

**Table 2: Lone working - activities guidance**

The following list is intended to provide guidance for Heads of Department when preparing Departmental arrangements.

<b>NO</b>	<p><b>Reasons why work cannot be conducted while alone:</b></p> <ol style="list-style-type: none"> <li>1. risk control measures for the activity cannot be implemented if an individual is working alone e.g. footing a ladder</li> <li>2. when emergency procedures rely on the presence of others e.g. operating emergency stop buttons, implementing/assisting spill procedures, responding to monitor alarms</li> <li>3. some hazard specific activities must not be carried out while alone (legal requirement)</li> <li>4. worker is under 18 years old (Young Person )</li> </ol>
<b>POSSIBLE</b>	<ol style="list-style-type: none"> <li>5. emergency procedures (see table 1) and additional control measures</li> </ol>
<b>YES</b>	<ol style="list-style-type: none"> <li>6. emergency procedures (see table 1)</li> </ol>

ACTIVITY		Additional control measures
Operating dangerous workshop machinery e.g. lathes, milling machines, shapers and power presses	<b>2</b>	
Work with equipment powered off 3 phase electricity supply or other high energy source	<b>2</b>	
At or near exposed live electricity conductors	<b>2</b>	
Work with: <ul style="list-style-type: none"> <li>• large volumes of hazardous liquids e.g. corrosives, flammables</li> <li>• asphyxiants e.g. carbon dioxide</li> <li>• substance that react violently e.g. explosive, toxic gas evolved</li> <li>• decanting cryogenic substances</li> </ul>	<b>2</b>	
Use of blowlamps, gas/plasma cutting or welding equipment	<b>2</b>	
Confined spaces e.g. storage tanks, silos, reaction vessels, enclosed drains or sewers, service tunnels	<b>3</b>	
Young persons (under 18)	<b>4</b>	
Lifting or moving heavy loads	<b>1</b>	
Interviewing members of the public / research participants in their home or isolated locations where the interviewee is not vetted and/or the interviewer is vulnerable	<b>1</b>	

ACTIVITY		Additional control measures
Work above or near water e.g. tanks, ponds, rivers, canals etc.	5	Controls identified after a detailed assessment of local conditions.
Interviewing members of the public / research participants in their home or isolated locations	5	Interviewee vetted and/or interviewer not vulnerable Periodic checks arranged Start / finish confirmed
Class 3b lasers and above	5	Periodic checks arranged Start / finish confirmed
Working in containment level 3 facilities with pathogens	5	Periodic checks arranged Start / finish confirmed
Risk of violence <ul style="list-style-type: none"> <li>• reception work</li> <li>• events e.g. exhibitions, social events</li> <li>• leaving or travelling between work locations (e.g. out-of-hours)</li> </ul>	5	Periodic checks arranged Start / finish confirmed
Contractor(s) appointed by and therefore managed by the Department	5	Periodic checks arranged Start / finish confirmed
Work at height	5	Periodic checks arranged Start / finish confirmed
Undergraduate project work	5	Periodic checks arranged Start / finish confirmed
Isolated / remote locations <ul style="list-style-type: none"> <li>• storeroom, plant room, cold room, clean room, interview room</li> <li>• riverbank, moorland, seashore</li> </ul>	5	Periodic checks arranged Start / finish confirmed
Checking equipment / experiments left running for extended periods (i.e. unattended)	6	
Work with microscopes / analytical equipment	6	
Laboratory work involving cleaning and low risk material preparation	6	
Office based work	6	
Maintenance of workshop machinery.	6	Machines must be isolated i.e. switched off