



**St Peter's College**

**OUT OF HOURS AND LONE WORKING**

General

1. The legal requirement to identify the hazards of all work, to assess the risks involved and to put measures in place to avoid or control those risks includes out of normal working hours activities and lone working. This duty extends to recording the significant findings of the assessment. Managers/supervisors of departments within the College must assess all activities being carried out, define which are acceptable out of hours and involve lone working: and prohibit those which are not.
2. In all cases, managers or supervisors, in charge of an area of work must establish a suitable framework for individuals in terms of what is and what is not permissible for them under lone working conditions. Managers or supervisors are expected to report on a termly basis to the Bursar or Domestic Bursar that they have made arrangements for the safety of those under their day to day control.

Groups at Potential Risk

3. The following areas of work may require an assessment in respect of lone working:
  - The Lodge.
  - Housekeeping.
  - Catering and Hall.
  - Students.

Mitigating Risk

4. If, in the senior person's view, an employee or other individual working within the College's boundaries is likely to be working alone in or out of hours, they are obliged to undertake a risk assessment (see the College's policy and guidelines on carrying out a risk assessment). Where there is doubt about the requirement, it should be raised with the Bursar.
5. The risk(s) associated with lone working may be mitigated by one or more of the following (not exhaustive) actions:
  - Pairing/buddy arrangement(s).
  - A communications protocol.
  - A work recording protocol eg signing in and out.
  - A supervision protocol eg regular supervisory visits.
  - Seeking a way by which lone working doesn't occur eg asking the question whether a task need to be done at all or is there an alternative method of carrying it out.
  - Removing the risks within the tasks undertaken by the lone worker.

Review

6. Every situation where lone or out-of-hours working is present should be subject to regular review in conjunction with the worker concerned.