



LONE WORKING POLICY

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Overview

The following Policy has been drafted to provide information and advice on lone working and out-of-hours' working in the University and to advise on the structures and procedures in place to ensure that staff and students always work safely.

Developed by the University Safety Service
February 2023

Contents

Page Number

Section A - Policy

1.	Rationale	1
2.	Policy Statement	1
3.	Policy Objectives	1
4.	Legislation	2
5.	Scope	2
6.	Definitions	2
7.	Responsibilities	3
	7.1 Head of School/Directorate.....	3
	7.2 Line Managers/Supervisors	3
	7.3 Staff	4
	7.4 Students	4
	7.5 Safety Service	5
	7.6 Security	5
8.	Consultation.....	5
9.	Implementation and Monitoring	5
10.	Summary.....	6
11.	Communication and Further Advice	6
12.	Document Change Log	6

Section B - Guidance

1.	Lone Working	7
2.	Risk Assessment	7
	2.1 Risks Specific to the Lone Activity	8
	2.2 Risks Specific to the Lone Operative	8
3.	Training	9
4.	Supervision	9
5.	Monitoring	9
6.	Permissions / Permit to Work	10
	6.1 High Risk Activities	10
	6.2 Laboratory/Workshop.....	11
	6.3 Office Work	12
7.	Lone Working Form - Online	12

8.	Contacting Security	13
9.	Support and Emergency Arrangements	13
10.	Feeling Vulnerable	14
11.	Building Security	14
12.	Fieldwork	14
13.	Call-Out Staff	15
14.	Community / Home visiting	16

Appendices

Appendix 1	18
Appendix 2	20
Appendix 3.....	21

Section A - Policy

1. Rationale

Under the Health and Safety at Work Order (NI), 1978, the University as an employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. Also contained in the legislation is a general duty of care to protect students and members of the public. These requirements are applicable to all work situations, including where staff (and others) are working alone or outside normal working hours.

Working out-of-hours/lone working may potentially increase the risk regarding the safety and security of staff or students. Normal working hours for staff and students in the University are 7.00am to 7.00pm, Monday to Friday, with staff not permitted in University buildings between 11.00pm and 7.00am, without prior authorisation.

2. Policy Statement

The University is committed to providing a safe and healthy work environment for all staff/students on campus. As part of this commitment, the University will take reasonable and practicable steps to manage risks associated with lone working/out-of-hours working. This will include risks to staff carrying out lone working tasks in the course of their employment and to students when carrying out activities associated with their studies in university academic departments.

The University aims to achieve this by:

- Carrying out suitable and sufficient risk assessments of all lone working/out-of-hours working activities
- Implementing control measures identified by risk assessments to reduce risks to the lone worker as low as reasonably practicable.
- Not permitting any activities, including research activities, to be carried out by lone workers where the risk assessment identifies that there is a significant risk of injury that can only reasonably be controlled by having two or more people in attendance when that activity is performed. This applies regardless of where that work is to be carried out.

3. Policy Objectives

The objectives of this policy and guidance are to ensure that:

- Lone workers and out-of-hours workers are identified and assessed as to their suitability for such activities.
- The risks associated with the lone and out-of-hours working are assessed.
- Suitable and proportionate controls are put in place to ensure that the work can take place safely.

Section A - Policy

4. Legislation

The University will ensure that all relevant health and safety guidance is complied with.

The Health and Safety at Work (Northern Ireland) Order 1978 places general duties on both employers and employees. The University has a duty to ensure the health, safety and welfare of all staff, students and members of the public. The requirements regarding safe systems of work, health and safety policies, information, training and instruction, and a safe working environment are particularly important in the context of lone and out of hours working.

The Management of Health and Safety at Work Regulations (Northern Ireland) 2000 require employers to make suitable and sufficient assessments of risks to their employees. Employers must also make arrangements for the health and safety of their staff by effective planning, organisation, control, monitoring and review. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements should be put in place.

There is no general legal prohibition on working alone, however, the University acknowledges that there are some specific legal prohibitions affecting a small number of well-established dangerous situations such as working with live electrical conductors and entry into confined spaces.

5. Scope

This Policy applies to lone working/out-of-hours activities undertaken by staff and students when carrying out work for the University. This will include work at the University or at other locations.

This policy is not intended to apply generally to staff or students who are the sole occupiers of an office during normal working hours unless for some reason they are at particular risk when lone working. This policy does not apply to staff when they are 'homeworking'.

For health and safety purposes, Postgraduate students undertaking activities related to their research are classified as staff and as such their work-related activities fall within the scope of this policy.

6. Definitions

Lone working is when staff/students work on their own with no close contact with other staff or students. In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.

Section A - Policy

Normal working hours are defined as between 7.00am and 7.00pm, Monday to Friday. Please note that this definition does not preclude individual Schools/Directorates setting different working hours where operational needs dictate.

Out-of-hours working is when staff/students work anytime after 7pm and before 7.00am, Monday to Friday, at, or on behalf, of the University.

High risk activities are activities, which by their nature, could lead to personal injury or fire.

Low-risk activities are activities that under normal circumstances do not present an inherent risk of injury or fire.

7. Responsibilities

7.1 **Head of School/Director** must ensure that the following occurs in their area of responsibility:

- Lone working activities are formally identified, and appropriate risk assessments are undertaken. Control measures are then implemented to minimise risks, as far as reasonably practicable.
- Arrangements for lone working are communicated effectively (via email/local rules etc.) and the details of what can or cannot be done while working alone is explicit.
- The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.
- Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake the work alone.
- Adequate supervision, instruction and training are in place and that the lone worker is competent. The extent of the supervision is a management decision, which should be established through the risk assessment process. It should not be left to individual members of staff or students to decide if they require assistance/supervision.
- Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

7.2 **Line Managers/Supervisors** must ensure that:

- The Lone Working/Out of Hours Policy is followed by staff and/or students under their responsibility.
- They undertake any duties which have been delegated to them by senior management including, the creation of, and compliance with, lone working risk assessments and procedures.
- Staff/students, required to work alone, must have the necessary controls put in place to reduce their risks to an acceptable level and periodically check that these controls are being followed.

Section A - Policy

- Line Managers/Supervisors should establish clear procedures and set limits as to what can and cannot be done whilst working alone/out-of-hours. There should be a clear explanation of the circumstances in which it is reasonable and expected, to stop work and seek advice.
- Those engaged in lone activities are competent and equipped to carry out the activity unaccompanied and to respond appropriately to unexpected circumstances, even if outside the scope of any training received.
- Staff/students do not undertake any high-risk activities and have suitable communication protocols put in place should they require assistance in an emergency.
- Periodic monitoring of out-of-hours/lone working is carried out to confirm that all procedures are correctly working e.g., checking the out of hours' logbook against electronic access data of the buildings.

7.3 **Staff** are responsible for:

- Taking care of their own safety and co-operating with university procedures.
- Not knowingly placing themselves in situations which expose them to additional risk by working alone. If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should ensure that their line manager is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to either prevent the lone worker situation from arising, or, if this is not possible, assist in developing the precautions necessary to ensure their own safety.
- Inform their line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements and if there are any reasons, including health considerations, why they would not be able to work alone or to continue to work alone in safety.

The Lone working form on Queen's online must be completed by every person intending to work outside normal working hours. This includes all work after 7.00pm and before 7.00am Monday – Friday and any work at any time on weekends. This is to ensure that security staff are aware of persons in the building in the case of a fire or other emergency.

7.4 **Students** are responsible for:

- Complying with health and safety instructions, including the University's rules and regulations, and not to misuse or damage equipment provided. They may be held responsible for the consequences should they neglect to carry out a task required for the health or safety of others.
- Following any local rules regarding lone working on university premises or during their study or research. Undergraduate students are not permitted to work unsupervised or alone.

Section A - Policy

- Following University/School Lone Working Policy, including alerting their Principal Investigator/Supervisor of any health conditions which might increase their risk while working alone.
- Complete the lone working form online if they intend to work outside normal working hours. This includes all work after 7.00pm and before 7.00am Monday – Friday and any work at any time on weekends. This is to ensure that security staff are aware of persons in the building in the case of a fire or other emergency.

7.5 The University Safety Service is responsible for:

- Providing information, training, and advice to Heads of School / Directors / Line Managers, and other senior staff, on the completion of risk assessments and the appropriate controls which need to be put in place,
- Maintaining awareness of health and safety legislation, guidelines, and evidence for lone working procedures, and advising the University of any changes / updates,
- Ensuring those with responsibility for carrying out risk assessments are fully aware of the university lone working/out-of-hours policy and the arrangements to follow where a need, or potential need, is identified,
- Monitoring compliance with this Policy.

7.6 Security

Security takes over basic emergency duties such as First Aid and Fire Evacuation Control for out-of-hours workers. They are the first point of call in any emergency out of hours on the University Site.

Lone workers are to complete the lone working form on Queen's online when they begin their work on site giving essential location and contact information. Security will increase security visits of the area in question and check that the lone worker has informed that they have left safely.

When completing security checks out-of-hours, Security should ask any lone/out-of-hours worker to leave the site immediately between the hours of 11.00pm and 7.00am, if they have not received prior permission.

8. Consultation

A list of stakeholders consulted in the development of this Policy and Guidance can be found in Appendix 1.

9. Implementation and Monitoring

The University Safety Service has responsibility for communication of this Policy and Guidance. Review and compliance will be undertaken by the Health and Safety Compliance Committee on a four-yearly basis or sooner, following an audit or review of

Section A - Policy

lone and out-of-hours working management systems that identify significant gaps, omissions, or the need for remedial measures.

Periodical monitoring of out-of-hours/lone working procedures will be carried out by local managers to ensure that all procedures are correctly working e.g., checking the out of hours' logbook against electronic access data of the buildings.

10. Summary

This Policy and Guidance have been approved by the Health and Safety Management Group and is applicable to all staff, students, contractors, and visitors who undertake lone and out-of-hours working on behalf of the University.

11. Communication and Further Advice

This Policy and Guidance is available on the University's Central Policy Library. Further information is available from the University Safety Service.

12. Document Change Log

The following changes have been made as part of the initial consultation and formulation of the Policy.

Date	Change	Page or Section
24/01/2023	Policy reviewed and guidance section added.	Whole document.

Section B - Guidance

1. Lone Working

Lone working is undertaken by a range of university staff and postgraduate students either by virtue of their working hours, remote location or methods of working. Some common examples include:

- Security, Librarians and Grounds and Gardens staff,
- Academic, clerical or other staff working in offices,
- Cleaning and Portering staff,
- Maintenance staff and service engineers,
- Individuals who work on their own in a laboratory or workshop,
- Members of staff or students undergoing fieldwork within the UK or abroad,
- Staff or students undertaking research based in the community,
- Students undertaking practical or experimental work as part of their academic programme,
- Members of staff travelling alone on university business.

2. Risk Assessment

Risk assessment is essential for good risk management and lone working/out-of-hours working must be considered as part of a routine risk assessment. Any risks associated with the activity being conducted alone/out-of-hours must be assessed and safe working arrangements employed to control the risk identified. Although lone/out-of-hours activities may not introduce any new hazards for the activity in question, the risks may differ significantly when a task is carried out unaccompanied.

The risk assessment must deal with the following points:

- Risks specific to the lone activity,
- Risks specific to the lone operative,
- What training is required?
- How will the person be supervised and monitored?
- Support and emergency arrangements.

In many situations e.g., typical office work, the risks of lone working/out-of-hours working are no greater than being alone at home and can take place without additional precautions or with minor adjustments to working practices. In offices, for example, the risk of accidental injury is very low. The main perceived risk may be to personal safety and security, either from intruders in the building, or from walking alone to the car park or public transport, particularly if this is late at night or in the dark. Basic precautions can be taken, such as locking the office door, arranging to walk to the car park with a colleague, keeping to well-lit areas, not taking short-cuts etc.

Section B - Guidance

2.1 Risks Specific to the Lone Activity

Lone workers/out-of-hours workers should not be placed at higher risk than other workers, therefore, additional control measures may be needed to ensure that they are kept safe.

Precautions should take account of normal work activities and foreseeable emergencies such as fire, equipment failure, illness, and accidents.

Those with responsibility for carrying out risk assessments should ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there safe access and egress? (This may include the immediate local environment or the surrounding location, for instance in the case of remote work)
- If working off-site, are the welfare facilities adequate?
- Can one person safely handle all equipment, substances and goods involved in the work?
- Is there a risk of violence?
- How will the person get help in an emergency?

2.2 Risks Specific to the Lone Worker

The medical fitness of staff and students must be considered before permission to work in isolation is granted.

The risk assessment should consider whether the individuals involved could have medical conditions or personal circumstances that would place them at greater risk when involved in a lone activity.

Anyone with a pre-existing, known medical condition that might cause them to be incapacitated while working alone must not work outside normal working hours. Conditions that may place people at risk may include epilepsy, diabetes or severe heart disease.

Advice should be sought from Occupational Health and an individual risk assessment undertaken by the relevant Supervisor/Line Manager. Staff/students should declare to their Line Manager if/when they know they have a condition which might make it unsafe for them to work alone. Lone working while pregnant should be assessed by risk assessment.

The University will do all that is reasonably practicable to enable all staff and students to have equal access to facilities out of hours. However, in a small range of circumstances where it is not reasonably practicable to provide essential emergency cover or assistance, access may have to be restricted.

Section B - Guidance

3. Training

Those involved in lone working, and who may be at risk, will be provided with information and training as appropriate, in order to minimise the risks when working remotely from colleagues or other persons and/or outside normal working hours.

Line Managers/Supervisors should establish clear procedures and set limits as to what can and cannot be done whilst working alone/out-of-hours. There should be a clear explanation of the circumstances in which it is reasonable and expected, to stop work and seek advice.

It is the manager/ supervisor's responsibility to ensure those engaged in lone activities are competent and equipped to carry out the activity unaccompanied and to respond appropriately to unexpected circumstances, even if outside the scope of any training received.

A specific consideration for postgraduate students undertaking lone working activities may include maturity/lack of training, and how that impacts on their experience to recognise potentially dangerous situations and to respond appropriately.

4. Supervision

Although those involved in lone/out-of-hours working activities cannot be subject to constant supervision, there remains a duty on the University to provide appropriate controls for the activity. Supervision complements the information, instruction and training provided, and helps to ensure that staff and students understand the risks associated with their activity and that all necessary safety precautions are carried out. It also provides guidance in situations of uncertainty.

Methods of supervision may include:

- Supervisors periodically visiting and observing people working/studying alone.
- Supervisors maintaining contact with those involved in lone working activities using either a telephone or radio or possibly e-mail or text as available.
- The use of signing in/out system; and
- Checks that a lone worker has returned to their base or home on completion of their tasks.

5. Monitoring

Periodical monitoring of out-of-hours/lone working procedures should be carried out by local managers to ensure that all procedures are correctly working e.g., checking the out of hours' logbook against electronic access data of the buildings.

At certain periods throughout the year, such as University closure days, staff may be on site carrying out work activities that would otherwise be acceptable during normal campus working hours. Any tasks carried out during these periods should be risk

Section B - Guidance

assessed to ensure that any lone working implications are properly identified and controlled.

There should also be a defined system of periodic contact in operation. This may be by use of mobile phone, periodic check visits or other means of ensuring that a person does not work or study alone for prolonged periods without any contact. The frequency of contact needed will be informed by the nature of the risks involved in the activity.

6. Permissions / Permit to Work

Anyone wishing to work alone or outside the University core working hours (7.00 am to 7.00 pm - Monday to Friday) must have permission from Senior Management and a risk assessment (Appendix 2) agreed and implemented prior to the work activity beginning.

Authority to carry out the work (in the form of a permit-to-work, or letter signed by the Head of School / Directorate – See Appendix 3) must be kept available for inspection by Security. The permit / letter should include a description of the work approved to be carried out, and details of the location(s) where work will be undertaken, permitted activities and any specific precautions required.

In buildings with controlled access, local management will manage access using the electronic card access system.

6.1 High-Risk Activities

Staff (including PGR students) may be permitted to work alone/out-of-hours provided appropriate precautions have been taken and the work is not regarded as high-risk. Hazardous work activities associated with significant risks should not be undertaken in isolation. Decisions on which activities constitute high or low risk work must be taken as part of the risk assessment process in consultation with the local Health and Safety Coordinator and Head of School/Centre/Directorate. The judgement as to which work should not be undertaken alone/out-of-hours should be based on the risk assessment of the work involved.

Categories of hazardous work activity with significant risks may include work with:

- Dangerous machinery or equipment,
- High voltage electrical systems,
- Dangerous chemicals,
- Cryogenic substances (large quantities in dewars >10L capacity or pressurised dewars),
- Pressure systems,
- Dangerous pathogens,
- Sources of ionising and non-ionising radiations,
- Hot substances or equipment,
- Fieldwork near water.

Section B - Guidance

Certain categories of hazardous work **MUST NOT** be undertaken by staff or students in isolation under any circumstances. These include:

- Any work involving entry into a confined space or other area where there is a reasonably foreseeable risk of exposure to asphyxiating or toxic gases or vapours or conditions resulting in oxygen deficiency (e.g., access to liquid nitrogen stores),
- Work on live electrical systems or circuits,
- Work at height,
- Manual handling of heavy objects.

6.2 Laboratory/Workshop Activities

If possible, staff should not work alone/out-of-hours in a laboratory/workshop. Undergraduates are NEVER allowed to work alone in a laboratory or workshop unsupervised. If staff/PhD students need to work late or at weekends, they should preferably arrange for a colleague to be there at the same time.

However, if working alone is necessary and approved by their Line Manager/Supervisor, the following guidance must be followed by each member of staff/PhD student:

- The lone worker should contact Security when lone working (details in section 8 below).
- Ensure that someone (Principal Investigator, friend, family, housemate) knows that they are working late or alone in the laboratory/workshop and when they plan to return home. These details must be recorded on the lone working form on Queen's online, so that if the worker doesn't return when expected and can't be contacted, that the alarm can be raised with QUB Security.
- Before any work in isolation is undertaken, the risks to health and safety must be assessed and documented.
- The lone worker should:
 - read and agree to the Risk Assessment and Standard Operating Procedure for the procedure and any other relevant material,
 - be trained in the proper use of any equipment,
 - be aware of what to do and who to contact when alone in an emergency,
 - know where the spill kit is and what to do if there is a spillage of chemicals, biological materials, etc.,
 - wear the appropriate PPE – just because they are on their own does not mean that they do not need to wear personal protective equipment (lab coat, gloves, etc).

Section B - Guidance

6.3 Office Work

Office lone/Out-of-Hours working should only be undertaken when necessary. The following guidance should be followed:

- The lone worker should contact Security when lone working (details in section 8 below),
- Ensure that someone (Line Manager /Supervisor, friend, family, housemate) knows that they are working late or alone in the laboratory/workshop and when they plan to return home. These details must be recorded on the lone working form on Queen's online, so that if the worker doesn't return when expected and can't be contacted, that the alarm can be raised with QUB Security.
- Before any work in isolation is undertaken, the risks to health and safety must be assessed and documented.

7. Lone Working Form - Online

If you intend to work outside of normal working hours / lone working, you must complete the Lone working form which can be found on Queen's Online. This includes all work before 7.00am and after 7.00pm, Monday to Friday, and any work at any time on weekends. This is to ensure that security staff are aware of persons in the building in the case of a fire or other emergency.

The following information must be recorded:

- If you are working in a lab/office
- Email address of Supervisor
- Building
- Floor
- Room number
- Contact phone number
- Expected finish time
- Additional notes

8. Contacting Security

Security (security@gub.ac.uk, or extension 5099) should be informed by each School/Directorate of any areas where lone/out-of-hours work takes place routinely e.g., Offices or laboratories.

Section B - Guidance

9. Support and Emergency Arrangements

There are two main concerns associated with activities on university premises outside normal working hours:

- To reduce the risk of a person being injured or falling ill and not being found or receiving timely assistance,
- To ensure that persons who are in the premises outside normal working hours know what to do in the event of an emergency e.g., fire.

Safe working arrangements must be developed by the relevant Line Manager/Supervisor and must also consider the action to be taken in the event of an accident or emergency (i.e., a person becoming unwell, fire arising in the building, major hazardous material spill).

Staff/students need to be aware that Fire Wardens and First Aiders may not be available outside normal working hours. In this case, a self-evacuation policy is in place in the event of a fire alarm.

Any person working in isolation that becomes aware of or encounters an unforeseen hazard should stop work (if it is safe to do so) and leave the area if necessary.

Emergency assistance can be obtained by contacting the Security Control Room, Level 1, Administration Building, which is staffed 24 hours a day all year around.

Emergency Number Extension: 2222 (External 028 9097 2222)

Internal Extension Numbers: 5099 (External 028 9097 5099)

These numbers should be displayed and readily available throughout the University. Any concerns on personal safety or suspicious activity on site should be reported to the Control Room immediately.

10. Feeling Vulnerable

If for any reason staff/students are worried or feel vulnerable when entering or exiting university buildings alone/out-of-hours, then they should call Security (security@qub.ac.uk extension 5099) and request an escort in or out of the premises. This will be accommodated where possible.

Exterior building lights and street lighting should also be checked on a regular basis to ensure that they are working properly. If lights are not working, this must be reported to the School Manager or Building Liaison Officer (BLO) so that any upgrades/repairs can be actioned.

Section B - Guidance

11. Building Security

Persons who are in a building which is not open to the public outside normal working hours must not admit unknown or unauthorised persons into the building. Care must also be taken to ensure that external doors are locked following entry and exit, and that keys are not left in the locks. Any signs of suspicious behaviour, or attempted break-ins, etc, should be reported to Security Control (Extension 5099) immediately.

12. Field Work

When considering the risk of carrying out lone field work in remote areas, whether urban or rural, Line managers/Supervisors must consider the following factors in their risk assessment:

- Risk associated with the activity being undertaken,
- The individual's capacity to undertake the activity,
- Suitability of equipment in use for exposure to elements,
- Availability/Suitability of personal protective equipment for use in exposed situations,
- Distance from nearest Accident and Emergency and other emergency services and First Aid provision,
- Risks associated with travel and suitability of accommodation in remote/exposed areas,
- Likelihood of having to deal with confrontation,
- Communication availability,
- Personal safety and security.

To reduce the risks to the lowest level reasonably practicable, the risk assessment must consider control measures such as:

- Whether a minimum of two people should be allocated to this field activity,
- Whether alternative communication technology is available for use in isolated situations,
- Implementation of a management control system ensuring that information (such as where the field work is taking place; the duration of the activity; anticipated time of arrival on site; departure from site and return to normal work base; any special contact arrangements; location and contact details of accommodation etc.) is easily available to the manager or other suitable colleagues,
- Provision of fit for purpose work equipment for use in exposed conditions,
- Provision of basic or enhanced first aid equipment,
- Advanced notification of field work activity to emergency services,
- Training appropriate to the level of risk.

Section B - Guidance

This may include any or all of the following:

- Information and instruction on contact procedures and local risk management protocols,
- Basic personal safety awareness,
- Strategies to prevent and/or manage violent and aggressive incidents,
- Moving and handling training,
- Procedures for safe handling of any substances or waste,
- Procedures for safe use of equipment,
- Instructions on the procedures for reporting of all incidents, however minor,
- First Aid training suitable to the circumstances.

13. Call-Out Staff

When considering the risks to staff associated with call-out duties, Line Managers/Supervisors must consider the following factors:

- Risks associated with the activity being undertaken,
- The individual's capacity to undertake the activity,
- Risks associated with other on-going activities in the area where the response is required and availability of relevant information from client departments,
- Risks associated with reduced supervision,
- Security of the building and grounds where the activity is being undertaken,
- Travel (at times when public transport may not be available for instance),
- Communication availability,
- Personal safety and security,
- Likelihood of having to deal with confrontation.

To reduce the risks to the lowest level reasonably practicable, the risk assessment must consider control measures such as:

- Whether a minimum of 2 people should be allocated to this activity,
- Whether alternative communication technology is available for use in isolated situations,
- Provision of basic or enhanced first aid equipment,
- Checking-in and out arrangements through a pre-agreed contact point (such as the Gatehouse for instance),
- Training appropriate to the level of risk.

This may include any or all of the following:

- Information and instruction on normal and emergency contact procedures and local risk management protocols,
- Basic personal safety awareness,
- Strategies to prevent and/or manage violent and aggressive incidents,
- First Aid training suitable to the circumstances.

14. Community / Home Visiting

Staff/Research students are occasionally required to carry out work in private homes. This could include, for example, researchers visiting the homes of NHS patients taking part in medical research projects, clinical trials or other similar situations.

As most risk is attached to the unknown, it is essential that all such visits are subject to a suitable and sufficient risk assessment. Therefore, when considering the associated risks, managers must consider factors including:

- Known history of the person being visited,
- Family circumstances,
- Living arrangements,
- Concerns considered relevant by the Referrer,
- Travelling to isolated or rural areas,
- Travelling between appointments,
- Communication availability; and,
- Personal safety and security.

To reduce the risks to the lowest level reasonably practicable, the risk assessment must consider control measures such as:

- Arrange for meetings to be held in university premises rather than at the service user's home where possible,
- Allocate two members of staff to make the visit, particularly if this is a first visit,
- Implementation of a management control system ensuring that information (such as where the lone worker is going; who they are visiting; contact address and telephone number; estimated arrival time and duration of visit; time expected to return to office; time and location of next visit or, time when they are due to arrive home to at base) is shared with colleagues,
- Training appropriate to the level of risk. This may include any or all of the following:
 - Information and instruction on contact procedures and local risk management protocols,
 - Basic personal safety awareness,
 - Strategies to prevent and/or manage violent and aggressive incidents,
 - Moving and handling training,
 - Procedures for safe handling of any substances or waste,
 - Instructions on the procedures for reporting of all incidents, however minor.

The following stakeholders were consulted during the development of this Policy and Guidance document:

Vice-Chancellor's Office

University Secretary's Office

All Heads of School

All School Managers

Centre Administrative Managers in SMDBS

Faculty Directors of Operations and Faculty Managers in AHSS, EPS and MHLS

All Professional Services' Directors

INTO Centre Director and Centre Manager

Institute of Professional Legal Studies, Director

The Senator George J. Mitchell Institute for Global Peace, Security and Justice, Director, and Administrator

All Health and Safety Coordinators

All Trade Union Safety Representatives

Name:	School/Department/Unit:	
Work activity:	Work Location:	
Category of work hazard:	Office/Laboratory/Workshop:	
Medically Fit to work in isolation:	Permission granted by:	
Assessment completed by:	Date completed:	Review Period:

Risk Type	Hazards	Who might be harmed	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L.M.H.VH)	What further action is necessary	Severity (1-5)	Likelihood (1-4)	Final risk level	Action by whom & by when
Individual	Medical fitness	Lone Worker	- Lone worker has ensured that any medical conditions which may / may not be relevant to their working alone has been discussed with their Line Manager and, if necessary, Occupational Health. - Lone workers have been advised that they must not work alone if any such condition is assessed as placing them at increased risk.								
Individual	Supervision	Lone Worker	- Lone Worker advised that they must comply with the out of hours arrangements in operation within their School/Centre. - Security informed via the online Lone Working Form (QOL) that the individual is working in isolation. - Contact arrangements in place with colleagues/family members if required.								

Risk Type	Hazards	Who might be harmed	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L,M,H,VH)	What further action is necessary	Severity (1-5)	Likelihood (1-4)	Final risk level	Action by whom & by when
	Training/Competency:	Lone Worker	- Lone Worker has received the necessary training to enable them to work safely in isolation/out-of-hours. - Lone Worker fully conversant with emergency procedures.								
Location and Premises	Building security	Lone Worker	- Access to the building is restricted to authorised personnel outside of normal working hours. - Lone Worker advised to contact security on Ext: 5099 if they have any concerns.								
	Access	Lone Worker	- Entrances in the vicinity of the building and car park are well lit. - Lone Worker aware of how to get to car/public transport after leaving, taking account of potential personal safety issues.								
Location and Premises	Emergencies	Lone Worker	Lone Worker is aware of the local arrangements in place for raising the alarm in the event of an emergency.								

Risk Type	Hazards	Who might be harmed	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L.M.H.VH)	What further action is necessary	Severity (1-5)	Likelihood (1-4)	Final risk level	Action by whom & by when
	First aid	Lone Worker	- Lone Workers advised that First aiders are unlikely to be present out of normal working hours and that they should contact Security on Ext: 5099 if a First Aid incident occurs. - First aid kits are available, and contents checked regularly. - Lone Worker advised on the location of the nearest First Aid kit.				Lone Workers must be advised of the locations of the following Emergency Equipment: - First Aid Kit - Eye wash Station - Emergency Spill Kit - Fire Extinguishers - Risk/COSHH Assessments				
Work Activity	Use of computers and general office equipment	Lone Worker	- Lone Worker advised that their workstation complies and is set up in accordance with the University Policy. - Lone worker confirmed that a DSE assessment has been completed for their workstation.								
	Slip/trips/falls	Lone Worker	- Regular inspection of work area undertaken to ensure that any trip hazards etc. are identified and rectified. - Lone Workers with temporarily impaired mobility are advised to not work alone.								

Queen's University Belfast

Out-of-Hours/Lone Working Permit to Work

< Date >

<Name & Address>

Dear <Name>

This document is formal notification that you have my permission to work outside normal working hours in <state appropriate location>.

This permission is granted until 31 December <year> unless your employment or graduate student status terminates before this date, in which case you must return this letter or permit to me.

A formal Risk Assessment has been completed and the work you will be undertaking has been assessed as **LOW/MEDIUM** (delete as appropriate) risk. By giving my permission I hereby certify that you are competent to undertake this work and are aware of the risks and controls put in place. I am satisfied that you have received all necessary instruction and training to undertake this work safely.

Principal Investigator/Manager's
Signature.....

As the person undertaking this work, I hereby certify the following:

- a) I have read and understood the risk assessment/SOP for safe out-of-hours/lone working. I am fully aware of the risks involved and the control measures that have been put in place.
- b) I will always complete the **Out-of-Hours Logbook** when working out of hours.
- c) I have no known medical conditions which may be dangerous for a lone worker.
- d) On each occasion when I am working alone/out of hours I will make Security aware of my working times and have a means of contacting them should an emergency occur e.g., landline/mobile phone.
- e) I am aware of the arrangements for evacuation and emergency procedures out of hours (Call Security on 2222) and know what to do in the event that the fire alarm sounds.

Worker's Signature.....