

GUIDANCE NOTES – LONE WORKING ON HOST EMPLOYERS’ SITES	3
GUIDANCE NOTES - OFFICE SAFETY	5

GUIDANCE NOTES – LONE WORKING ON HOST EMPLOYERS' SITES

LONE WORKERS

Although there are a few special circumstances where, due to the risk and hazard, there is a prohibition (e.g. for divers) there is no general prohibition to employees working alone. However, it is obvious that lone workers may be exposed to special risks and that there is a need to address what special arrangements need to be made to cope with those risks.

There are two major areas of risk for lone workers.

The possibility of being unable to summon assistance if they have an accident or if they are incapacitated in some other way;
Their vulnerability to violence.

The risk assessment carried out under The Management of Health and Safety at Work Regulations 1999 ought to properly examine the special circumstance of lone workers; the control measures recommended by this assessment should be enforced.

The sort of concerns that should be examined in the risk assessment are:

1. What might go wrong?
2. How serious might it be?
3. Would the worker be able to summon help?
4. How would you check that they are OK?
5. Are they going to come across circumstances in which they will attempt to do something that requires two people?
6. Are they mentally and physically suited to working alone?
7. What instruction have they received?
8. Is that instruction in writing?
9. What training have they received?
10. How are you going to supervise them?
11. What first aid arrangements should be made?

This list is not exhaustive.

After considering these things and putting into place such precautions as you can, you must assess whether it is safe or unsafe for a particular worker to work alone.

GUIDANCE NOTES - OFFICE SAFETY

ENVIRONMENTAL

Offices shall be kept clean and tidy. Each person shall have a minimum of 3.7m² of floor space or, where the ceiling height is less than 3m, 11m³ of air space. The volume of any items of equipment is to be subtracted from the total room volume before obtaining this figure.

A minimum temperature of 16° C shall be attained within one hour of work commencing and maintained throughout the working day.

Lighting shall be either natural or artificial and steps shall be taken to eliminate glare and shadows.

Adequate fresh air shall be provided, either through open windows or by the means of air conditioning. In areas where fumes are likely to be present, local exhaust ventilation shall be provided.

ACCESS

Stairs, steps and floors shall be maintained in good condition. They shall, as far as is reasonably practicable, be kept free of materials likely to cause persons to slip or trip and shall not be obstructed.

Non-slip floor polishes shall be used on linoleum or similar surfaces.

Trailing cables from telephones, computers, etc. shall be kept to a minimum and are to be positioned so as not to cause a tripping hazard.

Full height glass screens and doors shall be marked to indicate their presence.

WASHING AND TOILET FACILITIES

The facilities shall normally include clean hot and cold (or warm) running water, soap, clean towels or other suitable means of cleaning and drying. They shall be adequately cleaned and maintained, and be properly ventilated. The room should be well lit and should not open on to any room where food is processed, prepared or eaten.

Suitable and sufficient sanitary conveniences shall be provided and maintained in accordance with the numbers of persons employed, as detailed in Table 1. Where separate sanitary accommodation is for a group of workers, e.g. men / women or office / manual workers, then a separate calculation shall be made for each group.

TABLE 1

Number of people at work	Number of water closets	Number of wash stations
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

In the case of sanitary accommodation used only by men, Table 2 may be used instead of the water closet requirement of Table 1.

TABLE 2

Number of men at work	Number of water closets	Number of urinals
1 - 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 - 100	4	4

An additional WC and one additional wash station should be provided for every 25 people above 100 (or fraction of 25). Where work activities result in heavy soiling of hands, face and forearms, the number of wash stations should be increased to one for every 10 people (or fraction of 10) up to 50 people and one extra for every additional 20 people (or fraction of 20).

ELECTRICAL HAZARDS

In order to minimise the risk of electrocution caused by defective plugs, sockets, wiring or appliances, persons who are competent to carry out the work shall install all electrical installations. IEE installation certificates shall be obtained.

All electrical equipment shall be regularly checked for defects and records shall be kept. Fuses shall be checked to ensure the correct rating is used. As a guide, 3 amp fuses shall be used for appliances with a power output of up to 700 watts; 5 amp fuses for up to 1000 watts and 13 amp fuses for appliances up to 3000 watts.

MACHINERY

All parts of every machine that is likely to present a risk of injury shall be adequately guarded and the guards regularly maintained and inspected. Records shall be kept of the inspections and maintenance carried out.

FILING AND STORAGE

Incorrectly used filing cabinets, can become unstable. If too many drawers are opened at one time, they may topple over. All filing cabinets are to have the lowest drawer loaded first and only one drawer is to be opened at a time.

All racking shall be of adequate strength for the loads placed upon it and shall be rigidly secured to adjacent racks or the wall of the building. Steps or ladders are to be used to gain access to the higher levels of shelving. Heavy items shall not be placed on the higher shelves.

Prior to the installation of racking or filing cabinets, the floor strength is to be ascertained to ensure that the floor is capable of withstanding the load to be applied to it.