

# Lone working/working with participants out of hours policy – Part A

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## Typical working hours are 9:00 – 18:00 Mon to Fri

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This guidance deals with the potential hazards associated with lone working and working with participants outside typical working hours which may give rise to risk to your personal safety whilst using the Psychology Labs. The principal aim of the guidance is to ensure that all lab users are aware of the potential hazards and risks associated with lone working, their individual roles and responsibilities in preventing danger to themselves and others and, to outline the practical steps that can be taken to minimise the risks to their safety.

Lone working is defined as working in physical isolation from other individuals. This could be out of normal office hours when you may be the only worker within a specific laboratory or it could be during a normal day, where you may be spending significant periods of time in rooms with no visual access (for example, the Colour Lab).

In any case, when there is no other person in the immediate vicinity or more significantly within earshot, then the risk of a serious incident increases and therefore must be formally assessed.

Lone working is not covered by any specific piece of legislation; however, a wide range of regulation may apply depending on the nature of the work involved. The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations will apply in all instances. In addition, working out-of-hours can present an increased risk if the 'normal' emergency provisions such as first aiders are not available. Therefore, an assessment of what activities are deemed appropriate to be undertaken out-of-hours (whether lone working or not) needs to be made.

## Process

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1. Supervisors must train lab users in safe lab and equipment use
2. Applicants must complete a Lab Access Form
3. Supervisors must support lab users in completion of Lab Risk Assessment (using the appropriate risk assessment template for the specific lab to be used)
4. Where necessary supervisors must discuss the Lone working/Working with participants out of hours Policy – Part A (this document)
5. Supervisors and students should complete a Lone Working/Out of Hours Access form – Part B
6. Supervisors must support lab users in completion of a Lone working/Out of hours Risk Assessment - Part C
7. All documents should be signed and dated and presented to the Lab Manager to be approved
8. Once approved a copy of all documents should be stored in the clear plastic wall pocket located in the appropriate lab for the duration of the project

## Responsibilities:

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All lab users must ensure they are fully aware of the risks associated with lone working & working out-of-hours with participants and understand the appropriate actions to take before they begin any procedure.

Dissertation Supervisors must set a suitable framework for each INDIVIDUAL in terms of what is and what is not permissible under lone working and 'out-of-hours' conditions.

The responsibility for implementing planned and effective safe systems of work for those who work alone/out of hours is that of the person who controls the work activity. This responsibility cannot be delegated to those who work unaccompanied.

However, all Masters students have a responsibility to take reasonable care of their own safety and to co-operate with their supervisor. Masters students should not knowingly place themselves in situations which expose them to the additional risk of working alone without the full knowledge of their supervisor. An agreed 'safe system of work' must first be discussed and then implemented. 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 make sure that their supervisor is made aware of these circumstances at the earliest opportunity and then assist in the process of identifying the steps needed either to prevent the 'lone worker' situation from arising, or if this is not possible, assist in developing the precautions necessary to ensure their own safety

## Safe Working:

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Consideration should be given to additional safe working procedures during lone working in order to reduce any risk as far as is reasonably practicable. Examples of appropriate safe procedures are:

1. Reducing the exposure to a particular hazard, by limiting activities and/or substances used
2. Identifying 24hr emergency contact numbers for assistance/advice
3. Arranging for periodic contact with buddy/supervisor/Security Lodge
4. The use of panic alarms or other communication devices to obtain support
5. Providing additional training, instruction and information for the work to be undertaken.
6. All lone workers must have sufficient knowledge, experience & capability to deal with any foreseeable emergency without immediate assistance
7. All Lone Workers must know the locations of the following emergency equipment/resources:
  - a. Standard operating procedures for the appropriate lab
  - b. Emergency shower (HSB ??)
  - c. Fire extinguishers
  - d. Fire alarms
  - e. Fire exits
  - f. Risk assessments relating to their project
8. A current copy of the risk assessment for the work being undertaken by the applicant must accompany the Lab Access form. The supervisor is wholly responsible for the content and accuracy of the risk assessment and must ensure that it reflects the work being done by the lab user when they undertake lone working
9. A current copy of the risk assessment for the work being undertaken should remain in the clear plastic wall pockets for the duration of the project

## Emergency:

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Out of normal working hours, contact Security Services on their 24HR EMERGENCY NUMBER which is 3333, if unsure about any situation. The arrangements described in this document are considered by the Department of Psychology to be best practice and therefore those that lab users are expected to follow. Where this guidance does not cover a particular situation, further advice may be sought from Laboratory Management.

## Reporting an incident/accident/near miss:

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<https://www.hope.ac.uk/gateway/staff/governance/healthandsafety/reportingandaccidentincidentornearmiss/>

## University Lone Working Policy

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<https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Lone%20Working%20Code%20of%20Practice.pdf>

The present document is not designed to supersede the University Policy, but to supplement it with specific reference to users of the Psychology Laboratories.

# Laboratory Lone Working/Out of Hours Application Form Part B

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## Section 1 to be completed by the Supervisor

Name of Applicant:

Status of Applicant:

Academic Staff ☐ PhD Student ☐ Masters Student. ☐

Supervisor (where lab user is a student):

Does the applicant have sufficient knowledge, experience and capability to work safely and deal with all foreseeable events without assistance?

Yes ☐

No ☐

If no the applicant will not be allowed access to the labs for lone working or out of hours access

Has the applicant completed a lab risk assessment?

Yes ☐

No ☐

If no, access will not be granted until a lab risk assessment has been completed

Has the applicant completed a lone working/out of hours risk assessment?

Yes ☐

No ☐

If no, access will not be granted until a lone working/out of hours risk assessment has been completed

## Section 2 to be completed by the applicant

Outline of activities to be undertaken:

Explain why these activities cannot be undertaken during typical working hours

Do you have a medical condition that may put you at risk when working alone or out of hours?	Yes <input type="checkbox"/> No <input type="checkbox"/> (risk must be reassessed in the event a medical condition changes or is diagnosed)
<b>If you have answered yes</b> - I have made the appropriate arrangements with my supervisor and appropriate measures will be put in place to mitigate risk <input type="checkbox"/>	
We have read Part A of this document and we have considered all activities that are likely to be undertaken by the named applicant and where appropriate they have been trained in lab use relating to their project. We have considered any medical conditions, special arrangements and restrictions and we are satisfied that appropriate restrictions have been put in place to mitigate risk.	
Signed by supervisor:	Date:
Signed by applicant:	Date:
Signed by Lab Manager:	Date:

# Laboratory Lone Working/Out of Hours Risk Assessment Part C

## Risk assessment – Lone working & working with participants outside normal working hours

Faculty/Department	Science/Psychology	Brief description of event/visit/activity:	Lone working/out of hours working in Psychology Labs		
Location:	HSB Psychology Labs	Assessment carried out by:		Assessment date:	

SPECIFIC ASPECT OF EVENT/VISIT/ACTIVITY:								
What are the hazards?	Who might be harmed?	What could be the harm be?	What is the risk level?*	What are the existing measures to manage the risk effectively?	Is any further action or information required?	Action by:		
						Who	When	Completed
Injury	<i>Lone worker or participant in experiment</i>	<i>Falls, slips, trips, , accident</i>	<i>Low</i>	<i>Lone workers should visually inspect the area for hazards and ensure the working area is safe to avoid slips, trips, and accidents. Good lighting in all areas  Trailing cables managed</i>	<i>Report any problems with equipment in the equipment book.  Report any problems with the building to the Lab Manager and Estates</i>	Researcher	Every lab use	
Illness	<i>Lone worker or participant in experiment</i>	<i>Sudden illness, fainting.</i>	<i>Medium</i>	<i>The lone worker or participant should not enter the labs if they feel unwell, of if they begin to feel unwell they should call Security Lodge.  If ther lone worker has a medical condition that could present a risk to safety, this should be noted on the Lone Working Form</i>	<i>Take notice of the Standard Operating Procedure signs in the labs for contact numbers for First Aiders and Security</i>	Lab user	In event of an emergency	

Security not aware of lone working in labs	<i>Lone worker or participant in experiment</i>	<i>Being locked in Harm to participant or researcher</i>	<i>Medium</i>	<p><i>Lone workers are required to inform Security that they will be working in the labs and that participant/visitor names are recorded</i></p> <p><i>Lone workers are required to provide a telephone number that Security can use to contact the researcher in case of emergency</i></p>	<p><i>Lone workers must complete the attached Lone Working Form and deposit with Security if working in the evenings or across weekends</i></p> <p><i>Security to make periodic visits to the labs outside normal working hours</i></p> <p><i>CCTV in labs to be periodically checked</i></p>	<p>Lab user</p> <p>Security</p>	Every lab use outside normal working hours (9:00 to 18:00)	
Emergency in labs (e.g. Fire)	<i>Lone worker or participant in experiment</i>	<i>Injury to persons in labs, smoke inhalation, burns.</i>	<i>Medium</i>	<i>Lone workers should familiarise themselves with the fire exits. There are two exits from the Psychology Lab space. The main entrance and double doors at the far end of the corridor.</i>	<i>Researchers must ensure that participants know where the escape routes are.</i>	Researcher	Every lab use	
Personal safety/Risk of verbal and/or physical assault	<i>Lone worker or participant in experiment</i>	<i>Injury or death</i>	<i>Low</i>	<i>Lab users should not invite participants or visitors to the campus who have a known risk of, or previous history of violence or threats</i>	<i>Researchers should always ensure that Security are aware of any visitors to the labs and names recorded on the Lone Working Form.</i>	Lone worker	Every lab use	
Risk of intruders	<i>Lone worker or participant in experiment</i>	<i>Injury</i>	<i>Low</i>	<i>Labs can only be accessed by authorised persons</i>	<i>Security are aware of any visitors to the labs and names recorded on the Lone Working Form</i>	Lone worker	Every lab use	
Expectant mother	<i>Lone worker</i>	<i>Sudden illness, onset of labour</i>	<i>Low</i>	<i>Expectant mothers should discuss with supervisor regarding lone working and appropriate measures/restrictions(see Form B)</i>	<i>Supervisor to liaise with the lone worker</i>	Lone worker/Supervisor	Every lab use	

\*Refer to the 'RISK MATRIX' to establish the risk rating





# Out of Hours Security Form

This form should be deposited at the Security Lodge prior to entering the Health Sciences Building

[illegible]