Liverpool Hope University

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

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

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| 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 | *Lone worker or participant in experiment* | *Falls, slips, trips, , accident* | *Low* | *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* | *Report any problems with equipment in the equipment book.*  *Report any problems with the building to the Lab Manager and Estates* | Researcher | Every lab use |  |
| Illness | *Lone worker or participant in experiment* | *Sudden illness, fainting.* | *Medium* | *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* | *Take notice of the Standard Operating Procedure signs in the labs for contact numbers for First Aiders and Security* | Lab user | In event of an emergency |  |
| Security not aware of lone working in labs | *Lone worker or participant in experiment* | *Being locked in*  *Harm to participant or researcher* | *Medium* | *Lone workers are required to inform Security that they will be working in the labs and that participant/visitor names are recorded*  *Lone workers are required to provide a telephone number that Security can use to contact the researcher in case of emergency* | *Lone workers must complete the attached Lone Working Form and deposit with Security if working in the evenings or across weekends*  *Security to make periodic visits to the labs outside normal working hours*  *CCTV in labs to be periodically checked* | Lab user  Security | Every lab use outside normal working hours (9:00 to 18:00) |  |
| Emergency in labs (e.g. Fire) | *Lone worker or participant in experiment* | *Injury to persons in labs, smoke inhalation, burns.* | *Medium* | *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 if the corridor.* | *Researchers must ensure that participants know where the escape routes are.* | Researcher | Every lab use |  |
| Personal safety/Risk of verbal and/or physical assualt | *Lone worker or participant in experiment* | *Injury or death* | *Low* | *Lab users should not invite participants or visitors to the campus who have a known risk of, or previous history of violence or threats* | *Researchers should always ensure that Security are aware of any visitors to the labs and names recorded on the Lone Working Form.* | Lone worker | Every lab use |  |
| Risk of intruders | *Lone worker or participant in experiment* | *Injury* | *Low* | *Labs can only be accessed by authorised persons* | *Security are aware of any visitors to the labs and names recorded on the Lone Working Form* | Lone worker | Every lab use |  |
| Expectant mother | *Lone worker* | *Sudden illness, onset of labour* | *Low* | *Expectant mothers should discuss with supervisor regarding lone working and appropriate measures/ restrictions(see Form B)* | *Supervisor to liaise with the lone worker* | Lone worker/Supervisor | Every lab use |  |
| Lone working | *Researchers/ participants/visitors* | *Accidents, emergencies arising from lack of supervision, manual handling related injuries, sudden illness, fire* | *4* | *Researcher will have booked into the lab timetable prior to use*  *Handling of awkward, heavy loads not to be attempted without equipment when staff are working alone,*  *Researchers working alone should make themselves aware of the nearest first aid assistance and emergency procedures.*  *Staff and students who may have a health condition, which may elevate the risk of sudden onset of illness, are advised to declare such information to an appropriate member of staff. i.e. line manager/ Personnel and agree an appropriate ‘check-in’ or monitoring arrangement when working alone*  *Adherence to Psychology LW Policy*  *Security staff check all areas, including toilets, before locking up at night.* | *Security to check all areas before locking up at night* | All users  Lab manager/HoD | Ongoing |  |
| Fire | *All lab users and visitors* | *Minor burns, smoke inhalation, Major burns, fatalities* |  | *Fire risk assessments in place for all building on campus*  *All fire doors kept unobstructed and unlocked*  *Staff are to make themselves and their students aware of nearest fire notice and marked exit routes*  *All corridors are to be kept clear*  *Academic staff familiar with any PEEPs that may be in place for students and are aware of the nearest Refuge Points within the building*  *Staff and Students to comply with all fire drills / emergency evacuation procedures*  *Staff to undergo Fire Awareness Training regularly* |  |  |  |  |

\*Refer to the ‘RISK MATRIX’ to establish the risk rating