



Loan Working

Last approved: August 23
Approved by: Quality Committee
Next review due: October 26

1 Lone Working

Definitions & Scope

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors and employees, are classed as a lone worker. This can also include employees working late in the buildings on their own e.g., office staff.

Responsibilities

It is BN1 Arts responsibility to ensure all employees and contractors working alone can do so in a safe environment and follow all health and safety protocols. A risk assessment must also be conducted to ensure that it is safe to do so, certain tasks such as electrical, gas, or working from height cannot be permitted to lone work.

The risk assessment should consider the following:

- Risk of violence/threatening behaviour
- How to respond to an incident i.e. illness / first aid / fire / emergency
- Maintaining security of the environment
- Stress/mental health/anxiety
- A person's medical suitability

Procedure

Employees:

All employees who wish to engage in lone working (example: working late in the office) must notify their line manager and Estates & Facilities in an email one-hour before doing so and agree to leave the premises by the curfew time.

The employee must notify both their line manager when exiting the building and confirm that all building closing procedures have been undertaken (e.g., alarms, shutters, door locked).

If the employee does not get in contact by the agreed upon curfew their line manager will escalate the issue to Estates. A relevant key-holder will then be contacted, and a safety check/call out will take place.

Contractors:

Lone working should not be permitted for outside contractors and a member of the Estates team will need to be present during the works.

Students:

Students should not be left unsupervised.

Working from Home:

BN1 Arts has the same responsibility for the safety and health of employees who work from home as for any other employees. This covers the provision of supervision, and training and the implementation of sufficient control measures to protect the homeworker.

Training

All employees must be trained in the college building closure procedures and made aware of any building curfew.

Review

This procedure is provided in support of the overarching Health and Safety Policy. The procedure is approved by the CMT and subject to 3 yearly review.

Relevant Legislation, Guidance & Useful Links: Lone Workers

[Health and Safety Authority \(hsa.ie\)](https://hsa.ie) –

[Rep of Ireland Lone workers \(hse.gov.uk\)](https://hse.gov.uk) –