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**Standard Operating Procedure**

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| **Title** | **Lone working procedures for activities identified as critical during Covid-19 pandemic lockdown** |
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1. **Purpose**
	1. *This document defines the lone working procedures all staff and students must comply with during the Covid-19 pandemic lockdown.*
2. **Scope**
	1. The lone working aspects of the critical work activities, as identified by senior management. The work activities have all been defined as low risk, no high hazard processes shall be conducted. It does not cover the individual work activities; the risks associated with these are covered by the work group’s own procedural risk assessments and SOPs.
	2. The SOP applies to all critical activities across Central Campus, Gibbet Hill Campus and Wellesbourne, but does not apply to CSRL.
3. **Responsibility**
	1. **Line Manager/Supervisor**
		1. Ensure there is a buddy-system in place for their work activities and the buddy is aware of their responsibilities
		2. Ensure that the staff/students are adequately trained to carry out the task by themselves
		3. Ensure any incident, accident and near-miss is reported via the university reporting system
		4. Ensure their staff/students understand the emergency procedures
	2. **Buddy** – is nominated by or is the line manager/supervisor for the period that an individual is working alone. **NB:** The buddy must be Warwick University staff/postgraduate student and not a friend or family member. They are:
		1. Expected to be fully aware of the movements, activities being conducted and location of the lone worker
		2. Hold all contact details for the lone worker and supervisor/line manager (if different to themselves)
		3. Contact the lone worker as per these procedures
		4. Attempt to contact the lone worker if they do not hear from them as expected
		5. Raise the alarm with Security if they cannot be contacted
		6. Inform their line manager/supervisor if you cannot fulfil your buddy responsibilities
	3. **Individuals/Lone Workers**
		1. MUST NOT come to work if they are suffering from any of the symptoms of Covid-19 (high temperature, new persistent cough and/or shortness of breath). Stay isolated at home and follow Government guidance and University updates and advice at <https://warwick.ac.uk/insite/coronavirus/>
		2. Must be contactable
		3. Take reasonable care of themselves
		4. Report incidents, accident and near-misses via the university reporting system
		5. Inform their buddy of their movements as per these procedures
		6. Comply with these procedures, work group risk assessments, SOPs, emergency procedures and University policies for health and safety at work
4. **Frequency**

Short periods of lone working to be undertaken under exceptional circumstances.

1. **Procedure**
	1. **Lone Working Procedures**

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| **Prior to Arrival**  | **Lone worker** to:* Inform buddy of their approximate arrival/leaving times and work activities being conducted.
* If the lone worker is on site for more than 1 hour agree a timetable of “check-in” contact with your buddy
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| **On Arrival**  | **Lone worker** to:* Phone/text buddy when arrived on site
* Reiterate leaving time
* Sign in the out of hours register
* During the visit check-in as per agreed contact prior to arrival

**Buddy** to:* Acknowledge lone worker’s arrival on site e.g. return text
* If the lone worker fails to comply with agreed check-in points make contact with the lone worker
* If the lone worker cannot be contacted follow the emergency procedures (Section 5.2)
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| **Before Leaving** | **Lone worker** to:* Check all work has been made safe, e.g. all chemicals/biological agents are stored away correctly etc.
* All equipment has been switched off, especially anything which can cause a fire.
* All lights have been turned off, doors closed
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| **Post Visit** | **Lone worker** to:* Phone/text buddy when they have finished their visit to site
* Sign out in the out of hours register

**Buddy** to:* Acknowledge lone worker has left site e.g. return text
* If the lone worker cannot be contacted follow the emergency procedures (Section 5.2)
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* 1. **Emergency Procedures**
		1. **Failure to contact -** If the lone worker cannot be contacted the buddy must:
		+ Immediately contact University Security on 02476 522222
		+ Inform Security of the lone workers location, what work activities they were involved with and any hazards Security should know about
		+ Contact the lone worker’s line manager/supervisor if this is different to the designated buddy
		1. **Fire** – If the fire alarm sounds whilst lone working the individual should:
		+ Make their work safe
		+ Leave via the nearest fire exit
		+ Go to their assembly point
		+ Contact Security on 02476 522222 and wait until they arrive

* + 1. **First Aid** – During this period, the first aid cover in departments will be greatly reduced. If a first aider is required the individual should contact Security on 02476 522222. DO NOT call for a first aider to attend just because you are worried you may have Covid-19 infection UNLESS it is a medical EMERGENCY. Remember that you MUST NOT come to work if you have any symptoms**.**

* + 1. **Spills** – All spills should be dealt with as determined by your group’s local procedures. If you do not know how to deal with a significant spill please do not put yourself at risk. **If in doubt, leave the room immediately**, **display warning signage and contact your line manager/supervisor for further advice**.
1. **History**, or **change control**

“Draft” version of table during writing and reviewing of SOP as below,

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| --- | --- |
| Draft 1.0 |  |
| Reviewed | Draft reviewed by I Graham, R Allen and J Brannon |
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then “Version” version of table as below on issue

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| Version 1.0 | Issued 25.03.20 |
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| Version 2.0 |  |
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