



UNIVERSITY OF LONDON

POLICY ON LATE AND/OR LONE WORKING IN UNIVERSITY BUILDINGS

1 GENERAL POLICY

- 1.1 The University has a duty under the Health and Safety at Work Act (1974) to ensure safe access and egress from its buildings for employees and others at all times.
- 1.2 The University also has a duty under the Management of Health and Safety at Work Regulations (1999) to carry out risk assessments of the activities conducted on its premises and to control any risks to health and safety identified during the risk assessments.
- 1.3 It is the responsibility of Heads of Department to ensure that competent persons carry out the necessary risk assessments pertaining to activities within their areas of responsibility and to ensure that all control measures necessary to minimise identified risks are implemented.
- 1.4 The University recognises that in many areas there will be a desire or requirement for staff and students to work late and/or alone in its buildings from time to time or indeed regularly in some cases.
- 1.5 Bearing in mind the duties and responsibilities outlined in paragraphs 1.1 to 1.3 above, it shall be University policy that no late and/or lone working is allowed to take place unless a suitable and satisfactory risk assessment has been carried out by local management which shows that a system of controls to ensure the adequate safety of staff and students is in place.

2 CATEGORIES OF LATE AND/OR LONE WORKING

- 2.1 There are two general categories of late and/or lone working within the University:
 - 2.1.1 Work or activity that is of a low risk nature, for example, work in a library, computing or office environment within a building that has an adequate security staff presence or where there are other staff working nearby outside of the core daytime hours to assist with an emergency evacuation if necessary.

- 2.1.2 Work or activity that is of a low risk nature, for example, work in a library, computing or office environment but which is conducted in a remote area of a building or in buildings where there is no adequate security presence or other staff working nearby outside of core daytime hours to assist with an emergency evacuation if necessary.
- 2.2 Certain work of a hazardous nature **must not be carried out alone** in case a resulting injury requires immediate assistance. For example, certain types of live electrical work, working at height or other potentially hazardous maintenance or construction work. These activities are subject to individual risk assessment and the controls must include 'no lone working'.

CONDUCTING A RISK ASSESSMENT ON LATE AND/OR LONE WORKING

- 3.1 For the activities outlined under paragraph 2.1.1 above, staff and students need only be made aware of the general arrangements for an emergency evacuation.
- 3.2 For the activities outlined under paragraph 2.1.2 above, a more detailed, and possibly individual, late and/or lone working risk assessment will be required. Relevant staff and students must be issued with a copy of the risk assessment and control arrangements, and sign/acknowledge that they have read and understood the documents.
- 3.3 To assist with risk assessment, the main issues to consider are set out on pages 3-4.
- 3.4 The University Health and Safety Adviser will be available to advise Departments on any matters relating to this policy.

25 February 2014

LATE AND/OR LONE WORKING RISK ASSESSMENT FORM

Prepared by Date

I, have assessed the risks of late and/or lone working in the Building/area.

Circle (1) or (2) below as necessary:

- (1) I consider that staff and students need only be made aware of the normal fire evacuation procedures because the work or activity to be undertaken is of a low risk nature, for example, work in a library, computing or office environment and there will be an adequate security presence or other staff working nearby outside of core daytime hours to assist with an emergency evacuation if necessary.

- (2) I consider that the work or activity to be undertaken is of a low risk nature, for example, work in a library, computing or office environment but which will be conducted in a remote area of the building or in a building where there is no adequate security presence or other staff working nearby outside of core daytime hours to assist with an emergency evacuation if necessary.
Accordingly, a detailed risk assessment has been completed overleaf.

Signed **Date**

IDENTIFY

List in the table below all staff and students (as individuals or groups) involved in late and/or lone work. They must be issued with a copy of the risk assessment and the control arrangements, and their signature/acknowledgement obtained that they have read and understood it. It may be necessary to restrict access to certain areas of buildings and/or times, for example, midnight to 8.1 am, to eliminate the activities which may lead to risks.

CONTROLS

State here the controls to protect late and/or lone working staff and students in the event of an emergency, for example:

- (i) manual sign in/sign out system at the nearest security desk (this may be Senate or Stewart House);
- (ii) electronic sign in and sign out system;
- (iii) a buddy system;
- (iv) automatic paging or other warning device;
- (v) frequent check ins with security/buddy to advise that 'all is well';
- (vi) area/time restriction; and/or
- (vii) other.

DISABLED PERSONS

Detail here what additional controls will be instituted to ensure the safety of staff and students with disabilities (if this is necessary). Note that disabled persons may have difficulty in recognising an alarm, for example, a hearing impairment, or in responding to it, such as a mobility impairment. It may be necessary to restrict access by certain disabled persons to particular areas if it is not reasonably practicable to provide means of access outside of core daytime hours. This will require careful thought in order to comply with the Disability Discrimination Act, for example:

- (i) communication devices, for example, <http://www.romtracplc.com/>;
- (ii) visual or vibrating alerts; and/or
- (iii) other.

INFORM

State here the information (relevant policy/code of practice/local rules), instruction and training that will be provided to staff and students on the hazards and control measures to allow late and/or lone working, for example:

- (i) a copy of the risk assessment and the control arrangements; and
- (ii) other.

MONITOR

State here how you will check that late and/or lone working staff and students are adhering to the controls, for example:

- (i) random spot checks by; and/or
- (ii) other.

REVIEW

Remember to review this assessment at least annually, and more often if there is a material change to the work, personnel or building which may affect this risk assessment.

Staff and students involved in late and/or lone working:

| Name | Status | Initialed as seen and understood | Date |
|------|--------|----------------------------------|------|
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This form should be kept in a place where it can be conveniently referred to by staff and students.