

HSG10 Staff and Student Lone working

Purpose, Scope and Status

University core opening times are 8:30 am to 8:00 pm Monday to Thursday, 8:30 am to 6:00 pm Friday and 9:00 am to 2:00 pm on Saturday at the main Tavistock Place campus. Students are encouraged to work throughout the University outside the normal timetables sessions. Access to 44 Regent Street and Studio 11 after 6:00 pm is not available without prior agreement.

During term time the Library is open 8:30 am - 7:30 pm Monday to Thursday, Friday closing at 5:30. Saturday 10:00 am - 1:00 pm. The area includes a computer suite with full internet access.

At Tavistock Place site, the Library opening times during the holiday periods are 8:30 am - 5:00 pm Monday to Thursday, Friday closing at 4:30 pm

Many of the workshops within the University have an open access policy when they are not timetabled. Studio Coordinators and SmartHub should be referred to for information on access availability. Risk Assessments on open access should be adhered to at all times. This policy has been developed to provide maximum access to the resources for the benefit of all.

Procedures

1. The normal workshop/studio arrangements that relate to each area must be observed at all times
2. You are only allowed to use workshop equipment for which you have signed proof of competence. These training records are kept in every workshop. When competent, you will be permitted to use that equipment unsupervised.
3. **Never** work alone with powered workshop machinery or hazardous materials. A member of staff must still be present in the metal areas, wood workshop, ceramics, and glass studios.
4. If you work unaccompanied at any time, especially after University normal working hours, you must inform reception and sign in and out with details, so that security staff know where you are.
5. Certain areas will be locked and machinery isolated if it is considered either unsafe or inappropriate to use outside timetabled hours, or when technical support is not available. However, some provisions are in place to open up restricted studios after 5:00 pm.
6. Respect the security of the buildings and only use fire exits in an emergency. Take care of valuables and report anyone behaving suspiciously to a member of staff.
7. Respect other users of the facilities at all times. Return tools and materials to their designated areas and leave your working areas in a tidy and appropriate manner. Do not abuse the privilege.
8. Areas must be vacated by 8:00 pm Monday to Thursday, 6:00 pm on Fridays and by 2:00 pm on Saturdays. Any variation of these times will be posted in the foyer of each building.

9. If at any time you are asked to leave by a member of staff, you must do so. If you consider the request to be unfair, report it to the Course or Subject Leader as soon as possible.
10. You will not be allowed to use the studios if you are, or appear to be, under the influence of alcohol or any substances.
11. There may be an opportunity to use some studios and resources on Saturdays. Students requesting to do so should first check with the Course or Subject Leader/Studio Coordinator. Signing in and out of the building at the main Reception/ Information Point is an essential requirement.
12. Please report any illness or accidents sustained whilst at the University to a member of staff or at the Information Point, as soon as possible

Lone Working

Background Information

Lone workers are classed as those who work 'by themselves without any close or direct supervision'. There are always security staff available at the Information Point and throughout the buildings when the University is open.

Although there are no general legal prohibitions on working alone, unaccompanied work has inherent risks associated with it. The University manages its duty of care to ensure the safety of staff, students, and others affected by its activities through the risk assessment process.

Extra precautionary measures are taken when there is unaccompanied working. These include emergencies such as fire, equipment failure, illness, and accidents.

Contractors who work at the University will be met at the Information Point and a permit to work issued by Estates staff who will maintain contact at regular intervals.

Procedures for Staff

1. Before planning any lone working or instructing others to work alone, you must refer to the individual risk assessments for each task or process undertaken. All control measures identified under the risk assessments must be taken (control measures include training, instruction, provision of PPE, etc). Competent personnel only are to undertake the work.
2. If the risk assessment considers that tasks or processes cannot be carried out safely by a lone worker, then arrangements must be made for providing help, supervision, or alternative methods that will allow safe working.
3. If lone working has been approved, there must be prior agreement and consultation between the lone worker and the manager or person instructing the work. This will identify the risks and ensure that adequate control measures are in place.
4. Lone workers must be monitored to ensure they remain safe, and arrangements made that allow staff to periodically visit and observe the people working alone.
5. Always consult your line manager if you are unsure what to do or if none of the available information highlighted within this document has been provided. Do not carry out any task

- unless you have been suitably trained or one that you feel would put you at an undue risk.
6. It is generally unacceptable for anyone to work alone with powered workshop machinery or hazardous materials, unless identified in the workshop Risk Assessment.
 7. Anyone who undertakes unaccompanied work after University normal working hours must sign in at the Information Point, leaving details of the location where they are working. This signing-in procedure will be monitored by Estates staff.
 8. Personal stereos/earphones are not to be used whilst lone working as this could prevent you from hearing alarms or shouts for help/safety instructions.
 9. No food should be consumed in the Studio/Workshops.

Procedures for Students

In addition to the procedures for staff, the following guidelines are set out below:

1. All student activities should be supervised unless the risk assessment process identifies the planned work to be of a low or insignificant risk.
2. Where the University has designated certain teaching areas as open access outside normal University open hours, these will only be available to adult learners who have previously undertaken a full induction into the area.
3. Arrangements must be made by course/programme tutors to inform other staff during the day if students plan to work alone, particularly after 5:00 pm. Students must sign in at the Information Point
4. Anyone working after 5:00 pm must sign in at the Information Point, leaving details of the location you are working in. This will ensure periodic checks are made by security staff for safeguarding purposes.
5. No food should be consumed in the Studios.