



## **Lone Working and Out of Hours Access Policy**

Approved By	Clinton Grant	Effective Date	05/10/15
Date Approved	05/10/15	Status	Live
Policy Owner	OHES	Impact Assessed	Yes
Version	2	Review Date	Oct 2017
Issued to	All Staff All Students	Issued by	Web

# Policy Statement

It is the policy of the university to ensure that, so far as is reasonably practicable, persons working for or on behalf of the university or working on university premises are not exposed to unacceptable levels of risk by virtue of working alone or by working outside building opening hours.

The responsibility for enacting this policy rests with Heads of School / Department who will take the necessary steps to ensure that this policy is adhered to. This will include ensuring that the associated Lone Working and Out of Hours Work Procedures<sup>1</sup> are followed and any failures to do so are adequately addressed so as to avoid repeated failures.

This will be achieved by:

- Managing the need to work alone or outside building opening hours
- Controlling access to buildings outside opening hours
- Controlling any additional risks arising from a genuine need to work alone or outside building opening hours
- Ensuring that the necessary measures to approve and monitor these instances are in place.

Where any additional risks arising cannot be controlled to an acceptable level, lone working or working outside building opening hours will not be permitted.

It should be understood that any access outside of building opening hours should be exceptional, fully controlled and managed.

## Non-core Hours

In addition it is recognised that the level of risk to individuals associated with activities can particularly increase during periods when buildings are open but not fully staffed. This period is defined as the "non-core hours" in the associated procedures which are designed to address this specific hazard and to ensure that any additional risks arising are properly assessed and mitigated against in so far as is reasonably practicable.

Arrangements to achieve these aims are addressed in the related procedures and will be kept under review. The procedures address lone working and out of core hours working separately but they are linked to

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<sup>1</sup> Available at <http://www.rgu.ac.uk/about/health-and-safety/health-and-safety-index/lone-working-and-out-of-hours-access>

account for the fact that the additional risks may arise from the time of day, working alone or both.

### **Audit and Monitoring**

The effectiveness of these arrangements will be monitored on an ongoing basis by the Site Supervisor for each building. Breaches will be brought to the attention of the appropriate Head of School/Department and the Estates Department Management.

Serious or repeated breaches of this procedure will be notified immediately to both the Head of School/Department and the Head of Occupational Health & Environmental Safety.

In addition, the effectiveness of the arrangements will be monitored by inclusion in the audit protocols for each School/Department.

### **Document History and Version Control**

Version	Date Approved	Approved By	Description
1	2012	Harris Cooper	Creation
2	Oct 2015	Clinton Grant	Policy Review