NDM Research Building
Out of hours working and the NDMRB buddy System

1.0 Introduction

It is permissible, where access is granted, to work outside of normal core hours (8am – 6pm) in the NDMRB. If you are working with a collaborator who does not have out of hours access then they must not be left unattended at any time. The collaborator must be escorted out of the building when work is completed by the member of staff who has the out of hours access. The side gate in reception can be used to let people out after 5pm. Under no circumstances should members of staff work outside of their normal access hours and no one should lone work if they only have core hours granted.

When working in the laboratory or office out of hours within the NDMRB users must work in pairs or have a buddy system in place. The buddy system relies on work colleagues who are familiar with the work place and share similar access to restricted areas.

2.0 Buddy system implementation

The buddy system relies upon people staying in touch and people who work in the NDMRB being the contacts. This is to ensure that in the event of an emergency the contact person is able to start the chain of events that will initiate an immediate response from OUSS.

- Only trained experienced staff will be granted access out of hours. Out of hours access is only implemented once all relevant training and access forms have been completed.
- An out of hours risk assessment must be filled by each person requiring access, this must be signed by the line supervisor and relevant laboratory manager. It is imperative that all activities that may be carried out are highlighted. ALL work must be risk assessed before it commences and particular attention must be paid and considered if the risk is significantly increased by lone working. If the risk is significantly increased then a separate risk assessment must be carried out for the work.
- If possible work should be carried out in pairs whilst working in high risk areas, within the NDMRB, those areas are:
    - Ground floor:
        - Liquid Nitrogen Facility
        - NMR Room
    - First Floor:
        - Radiation Suite
        - CL3 suite
    - Second Floor:

- Mass Spec Room

- Where it is not possible to work in pairs, a buddy system must be in place:
  - Using email/text (applications such as "what's app" or "facebook messenger" can be used) the lone worker must inform a contact person of their intention to lone work, specifying the location and expected finishing time.
  - **The contact person must acknowledge this communication.**
  - Upon completion of the work the lone worker must sent another email/text to inform the contact person(s) that they have left the building.
  - If the lone worker has not been in communication within 15min after the expected finishing time, the contact person must try to get in touch with the lone worker by telephoning them. If the user is not contactable, then Security Services must be informed immediately by ringing (0)1865 (2) 89999. The contact person must be able to give the location of the person lone working, this includes building (NDMRB/building 6), floor and room/area description.

3.0 Emergency contact details out of hours:

Security Services

Emergency (24 hours)	(0)1865 (2) 89999
General Enquiries (24 hours)	(0)1865 (2) 72944
Crime Prevention & Reduction Advisor	(0)1865 (2) 72942
E-Mail: security.control@admin.ox.ac.uk	

4.0 Review

The information in this document will be reviewed and amended if necessary every 3 years by the laboratory manager or alternative relevant personnel.

5.0 Risk Assessment

NDMRB-RA_007: Lone working, first floor NDMRB

TDI-RA-007 Lone Working in the TDI

NDMRB-RA_008: Lone working in the NDMRB CL3 suites

NDMRB-RA_009: Lone working in the NDMRB Radiation suite

6.0 Reference

- NDMRB internal webpages http://www.ndmrb.ox.ac.uk/health-and-safety
- Security webpages https://www.admin.ox.ac.uk/ouss/contactus/

Buddy System SOP Sign off Sheet

NDMRB-SOP-023 v1

By signing this section the user agrees to follow strictly the procedure set out above, in case of non-compliance out of hours access will be removed.

Name:	Group :	Signature

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