

**Procedure or Activity:**
**Lone Working**

Ref:.....

Assessment undertaken by:	Persons at risk:	Date of assessment:	Review before:
Name: Dr Jeanne Estabel	Staff, students and visitors	1 October 2017	1 October 2018

Signed:



Lone working arises whenever an individual's physical isolation from others exposes them to increased risk. A commonsensible definition might be whenever the individual is working out of earshot of anyone else, they are lone working. Lone working is particularly likely to arise, and any adverse effects may be exacerbated, when an individual is working out of office hours (after 6.30 pm or before 8.00 am, or over the weekend or on bank holidays or closure days)

**Every risk assessment should make explicit reference to whether the assessed activity is to be permitted under lone working conditions and the control measures undertaken to manage any extra risk. For guidance, please refer to University WOOH Document in your Green Safety Box or Induction pack.**

HAZARD	MEASURES REQUIRED TO CONTROL RISK OF EXPOSURE OR INJURY	
	Guidance	Existing Control Measures
<b>Personal Security</b> (NB this applies particularly to working outside normal working hours, but be aware that such	Notify another person (eg partner, housemate, friend) of each out-of-hours visit to the Department and the expected time of return. Take a mobile phone with you. On arrival make contact with anyone else in the building and notify them of your departure. Note out-of-hours emergency phone number (31818) on arrival.	Telephones are provided in every office and lab.  Telephone numbers for University Security Control Centre are provided on the back of every office door in the Department's buildings on the Downing Site. The telephone numbers are in the Induction pack and also on notice boards in the OCB. <b>Action required; this will be instituted in the Old Cavendish Building in due course.</b>

<p>situations may also arise during working hours)</p>	<p>Note location of nearest fire exit and fire extinguisher. Do not test a human volunteer participant (or otherwise allow any other individual to enter the department) out of working hours unless: A. You have had substantial previous experience with that individual and can be certain they present no risk OR B. You are working within earshot of a colleague or other responsible individual</p>	<p><b>Action required; White boards to be installed in buildings in addition to Main Building to provide signing in/out system for out of hours working.</b></p> <p>The induction session and induction pack for new staff/visitors covers action in the event of suspected suspicious behaviour by strangers and action required in the event of emergencies.</p>
<p><b>Injurious effects of accidents exacerbated by being unable to raise the alarm / summon help</b></p>	<p>In addition to the above control measures: Do not undertake laboratory work under lone working conditions outside normal working hours unless the particular laboratory tasks you will carry out have been assessed as very low risk in your group's risk assessment. If laboratory work is undertaken outside working hours, ensure that individuals at risk work within earshot of one another.</p> <p>When risk-assessing such activities take into account that first aid provision will be markedly reduced outside working hours. Work involving sharps, COSHH substances or radiation should proceed outside working hours only after seeking advice from the Department Safety Officer.</p>	<p>Telephones are provided in every office and lab.</p> <p>Telephone numbers for University Security Control Centre are provided on the back of every office door in the Department's buildings on the Downing Site. The telephone numbers are in the Induction pack and also on notice boards in the OCB.</p> <p><b>Action required; this will be instituted in the Old Cavendish Building in due course.</b></p> <p><b>Action required; White boards to be installed in buildings in addition to Main Building to provide signing in/out system for out of hours working.</b></p> <p>The induction session and induction pack for new staff/visitors covers action in the event of suspected suspicious behaviour by strangers and action required in the event of emergencies.</p>
<p><b>Building Security</b></p>	<p>Do not admit unknown or unauthorized persons into any Departmental buildings. Take care to lock doors and close windows after leaving. Any signs of suspicious behaviour should be reported to University Security Control Centre.</p>	<p>Electronic locks are activated on all external doors out of office hours.</p> <p>Permitted individuals only are provided with swipe card access cards.</p> <p>Telephones are provided in every office and lab</p> <p>Telephone numbers for University Security Control Centre are provided on the back of every office door in the buildings on the Downing Site for use in the case of an emergency.</p>

		The induction session and induction pack for new staff/visitors covers action in the event of suspected suspicious behaviour by strangers and action required in the event of emergencies.
<b>Emergency Maintenance</b>	Any urgent maintenance issue eg flood, power failure should be reported to University Security Control Centre.	Telephones are provided in every office and lab.  Telephone numbers for University Security Control Centre are provided on the back of every office door for use in the case of an emergency.

<b>SPECIFY TRAINING REQUIREMENT</b>	Is general instruction sufficient? <b>Yes</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>If No</b> →	
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<b>EMERGENCY PROCEDURES</b>	The induction session and induction pack for new staff/visitors covers action in the event of suspicious behaviour by strangers and action required in the event of emergencies including procedures for Fire and Evacuation and the need for First Aid University has First Aid procedures in place. University has Early Warning Procedures in place.
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Noted and understood;

Name

Signature

Date