

This work method statement is intended to operate in accordance with the College’s [Lone Working policy and Procedure](#). The department encourages team working on most practice activity, but there may be instances when students and staff may be working or travelling alone, sometimes when carrying valuable equipment, which poses a higher than usual risk of personal attack.

| Work activity general risk assessment | GRA reference | Risk rating |
|---|--|-------------|
| GRA 1 Office working | 1.8 | Med |
| GRA 4 Post production operations | 4.1 | Low |
| GRA 5 Construction, painting and installation | 5.9 | Low |
| GRA 6 Equipment installation servicing and repair | 6.5 | Med |
| GRA 7 Driving or loading a vehicle alone | 7.7 | Low |
| GRA 8 Operations involving a MEWP, ladders and stepladders | 8.10 | Med |
| GRA 9 Falling ill when traveling alone on College business | 9.6 | Low |
| GRA 10 Working alone when filming on campus | 10.18 | Low |
| Location recording work, including travelling to and back from the location | Specific risk assessment required in each instance | |

Example work tasks:

- A staff member using their office out of hours
- A student using a Media Arts Centre editing room out of hours
- Travelling to a film location by public transport
- Staff servicing equipment during office hours but in a relatively isolated area such as the Garden Lodge

Physical environment:

- Although staff offices and post production rooms are relatively stable and low risk environments, consideration must be given to provision of access control and monitoring arrangements, facilities for contacting others in case of emergency and ready access to WC & refreshment facilities
- Appropriate building access control systems must be in operation, under the direction Campus Security, and CCTV systems installed and operational in high risk areas.

- For staff working on repair and maintenance tasks, the operating environment and the nature of the work must also be considered, particularly if it involves manual handling, use of tools, electricity, hazardous substances, work at height or persons with pre-existing medical conditions.
- For filming work, or certain research activities where the operating environment may be potentially hazardous, specific risk assessment needs to be done using the departmental Location Safety Form, both for the actual recording work and for any lone travel to and from the location

Sequence of tasks:

1. The work activity must be planned so the actual requirement for lone working is kept to an absolute minimum.
2. Consideration must be given to managing the increased level of risk where the worker suffers from a medical condition or who is a new or expectant mother
3. For medium risk activities, such as those involving manual handling, use of tools, electricity, hazardous substances or working at height, the planned work should be discussed with the relevant line manager in order to seek an appropriate means of reducing the level of risk.
4. When expecting to work alone, a colleague, friend or relative (depending on circumstances) should be advised of whereabouts, expected time of return and contact number.
5. Anyone working alone on campus should programme the College emergency number (01784 443888) into their personal mobile phone so they can call for assistance if they suddenly fall ill or become aware of an emergency situation
6. In cases where risk assessment determines a high risk level for a lone working activity, the Head of Department's approval must be confirmed using the [Lone Working Approval Form](#) before any such work is initiated.
7. Any incidents or accidents occurring while working alone must be reported using the College [accident/incident and accident reporting procedure](#)

Supervision:

- Students are required to comply with the [Media Arts Centre agreement](#), which sets out a number of operating policies designed to reduce the risks associated with lone working.
- Lone working by staff must be approved in advance by the relevant line manager. In practice this may range from being a general in-principle agreement for low risk work, though to event-specific approval for medium risk work, through to Head of Department approval for high-risk work.
- Some work areas are monitored by our campus security services and in some instances it may be necessary for the worker to liaise with the campus security team directly.

- Following the appropriate course tutor's approval following specific production safety risk assessment using the department's *Production Buddy* on line system, a minority of students will be allowed to work alone where this arrangement best serves their learning experience in the context of their academic programme.

Written Instructions:

- [College Lone Working Policy and Procedure](#)
- [Media Arts Centre Agreement](#)
- [Location filming code of practice](#)
- [Using the Media Arts Centre post production facilities: health and safety guide](#)

Correct Equipment:

- Any building access control, intruder alarm and surveillance systems must be installed, managed and maintained by arrangement with campus security services.
- Media Arts Centre production spaces must be provided with ready access to an installed internal telephone that can be used to contact RHUL Security in the event of an emergency (including requesting attendance of Police, Ambulance or Fire Service). Telephones are currently provided in the Williams Foyer and TV Studio Foyer. Key 444 in an emergency.

Training:

After training:

- The staff member must be able to demonstrate an awareness of the department's arrangements for lone working procedures, including those affecting students, and apply this knowledge both in their own work routines and when considering students' production risk assessments.
- Students must be able to demonstrate an awareness of the Media Arts Centre's rules and systems, encourage and support peer students to minimise the incidence of lone working and know how to act in the event of an emergency.

First Aid

- Designated staff first aiders: Keith Buckman, Sarah Peacock, John Roberts, Neil Smith
- First aid boxes are located in Williams Building technicians' offices Wo-16 and Wo-18, the TV Studio Foyer and the Department Office Arts ABG-15

Reference material

- HSE Leaflet [Working Alone](#)
- [College 'Lone Working' Policy and Procedure](#), including appendices
- [Using the Media Arts Centre post production facilities: health and safety guide](#)

Revised

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