

School of History, Classics and Archaeology

Policy on Lone Working and Out of Hours Working

The School has responsibility for the management of health and safety of staff and students during all work activities, including lone working and work outwith the hours of expected building occupancy. However, individuals must also take responsibility for their own health and safety whilst working alone or outwith "normal" working hours. In connection with this, and at the direct suggestion of Health and Safety, the School has produced this Lone and Out of Hours Working Policy.

Each area, especially the Head of each Subject Area or Centre within the School, must make sure that all relevant staff, postgraduates and undergraduates are aware of the issues connected with Lone Working.

(NB. Such issues should always form part of any staff induction and risk assessment and lone working issues may be particularly relevant to those undertaking fieldwork)

The University Security Staff have the authority to ask the identity of persons found in the building outside normal working hours.

In general terms, anyone using one of the School's buildings outwith the normal range of working hours (6pm-8am weekdays and all day at weekends) or over the Christmas, New Year and Public holiday closures should note the following:-

Alert friends/family to the fact that you are working outwith office hours – that is, when you are working at a time when others may not be around in the event of sudden illness, accident etc.

It is strongly recommended that you phone University Security (**0131 650 2257**) to let them know that you are working alone within the School's building and when you expect to leave. **Please remember to call Security again when you are leaving.** Failure to call upon leaving at the pre-notified time will alert Security to a potential problem and they will attend the building to check on your safety.

Anyone with mobility issues should also ring Security to alert them to where you are working.

Contact University Security should you know or suspect an intruder is in the building. Do not confront the intruder; lock your door and await the arrival of Security.

Anyone with any medical condition should make absolutely sure that they have any necessary medication with them etc.

All staff/students should take due care of their safety on leaving buildings.

Ensure all tasks that carry any risks (e.g. lifting heavy items etc) are carried out during normal building occupancy hours.

All staff and students should be aware of the Fire and Emergency evacuation and reporting procedures they must follow in the event of such an occurrence. On discovering a fire:

Operate the nearest Fire Alarm Break Point and dial the **university emergency number 2222** from extensions on the internal phone 650/651 xxxx exchanges, or in an extreme emergency call **999** from a mobile phone.

Give clear and relevant information to the University Emergency service. They will contact the fire and/or ambulance services as appropriate.

Evacuation procedures

On hearing the Fire Alarm, evacuate the building as quickly as possible, exiting the building by the nearest Fire Exit to your place of work. Proceed to the evacuation assembly point.

Further Information

Health & Safety Department Health.Safety@ed.ac.uk

Fire Safety Unit Fire@ed.ac.uk

Lone and Out of Hours Working Assessment Form:

<http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> [scroll to Lone and Out of Hours Working]