



Royal Patron, HRH The Prince of Wales, Duke of Cornwall
 President, Lord Lieutenant of Cornwall, Colonel E T Bolitho OBE
 Chairman, Lt Col Richard Trant

Working Alone
Dated: May 2021

Introduction

Working Alone is defined by the Health & Safety Executive as *"those who work by themselves without close or direct supervision"*.

Working alone is not in itself against the law however it is important that Cornwall Heritage Trust considers carefully the health and safety risks for staff that may be in this position. Staff have a responsibility to take reasonable care of themselves and other people affected by their work activities and to co-operate with CHT in meeting their legal obligations.

Risk Assessment

CHT employees are divided into two groups, those working in the office at Krowji and those Custodians and Wardens working on the sites.

Risk Assessments for each site are carried out and cover working alone, Custodians and Wardens are well informed on the risks and actions to be taken to avoid incidents.

This Risk Assessment therefore focuses on the instances where office staff are working alone at Krowji.

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| Categories of staff covered by this Risk Assessment | All office-based paid staff |
| Location of lone working | Offices at G03 The Percy Williams Building, Krowji, West Park, Redruth |
| Likely reasons for lone working | Personal choice, number of staff employed means there will be lone working at times, availability of space at the office, variety of contracts and working hours |
| Periods when working alone tends to occur | Between 9am to 5pm Monday to Friday, there will only be rare occurrences during the week however they may be at regular times |

| Hazard | Control Measure |
|-------------------|-----------------|
| Individual | |

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| <p>Medical fitness. Is the Lone Worker (LW) subject to any medical condition that may place them at increased risk when working alone.</p> | <p>LW must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone.</p> <p>Any member of staff considered vulnerable should not work alone e.g. pregnant women. This will be reviewed on a case-by-case basis.</p> |
| <p>Supervision What arrangements are in place to maintain contact with the LW</p> | <p>The LW will work to their agreed hours as arranged with their Line Manager, any changes must be authorised. The LW will ensure a colleague/ partner/ friend is informed when they are working alone and is aware of their working hours and who to contact in the event of overdue contact</p> <p>Line Manager should be advised of any intention to work outside of normal working hours</p> |
| <p>Training & Competency Has necessary information instruction and training been given to the LW and is the LW competent to carry out the work alone?</p> | <p>Any person authorised to be working alone must be fully competent to carry out the work safely and be fully conversant with emergency procedures.</p> <p>Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height);</p> |
| <p>Location & Premises</p> | |
| <p>Building security. Is the building secure?</p> | <p>Access to the building is free flow because it is a shared facility. This means that while the LW is working in the office on their own they are rarely in the building alone.</p> <p>Do not allow access to unauthorised visitors</p> |

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| | <p>Key holders are kept to a minimum</p> <p>In the event that the LW has concerns about security or suspects there is an intruder in the building they must call 999. Do not confront the intruder, lock the door and await arrival of emergency services.</p> |
| <p>Access</p> <p>Is there a safe means of access/egress for the LW [consider lighting and personal security issues and means of escape in emergency]</p> | <p>Entrances in the vicinity of the building and car park are well lit. The LW should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. LW should consider use of personal attack alarm.</p> |
| <p>Emergencies</p> <p>Does the LW have access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm, motion sensors /manual device [panic alarms]</p> | <p>The buildings are fitted with smoke alarms, fire alarms and emergency exits. The LW must familiarise themselves with the emergency routes.</p> <p>LWs should ensure that they have a mobile phone available</p> |
| <p>First aid</p> <p>Are there arrangements in place to deal with a situation where the LW becomes ill or has an accident?</p> | <p>First aiders are unlikely to be present. First aid boxes are available and contents checked regularly. In the event of a LW feeling unwell they should, if possible, return home or call 999. LWs should not come to work if they are unwell or feel that they may need care.</p> |
| <p>Welfare facilities</p> <p>Is there adequate heating, lighting, access to drinking water and toilets.</p> | <p>All available as per the usual arrangements, these would not be affected.</p> |

| Assessment of overall risk | |
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| Providing the control measures listed below are applied risks will be adequately controlled | |
| Signed | |
| Name | |
| Date | |

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| Policy written by: | Cathy Woolcock |
| Approved by: | Council of Management |
| Approval date: | 13/5/2021 |
| Review date: | May 2023 |