

NDMRB-RA-007

Risk Assessment: Lone Working in the NDMRB

Scope

This document assesses the risk for out of hour's access to the NDMRB and lone working. The procedure covers all staff, students and visitors and is effective from 20th May 2013

Out of hours working times are regarded as:

Between **18:00 and 08:00** Monday to Friday

Between **18:00** Friday and **08:00** Monday (weekends)

Public and Centre holidays

Staff/students/visitors with out of hour's permission may enter and work in the building out of hours following completion of this assessment and authorised by the NDMRB Building Manager, lab manager and direct line manager

Lone working

Lone working for chemists is covered in NDMRB-SOP-034, CL3 NDMRB-RA-008 and Radiation NDMRB-RA-009 and these rules must be adhered to at all times.

Lone working carries a number of risks; therefore it is imperative that risk assessments are carried out on work before it is carried out in a lone working situation. The risks of some work may risk solely because you are working alone and it is important that this risk is identified. There are some instances where the risk does not increase and therefore it must be identified as an activity which can be carried out when lone working.

The legal requirement to identify the hazards of all work, to assess the risks involved and to put measures in place to avoid or control those risks includes out of normal working hours activities and lone working. This duty extends to recording the significant findings of the assessment.

Departments must assess all activities being carried out, define which are acceptable out of hours and prohibit those which are not.

In all cases managers or supervisors in charge of an area of work must establish a suitable framework for individuals in terms of what is and what is not permissible for them under lone working conditions. Managers or supervisors are expected to report on a termly basis to their head of department that they have made arrangements for the safety of those under their day to day control.

Out of hours working in and around office type activities is considered low risk. Therefore, providing it is agreeable to the head of department, lone working may be freely permitted. It is accepted that residual risks such as falling from a step stool or tripping on stairs will remain. However, the arrangements for summoning assistance in the event of such an accident should be established and the information be readily available to persons working out of hours.

Persons from higher risk departments (i.e. Science and Clinical departments) carrying out general office duties may do so on their own, with the permission of their departmental head. Laboratory or workshop activities involving any risk greater than those of general office duties must only be undertaken with others present or at least within earshot. This is to ensure that assistance is forthcoming in the event of an accident. Departments must consider carefully what first aid and other emergency provision is necessary for out of hours working taking account of the nature, scale and range of activities being permitted. A risk assessment for the activities must be completed and held by the lab manager BEFORE normal working or lone working in the lab commences.

There are activities that must not be carried out while lone working and this is because the risk is considered to great and therefore must only take place during core hours (8am – 6pm). This includes: movement of compressed gas cylinders, working with LN2 (without prior approval), NMR working (without prior approval) and some chemistry activities which are listed in NDMRB-SOP-034.

If you are working in the lab and the risk is normally greater than that of office work then someone (who works with you) and your lab manager must be aware that you are lone working, know what hours you intend to work as well as the work you are carrying out. Researchers lone working in the lab in the NDMRB must send a text message on arrival, to one a nominated colleague (agreed with the lab manager), with an estimated finish time. A text message must be sent when leaving the building. If the nominated person does not hear from the lone worker within 15 mins of the finish time the nominated person must ring the lone worker. If the lone worker fails to answer then OUSS must be called who will go to the building and check on the lone worker. Contact for OUSS is 01865 272944 and internally is 89999.

You **must** sign in and out on the out of hours working sign in sheet at reception. Lone working must be arranged prior to the work being carried out, all RA must be in place, read and signed off on your training record.

Where possible staff should not work alone and should not work alone if the risk of the activity is increased by doing so.

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| Name of assessor: | Andrea Keepence-Keyte | Date of Assessment: | June 2015 | Review Date: | Every three years |
|--------------------------|-----------------------|----------------------------|-----------|---------------------|-------------------|

| Risk Matrix | | Likelihood | | | |
|-------------|---------------|------------------|------------------|------------------|------------------|
| | | High | Medium | Low | Negligible |
| Consequence | Severe | High | High | Medium | Effectively Zero |
| | Moderate | High | Medium | Medium/low | Effectively Zero |
| | Insignificant | Medium/Low | Low | Low | Effectively Zero |
| | Negligible | Effectively Zero | Effectively Zero | Effectively Zero | Effectively Zero |

Risk Assessment:

| Hazard (Cause and consequence) | Affected Groups | Existing controls | Risk | Further Action |
|--|-----------------|---|--------|--|
| Increased risk occurring because of lower numbers of staff or no other members of staff being in the building | Staff/students | <p>All activities must be risk assessed and then the probability of the risk increasing out of hours to be considered. If the risk is deemed to increase due to lone working then this must be documented.</p> <p>The process for dealing with accidents and emergencies out of hours is covered in the buildings and lab inductions. This includes details of phone numbers for OUSS and the procedure for calling the emergency services out of hours.</p> | Medium | Supervisors must ensure that suitable RA are in place. |
| Risk of not being found in the event of an accident/incident due to not signing in and/or not using the buddy system | Staff/students | <p>The out of hours/lone working SOP covers the “buddy system” which must be observed while working in the NDMRB out of hours. This system ensures that someone knows you are here and knows how to initiate emergency procedures if contact with the lone worker cannot be made. The buddy system is applicable to both lad and office workers.</p> <p>By signing in and out of the building lone workers ensure that security (who tour the building) can quickly assess who is in the building and when. In the event of an emergency the location of lone workers can be easily seen.</p> | Medium | Supervisors must ensure that staff are aware of the procedures that are in place and must not sign the out of hours forms until they are satisfied that the staff member is fully versed in lone working procedure |
| Building incidents – power/water/structural/liquid nitrogen failure | Staff/students | <p>In the event of a building failure the on call facilities team member must be contacted. The phone number for the on call phone is: 07788443286</p> <p>The process for dealing with structural failures out of hours is covered in the buildings and lab inductions.</p> | Medium | Staff must be fully aware of the locations of emergency phone numbers and are advised to store the lab manager and on call numbers in their phones. |

Signed By Author:

Approved by (sign and print):

Reviewed by:

Review date: