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| Policy: | Working Alone during Covid-19 |
| Version: | 1.1 |
| Date: | January 2021 |
| Review: | June 2021 |
| Name: | Sean Hughes, Health & Safety Adviser |

As the vast majority of staff are currently working from home, this means, if you do need to come onto campus, there may be no-one else present in the immediate or surrounding area.

You should adhere to the following guidelines when working alone onsite:

- Make people aware you are coming onto campus, whether that is your line manager, a colleague or someone at home
- Notify security via email prior to visit and when leaving campus buildings.
- Don't carry out medium or high risk activities on campus when working alone, such as using chemicals in laboratories or machinery like saws
- If you wish to carry out such activities, more than one person requires to be present and a full risk assessment is required
- If you require assistance in an emergency, or become unwell, contact Security control on 0131 455 4444
- If you discover a fire, raise the alarm and leave the building using the nearest available exit
- Please continue to adhere to Covid-19 guidance when onsite, including wearing face coverings and following hygiene measures