

## Lone Working Guidance at Porton Science Park (PSP)

With PSP availing 24/7\* access into its buildings for its tenants, respective tenant staff might find themselves alone in the building especially outside of core office hours and on weekends.

*\*Coworking access – 8.30am to 5pm, Monday to Friday (excluding weekends and bank holidays)*

Individuals and companies working at PSP are responsible for constituting and implementing their own lone working policy as well as offering a demonstrable duty of care to their staff and as such, PSP encourages an effective lone working policy is included as part of each tenant's overall responsibility in relation to safe working practices within its demise.

**PLEASE NOTE, TENANT LABS AND/OR OFFICES CANNOT BE USED AS AN OPTION FOR OVERNIGHT STAY(S).**

In the event, PSP's Site Manager is mandated to inform Wiltshire Council Building Control.

All PSP tenants (as well as PSP staff) have a duty to assess and reduce the risks which lone working presents; to identify the risks and responsibilities each lone worker has and to describe and prescribe procedures which assist with the minimisation of such risks.

Therefore, PSP encourages its tenants to consider:

- full familiarisation of PSP's emergency evacuation procedures (separate document available in PSP Intranet)
- establishing and maintaining safe lone working practices
- recognising and reducing risk(s) when lone working
- providing appropriate support for your staff in the event of lone working
- a clear understanding of responsibilities when lone working
- priority placed on the safety of the individual over property
- providing appropriate training for staff for lone working
- equipment such as fully charged mobile phones, personal alarms and torches to be made available to your staff in the event of lone working and especially outside of core office hours and on weekends

PSP tenants' own lone working policy should consider:

- **is the lone working session necessary?**
- establishing and maintaining safe lone working practices and sharing details with the Site Manager
- recognising and reducing risk in the event of lone working
- providing appropriate support for your lone working staff
- a clear understanding of responsibilities as the employer of a lone worker
- the priority placed on the safety of the lone worker over property
- providing appropriate training for lone working staff

**On the occasion that you need to access PSP's premises outside of core working hours (i.e. in the evening/through the night or on the weekend/bank holiday) please text the Site Manager (07763 378834) to notify ahead for awareness and in return, for your receipt of any prevailing site security or H&S issue at PSP or on the wider campus - and indeed, should the campus be closed at the time and under Dstl Site Security's instruction.**