

Lone Working Policy

Last reviewed 20/08/2026; Next review due 01/09/2027

This policy should be read in conjunction with our other health and safety documentation and other policies, available on the wiki (<https://wiki.sheffieldhackspace.org.uk/members/health-and-safety>) and on the noticeboard.

A "lone worker" is anyone working unsupervised and out of direct contact with other people. Anyone accessing the hackspace alone is considered to fall into this category, even though members are not "workers" for the hackspace in the more general sense.

As such, we are required to have a lone working policy and to include consideration of lone working in our risk assessment process.

Working alone is inherently riskier than working in the hackspace when other people are present – if you have an accident or are suddenly taken ill, nobody will be able to assist you. You need to consider this if accessing the space alone.

Based on our general Health and Safety and Access policies:

- Only inducted keyholders can be in the space alone
- Every member is responsible for working safely and reporting any accidents or near-misses
- Any person who is inexperienced in the use of any hackspace equipment shall be fully supervised at all times by a person deemed to be competent until such time as the person has completed all relevant inductions and training and is deemed to be proficient in its use, and is documented as being authorised to work alone.

If you are accessing the space on your own, you should:

- Have a charged mobile phone that can be used to call the emergency services, and keep it on you while you are alone in the space
 - Your phone is far less helpful to you if it is on the other side of the building
 - A smart watch or other device may also be appropriate - but only if it can make calls independently. If it just places the call through your phone, you still need to keep your phone with you.
- Consider whether your planned activity is safe to carry out alone - if not, don't do it.
- Ensure you know where the first aid equipment is
- Report any accidents or near-misses to the directors as normal but ensure that the lone working aspect is included in the report.
- Let someone know that you're using the space and let them know when you leave.
 - This can be a friend, family member, partner etc. Anyone who you trust to call for help if something has gone wrong.
 - Come to a clear understanding with them as to when to call for help
 - Make sure they have the Hackspace address

Remember that members can bring guests into the Hackspace, although guests cannot use equipment. Having someone with you while you work may be safer than working alone!

Tools that need inductions:

In the Woodshop and Metalworking Room	
Table saw Router Chop Saw Track Saw	CNC Mill
In Other areas of the Hackspace	
Laser Cutter	Overlocker Embroidery Machine

To request an induction please email ask on the Discord or email trustees@sheffieldhackspace.org.uk and include your experience and availability.

Remember if you see someone doing something you think is dangerous please ask them to stop and say why. If there are any remaining safety concerns then please contact Directors immediately.



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