**General Risk Assessment Form**



| **Date:** (1) | **Assessed by:** (2) | **Checked / Validated\* by:** (3) | **Location:** (4) | **Assessment ref no:** (5) | **Review date:** (6) |
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| **Task / premises:** (7)  **On campus out of hours lone working RA**  **This is an individual risk assessment**  **Lone working is defined as a person working without close or direct supervision and without contact from others.**  **A risk assessment must be completed for each worker who is out of hours lone working** **and must be modified to include your specific activities.**  Extra consideration is required when working out of hours (OOH) as limited first aid, fire provisions are available along with the added risks of personal safety. Any OOH worker & remote buddies need to be competent. Emergencies may relate directly to their work, or it may relate to other areas of their building and surroundings. An experimental protocol doesn’t necessarily change between core hours and OOH, but the environment changes significantly. **This must be captured in this individual OOH lone working risk assessment.**  ONLY activities previously assessed by a valid, approved and verified general and/or experimental risk assessment as low risk are permitted whilst lone working and out of hours, the details of such assessment should be included within the relevant section of this out of hours risk assessment. This out of hours lone workingrisk assessment must be regularly reviewed by the applicant/PI/Supervisor/Manager to ensure it remains suitable for the activity and to control the additional risks involved with lone working out of hours.  Detail remote buddy system: who is the remote buddy, when and how will they contact the worker?  Business case description for out-of-hours access:  Write summary here. | | | | | |

| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
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| Lone working on campus out of hours – access and emergency procedures | Fire, personal injury, bomb and other emergency situations, walking across campus late at night | Staff, students, visitors and anyone else in the building e.g. contractors and security  Being trapped in an emergency situation, personal injury, being unable to call for help, violence | Out of hours lone workers must be experienced and have permission from their Supervisor / Line Manager in order to lone work out of hours.  **They must sign in using the SafeZone app on arrival the building. This will ensure in an emergency situation that their presence and exact location is known.**  <https://www.welcome.manchester.ac.uk/get-ready/health-wellbeing-safety/safezone/>  All those in the building must have had a Physics H&S induction and must be aware of the emergency control measures, e.g. fire evacuation procedures, how to call for a first aider, location of first aid box, gas alarms out of hours. **Ref 1**  If out of hours working is occurring, then limited fire and first aid provisions exist. Security are all trained first aiders and must be called on **0161 306 9966** as no first aiders will be present within the building. It is the responsibility of the individual to evacuate the building on the activation of a fire alarm, no fire wardens will be present to assist with this.  The risk of out of hours lone working is reduced to as low a level as possible by adjusting working practices and abiding by the control measures identified in this risk assessment. Also, risk should be managed by completing the **lone workers checklist** (appended) and abiding by the control measures identified in this risk assessment. **Ref 2**  Those with certain health conditions that put them at a higher risk e.g. epilepsy, diabetes or mobility impairment must have a personal risk assessment in place. **Ref 3**  All those out of hours lone workers must have easy access to a phone. | Low | A |
| Travel to and from campus and working in a building out of hours | Personal safety and security | Staff, students, visitors and anyone else in the building e.g. contractors and security leaving work late at night / in the dark | The main perceived risk is 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.  People are advised to take basic precautions, such as arranging to walk to the car park with a colleague, keeping to well-lit areas and not taking short cuts.  Campus security can be contacted for assistance at any time whilst on campus – internal phone  X 69966 internal or 0161 306 9966 external phone. | Low | A |
| Office work | Working alone | Worker – slips, trips, muscular skeletal injuries etc | For typical office work, the risks of lone working OOH are no greater than being alone at home, and can take place without additional precautions. However, additional measures are required when accessing the building out of hours, as detailed above.  All Staff computer users (who use a screen for more than 1 hour per day) must have a Display Screen Equipment assessment. | Low | A |
| Working in areas with restricted access/restricted visibility | Hazard is dependent on the work conducted within the lab/workshop or cleanroom – chemical hazards, biological hazards, etc | User  Effect will depend on hazard encountered. | There are areas within the Physics which have restricted access or have restricted visibility into the area.  Anyone working in these areas must consider themselves to be lone working and must take appropriate precautions. One such precaution would be to use a “buddy system” so that users do not work alone in the area.  Where this isn’t possible a “remote buddy system” must be in place:  When lone working out of hours, all users must inform a “remote buddy” e.g. another lab/workshop/cleanroom member that they will be working in the area, and when they expect to finish. Regular contact would be made (typically every 30 mins or every hour depending on the risk). The remote buddy should also be told when user has finished work and left the area. If contact is not made a “said time” then a process must be followed to try to make contact with the lab/workshop/cleanroom users, if no contact can be made, security must be rang on 0161 306 9966 giving the name, building and location of the user.  All users must have access to a phone, in case they need to call for emergency assistance. | Low | A |
| Out of hours working within the laboratories/workshops/clean rooms | Flammable, liquids, flammable gases, asphyxiants,  toxic substances, poisons  corrosive substances, some biological agents, radioactive substances and any chemicals that present a risk to health | User  Chemical burns, irreversible eye damage, aspiration, suffocation, thermal and cryogenic burns, death | **Prohibited Lone Working ‘High Risk’ Activities:**  No high risk activities are be undertaken; this includes work involving:   1. Dispensing of cryogenic gases such as liquid nitrogen. 2. Use of HF, poisons, toxins, explosive materials, and CMR substances. Please refer to individual COSHH forms to verify that you are not using these classes of chemicals. 3. Working with equipment that is likely to cause serious injury if anything goes wrong, such as implosions of glass vessels. Please refer to individual risk assessments for hazard identification. 4. Radioactive substances. 5. Working with concentrated corrosive solutions or flammable solvents over 200 mL. 6. Some biological agents – please refer to individual GM / BioCOSHH risk assessments 7. Gas cylinders must not be changed or transported. 8. The use of stepladders. 9. Work in confined spaces where there is a risk of asphyxiation or release of a toxic/flammable gas. 10. Working in any Chemistry lab in Physics. 11. Working on open high voltage systems. 12. Working on machinery equipment. 13. This is not an exhausted list and a discussion should occur with the lab/workshop/cleanroom users line manager/PI to determine any other high risk activities that should not occur when lone working.   All users planning to undertake any form of lone working OOH must discuss the proposed work with their Supervisor, and must complete the following section of the lone working risk assessment before the work is undertaken. | Low | A |
| Out of hours working in the lab/workshop or cleanroom |  |  | This section must be altered to include **all your specific out of hours lone working activities**. The work must be discussed with your Supervisor/line manager and the assessment must reflect control measures necessary to ensure safe out of hours lone working. |  |  |
| On-campus lone out of hours working |  |  | Electrical items in labs, workshops and cleanrooms are PAT tested on an annual basis. Electrical items in offices are PAT tested every 4 years. All electrical cables etc. are regularly visually inspected for damage. Cables noticed be damaged will not be used and taken out of use.  No work on open high voltage systems is allowed when lone working out of hours. | Low | A |

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| **Action plan** (14) | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done**  **(tick Y/N)** |
| 1. | All staff students and visitors must receive a full induction which includes all emergency procedures. The Line manager/PI’s must decide if the person is competent to lone work out of hours and are capable of dealing with any emergency situation. | Manager / Supervisor | First day of work |  |
| 2. | All out of hours lone workers have a “remote buddy system” in place i.e. have arrange to contact another competent user on a regular basis to ensure the worker is safe and capable of responding. The system should specify who will be contacted, how they will be contacted and how frequently. | Manager / Supervisor | First day of work |  |
| 3. | Those with health conditions that put them at a higher than usual risk e.g. must have a personal risk assessment. All those with a mobility impairment or other impairment likely to delay them in evacuating a building should have a PEEP. | Manager / Supervisor | First day of work |  |
| 4. | The lone workers check list (appended) must be completed for each worker | Manager / Supervisor | First day of work |  |
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| **Authorisation by PI / Line Manager**  **I confirm that I have considered the hazards of lone working out of hours. I am satisfied that following the control measures will reduce the risks to as low as is reasonably practicable.** |
| **Print name: Signed:**  **Date:** |
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| ***Declaration by Out of Hours Lone Worker***  ***I confirm that I have read all risk assessments and have a ‘remote buddy system’ in place. I confirm that I have read this Risk Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.*** |
| **Print name: Signed:**  **Date:**  **Telephone No. (to reach you at the lab): Email address:** |
| **Emergency contact name:**  **Telephone No.:**  *This document will be stored securely and accessible to the management team only. Your emergency contact details will only be used in case of emergency.* |

**On campus lone worker checklist**

This checklist is an aide-memoir to assist with ensuring that there are suitable procedures and systems in place to help ensure that anyone who is lone working on Campus is not exposed to more risk of harm than when there are two or more people in the work space. The checklist is not exhaustive and should be developed and refined further for specific circumstances.

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| **The Workplace and Work Risks** | **If the answer to any question is NO please review the existing risk assessment(s) and consider what additional controls would be appropriate to ensure the risk is reduced to an acceptable level, record them on the risk assessment and ensure they are implemented.** | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Is the workplace safe from any special risks to a person working alone? |  |  |  |  |
| Can you enter and leave the work space safely? |  |  |  |  |
| Can all tools and equipment to be used during the lone working (including any use of ladders or trestles for access) be safely handled and operated by a lone person? |  |  |  |  |
| Can all substances (and other hazardous materials such as biological material) be safely handled and used by a lone person? (Refer to University or local guidance |  |  |  |  |
| Can any manual handling that may be carried out be safely done by a lone person? |  |  |  |  |
| Is the situation safe from the risk of violence or aggression? |  |  |  |  |
| Are the arrangements suitable for a woman working alone? (Consider; would a woman be at greater risk?) |  |  |  |  |
| Are the arrangements suitable for young workers? (Consider their relative lack of experience, knowledge, etc?) |  |  |  |  |

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| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Are there adequate arrangements for travel to and from the work place? |  |  |  |  |
| Are adequate first-aid facilities available? |  |  |  |  |
| Is the lone worker trained in first-aid if required? |  |  |  |  |
| In an emergency can help be easily summoned and could responders easily find and reach the lone worker? |  |  |  |  |
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| **Communication and Supervision** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Are there arrangements for regular contact between the lone worker and the supervisor? |  |  |  |  |
| Will supervisors periodically visit the lone worker? |  |  |  |  |
| Are automatic monitoring and warning devices appropriate and used (e.g. personal movement or inactivity alarms, radio panic alarms, etc)? |  |  |  |  |
| Is there easy access at all times to communication with the "outside world" and emergency services? |  |  |  |  |
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| **The Lone Worker** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Is the lone worker medically fit to work alone? |  |  |  |  |

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| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| Is the lone worker able to cope in any foreseeable emergency that may impose additional physical and mental burdens on them? |  |  |  |  |
| Is the lone worker sufficiently experienced? |  |  |  |  |
| Is the lone worker provided with adequate information about the risks involved with the tasks and the precautions to be taken? |  |  |  |  |
| Is the lone worker provided with suitable training to allow the premises, equipment, any substances, protective equipment etc. to be safely used? |  |  |  |  |
| Is the lone worker aware of the existing local emergency procedures?  Will the existing local emergency procedures work if there is only one person in the workplace? |  |  |  |  |
| Is the lone worker provided with suitable training to allow them to deal with any foreseeable emergencies? |  |  |  |  |