

## WORKING ALONE

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### Guidance

#### ***Introduction***

There will be times when managers, staff and students may want to work on University premises when there are no other members of staff present in the immediate or surrounding areas. This policy explains the steps you should take to make sure that other people know you are on university premises in these circumstances, so that appropriate action can be taken in case there is an emergency.

#### ***Responsibilities***

It is your responsibility to tell the relevant Head of School/Service if you want to work during hours when there may be nobody else on the premises. If you know beforehand that you will be on your own, you should tell the Head of School/Service so they can assess the likely risk involved. Heads of School/Service and line managers are responsible for supervising health and safety issues daily. Outlined below are the guidelines you should follow when assessing the risk of working alone, and what you should do to reduce the risk once you are on university premises.

#### ***Procedure***

**1. If you want to work early or late when there is nobody else around the immediate or surrounding area, you must do the following.**

- Phone Security Control on 0131 455 6119 and give them your:
  - name and School/Service;
  - room number and extension number where they can contact you, and
  - the time you plan to finish your work.
- Tell Security Control when you leave the building.

**2. If you need to work on a Saturday, Sunday or public holiday:**

- a) You must do the following:
- Sign the on-site book at the main foyer on the main campuses when you enter the building.
  - Sign the book again when you leave the building.
- b) If security staff are not on site and there is no swipe-card entry you must do the following:
- Phone Security Control on 0131 455 6119 and give them your:
    - name and School/Service; and
    - the time you plan to come onto the site.

- tell Security Control when you leave the building.
- c) If security staff are not on site, but you have a personal key, you must do the following:
- Phone Security Control on 0131 455 6119 immediately when you enter the building and give them your:
    - name and School/Service;
    - room number and extension number where they can contact you; and
    - the time you plan to finish your work.
  - Tell Security Control when you leave the building.

### **3. How do I know if my work is low or high risk?**

Low risk work is normally administration, clerical or normal office work. High risk work is normally laboratory work, construction activity or work involving machinery. If you are not sure, ask your Head of School/Service or line manager.

In all cases it is important that:

- staff, students and visitors are aware of our emergency procedures (these are explained on the blue Fire Action Notices displayed in each office and throughout the university);
- you carry out a risk assessment for the activity that could be high risk before you begin work;
- staff and students know the school emergency procedures (for example, chemical spillage) for this activity which should be in line with our emergency procedures; and
- the Dean or Head has given you written permission for activities or work areas that are classed as high risk, and the School/Service has kept a copy.

#### ***Restrictions on working alone***

- If a fault develops in our emergency activation systems, security staff should tell you to leave the building.
- You should not use lifts in fire emergency situations.
- You should not bring children or pets onto university premises when you have arranged to work at weekends.
- You should not work alone if you have a medical condition which is not suitable for this activity.

If you have any doubts about the above health aspects, you should contact [Occupational Health Services](#).

**More information** : You can get more information from the Health & Safety Team on 455 6377.