction with the HSE Guidance on risks of Lone Working: <https://www.hse.gov.uk/pubns/indg73.pdf>

### **Date of Assessment (MUST be completed):**

<b>The Workplace and Work Risks</b>	<b>If the answer to any question is NO please review and consider what additional controls would be appropriate to ensure the risk is reduced to an acceptable level. Record actions to reduce the risk, along with the date of implementation.</b>			
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments including action/ implementation date</b>
Is the workplace safe from any particular risks to a person working alone?				
Can you enter and leave the workspace safely?				
Can all tools and equipment to be used during the lone working (including any use of steps/stools/ladders to assist reaching) be safely handled and operated by a lone person?				
Can all substances (and any hazardous materials such as photocopy toner) be safely handled and used by a lone person?				

<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments including action/ implementation date</b>
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 a woman working alone? (Consider; would a woman be at greater risk?)				
Are the arrangements suitable for volunteers who may enter the workspace? (Consider their relative lack of familiarity with the building etc?)				

Are there adequate arrangements for travel to and from the workplace?				
Are adequate first-aid facilities available?				
Is the lone worker trained in first-aid if required?				
In an emergency can help be easily summoned and could responders easily access the premises, find and reach the lone worker?				

<b>Communication and Supervision</b>				
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments including action/ implementation date</b>
Are there arrangements for regular contact between the lone worker and the supervisor or their nominee?				
Will supervisor or their nominee periodically visit the lone worker?				

Is there easy access at all times to communication with the "outside world", including the supervisor and emergency services?				
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<b>The Lone Worker</b>				
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments including action/ implementation date</b>
Is the lone worker medically fit to work alone?				
Is the lone worker aware of the contact details of their supervisor?				

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?				

Checklist adapted from Croner lone worker risk assessment checklist