

# WTCHG OUT OF HOURS & LONE WORKING RISK ASSESSMENT

*to be completed with supervisor and only after reading  
WTCHG policy OUT OF HOURS ACCESS & LONE WORKING  
and with appropriate reference to  
University Policy Statement [S5/08](#) - Risk Assessment*

## SECTION A – INDIVIDUAL DETAILS & INITIAL ASSESSMENT

Name of Individual Under Assessment	
University Card Barcode No. (7-digit)	
Research Group	
Date started in WTCHG	
<b>OUT OF HOURS WORKING</b> Will the individual work outside the hours of 7.00am to 7.00pm, Monday to Friday and/or during the weekends? <i>Add qualifying comments as appropriate</i>	YES / NO
<b>LONE WORKING</b> Has the individual sufficient experience to work both Alone and Out of Hours?	YES / NO
	<i>If No, the individual must be supervised during these times e.g. undergraduate project student</i>
Will this involve any laboratory work?	YES / NO
	<i>If Yes, complete all sections, sign &amp; return to H&amp;S Officer. If No, complete <b>section D</b>, sign &amp; return to H&amp;S Officer.</i>
Will work involve any of the following Materials/Activities?  <ul style="list-style-type: none"> <li>• Radionuclides</li> <li>• Liquid Nitrogen</li> <li>• Toxic, Corrosive or Flammable substances</li> <li>• High Speed Centrifugation</li> <li>• Electrophoresis Equipment</li> <li>• Compressed Gases</li> <li>• Biological Material that requires 'Containment Level 2' (or higher)</li> <li>• Any other Material/Equipment of equivalent risk</li> </ul>	YES / NO – <i>If Yes, outline activities below and control measures in section B</i>

## SECTION B – CONTROL MEASURES

<i>For the following activities, assess whether risks are any greater to the individual when working alone, than it would be during normal working hours. If risk is greater, outline controls measures required to minimise risk.</i>		
HAZARD	RISK ( <i>delete as appropriate</i> )	CONTROL MEASURES
<b>Radionuclides (SRPS must be consulted)</b> <i>NB. Out of hours lone working is not permitted with radioisotopes</i>	Greater / Equivalent Not Applicable	
<b>Liquid Nitrogen</b>	Greater / Equivalent Not Applicable	
<b>Toxic, Corrosive or Flammable materials</b>	Greater / Equivalent Not Applicable	
<b>High Speed Centrifugation</b>	Greater / Equivalent Not Applicable	
<b>Electrophoresis Equipment</b>	Greater / Equivalent Not Applicable	
<b>Compressed Gases</b>	Greater / Equivalent Not Applicable	
<b>Biological agents that require Containment Level 2 (or higher) controls</b> <i>NB. Out of hours lone working is not permitted at CL3 &amp; CL4</i>	Greater / Equivalent Not Applicable	
<b>Any other material, equipment or procedure of significant risk</b>	Greater / Equivalent Not Applicable	

## SECTION C – EMERGENCY PROCEDURES

<i>Detail below any Emergency Procedures required, including First Aid, Isolation of equipment, Emergency Contact Numbers etc.</i>	
<b>First Aid Boxes</b>	<i>Sited at both ends of the laboratory</i>
<b>Emergency Eyewash Stations</b>	<i>Sited at both ends of the laboratory</i>
<b>Emergency Chemical Spill Kits</b>	<i>Sited in some laboratory Southeast end-cupboards and available from lab support or H&amp;S Officer</i>
<b>Phenol Antidote (PEG300)</b>	<i>Sited at locations where phenol is used e.g. chemical fume cupboards</i>
<b>Has individual undergone First Aid or Fire Training</b>	First Aid <b>YES / NO</b> Fire Training <b>YES / NO</b>
<b>Detail any specialist First Aid measures that are required above normal emergency response (e.g. Actions to take for a Phenol or Liquid Nitrogen spill)</b>	

**Detail any specific emergency isolation procedures for hazardous equipment that might be required** (e.g. Isolate electricity at switch or Isolate electricity via Emergency Stop Buttons)

**Detail below names & details of specific emergency contacts** (e.g. supervisor, lab manager)

In the event of an **Out of Hours Emergency** contact **SECURITY SERVICES** using **01865-2-89999**  
For **EMERGENCY SERVICES** (Ambulance, Fire, Police) direct dial **999** from any WTCHG telephone or 112 from a mobile phone

**Radiation Workers** should also note that the **University Radiation Protection Officer** can be called using 01865-2-70811 or alternatively contact University Security Services as above

Detail any other requirements or special procedures

## SECTION D – FINAL ASSESSMENT

All persons working outside normal hours (07.00 - 19:00, Monday to Friday) must comply with procedures outlined in the WTCHG policy on Out of Hours Access & Lone Working, the latest version of which can be found on the H&S intranet pages

*Provided specific control measures (detailed above) are deemed adequate, the Group Leader (or other responsible supervisor) should sign below to authorise Out of Hours and/or Lone Working.*

*Individual under assessment must sign to accept the controls required.*

*Please return completed RA to the H&S Officer.*

*A copy should be held in the groups H&S files and given to Individual involved.*

*The RA should be reviewed and revised if the work activities change significantly.*

<b>Authorising Supervisor</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Individual under Assessment</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>