

LONE WORKING HELP SHEET

Lone working help sheet

1. Identifying those at particularly at risk

- youngsters with less risk awareness and experience
- older workers, e.g. those in their late sixties and above
- physically weaker staff, e.g. problems with lifting or carrying heavy items
- pregnant/nursing employees
- staff with pre-existing health conditions
- workers with a qualifying disability, e.g. mobility impaired
- those new to:
 - lone working
 - this particular job.

2. Hazards to watch out for

- use of hazardous substances by lone workers, such as:
 - solvents
 - corrosives
 - pesticides
 - flammables
 - explosives
 - toxic materials
 - infectious materials
- accidental contact with used syringes
- working in restricted spaces
- manual handling of heavy and/or awkward items
- risk of electrocution
- fire/smoke inhalation
- diseases that transmit from animal to human, e.g. Weils Disease (risk to outdoor workers)
- all-weather working, e.g. fog, high winds and snow
- carrying out activities at height
- handling or transferring cash (or other valuables)
- violent or potentially threatening situations
- lack of access to:
 - toilets and washing amenities
 - emergency assistance
 - rest facilities
 - first aid box.



- fire-fighting equipment, such as an extinguisher
- water and refreshments
- Safe access and egress from their work area

3. Precautions

Ensure you have the following in place:

- Lone working risk assessment that covers the range of tasks carried out
- Training for lone workers in the correct use of PPE (personal protective equipment)
- Process for reporting any defects in PPE
- Training log to demonstrate employee competence in use of tools/equipment
- Emergency procedures
- A means for the lone worker to report any accidents/near misses
- Health surveillance (where appropriate)

Ensure the employee has the following:

- Working and charged mobile phone
- Personal alarm (if a risk assessment recommends the use of one)
- First aid kit with items appropriate to the hazards they face
- Fire extinguisher in their vehicle
- Properly set up workstation (if a home worker)
- Working smoke alarm (if a home worker).

Note. The above list isn't exhaustive but covers the main day-to-day concerns surrounding lone working staff.

