

School of Mathematics: Lone working

Within the School of Mathematics out of normal working hours is considered to be 18:00 to 09:00 Monday to Friday and weekends (this includes days on which the School or building is closed, for example, on a University Holiday). During these times you would be lone working, which means working unaccompanied.

It is essential that everyone working out of normal working hours is completely familiar with the School's emergency procedures and fully complies with them.

Anyone working out of normal working hours in **low risk** areas such as offices, computer labs or general areas should keep in mind the following:

- Your name and working location should be added to the afterhours book at Reception on Level 2 to assist the Fire Brigade, if they are called to the building.
- Let someone (a friend or family) know where you are and when you expect to return. In the absence of the above contact the Security Department on arrival (50 2257) and let them know you are in the building, your location and the time you expect to leave. On leaving, again contact Security so they know you have left.
- In the event of a fire or any other emergency, ensure Security is notified immediately by calling 2222 and leave the building.
- Contact Security should you know or suspect an intruder is in the building. Do not confront the intruder, lock your door and await the arrival of Security.
- Ensure that any potentially hazardous tasks (e.g. lifting of heavy loads) are undertaken during normal building occupancy hours.
- If you have a condition (temporary or otherwise) which could impact on your ability to evacuate the building quickly, if unassisted, please consider carefully the risks of lone working and make sure that you follow the first three bullets (above).
- Make yourself familiar with the Generic Lone Working Guidance Notes published at http://www.docs.csg.ed.ac.uk/Safety/ra/LOOH_notes.pdf.

General information on this subject is available on the University's Health and Safety web site: <https://www.ed.ac.uk/health-safety/guidance/workplaces-general/looh>

Date of last document review: 30 November 2018

GENERIC LONE WORKING RISK ASSESSMENT

Title of Activity:	Office work outside normal building occupancy
Location(s) of Work:	JCMB
Brief Description of Work: Normal office activities, outside normally expected hours of building occupancy.	

HAZARD IDENTIFICATION: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork.

See <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> for details.

HAZARD(s)	RISK L / M / H	CONTROL MEASURES (i.e.alternative work methods/mechanical aids/engineering controls, etc.)
Workplace/Process		
1. Slips and trips	L	Ensure, during departmental self-inspections, that any such hazards, e.g. torn carpets, trailing cables etc. receive prompt remedial attention.
2. Fire or other emergency	M	Ensure that you receive appropriate fire safety training and that you are familiar with emergency procedures for your area. Note that special provisions will be in place for mobility impaired persons.
3. Electrical accident	L	Ensure that PAT tested items (kettles, desk lamps etc) have been labelled "Pass" and that all electrical cables etc. are regularly visually inspected for damage. Do not interfere with plugs, cables etc, when any item is connected to the power supply.
Equipment:		
1.Work with any potentially hazardous items of equipment or materials	M	Ensure that any work which involves such items or materials is done during normal building occupancy. Operate a "buddy" system - always being accompanied by a colleague - where this is not practicable
2. Manual handling of loads	M	Do not attempt to lift or move any load single handed which is likely to put you at all at risk of injury. Re- schedule work to

		time when assistance is available. Alternatively, use lifting/moving aids where this can safely facilitate single person operation.
Violence:		
1. Intruder in building	L	Ensure that you know how to contact University Security promptly, should you know or suspect that an intruder is present in your building. Do not confront the intruder, lock your door and await the arrival of Security.
2. Safe routes home after work	M	Plan out how you will get to your car/public transport/home after leaving your workplace, taking account of potential personal safety issues e.g. well lit routes etc.
Individual:		
1. Personal medical conditions etc.	M	Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.
Work Pattern:		
1. Avoidance of lone and out of hours working	N/A	Consider how your work pattern integrates with those of other workers, in terms of both time and geography, with a view to achieving a good work/life balance.
2. Log in/out procedures	N/A	When lone working is unavoidable, contact University Security to initiate a check-in/check-out system to log your presence in the building.
Other:		
1. Specify		Please note here any other special circumstances, local conditions, etc., which are relevant to lone and out of hours working.

Persons at Risk: Identify all those who may be at risk.

Academic staff	<input checked="" type="checkbox"/>	Technical staff	<input checked="" type="checkbox"/>	P'Grad students	<input checked="" type="checkbox"/>	U'Grad students	<input type="checkbox"/>
Maintenance staff	<input type="checkbox"/>	Office staff	<input checked="" type="checkbox"/>	Cleaning staff	<input type="checkbox"/>	Emergency personnel	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Training	Yes	No	N/A
Has necessary information, instruction and training been given?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expand and clarify, if necessary.			

Supervision: Identify the level of supervision required

Is suitable supervision in place?(identify all necessary supervisory	Yes	No	N/A
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measures).			
Periodic telephone contact with lone workers	X		
Periodic site visits to lone workers		X	
Regular contact (telephone, radio, etc)		X	
Automatic warning devices e.g. motion sensors, etc		X	
Manual warning devices e.g. panic alarms, etc		X	
End of task / shift contact		X	
Other, specify...		X	

Additional Information: Identify any additional information relevant to the lone working activity, including emergency procedures, first aid provision, etc.

Location of First Aid Boxes: Information available on notice boards in each building.

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