

| Name of person to whom risk assessment applies | Newcastle University | | | | | | |
|--|-----------------------------|---|------|--|--|--|--|
| assessment applies Staff / Student Number Title of project or activity Date of assessment (to be reviewed every 2 years to maintain validity) Location of work Buildings and room numbers Description of work to be carried out Manager | Risk Assessment | | | | | | |
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| Date of assessment (to be reviewed every 2 years to maintain validity) | Title of pr | oject or activity | | Out of hours access – non lab based | | | |
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| | impaired (e.g. leg injury). Ensure adequate lighting is used for the task and that all | | | | | | |
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| | spillages are conta | ained and attended. | | | | | |
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| Hazard 5 | Intruder in building | | | | | | |
| Risks | • Low | | | | | | |
| Control Measures | • Ensure that the out of hours worker knows how to contact University Security promptly (ext 6817 from a university telephone0191 2086817 from a cell phone), should they know or suspect that an intruder is present in the building. Do not confront the intruder, lock your door and await the arrival of Security. In an emergency dial 6666. Do not allow access to the building to anyone other than yourself. Ensure external doors close securely after you. | | | | | | |
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| Hazard 6 | Personal medical co | ondition | | | | | |
| Risks | • Low | | | | | | |
| Control Measures | • Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk. | | | | | | |
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| Emergeno | cy Procedures | | | | | | |
| All emergencies – dial 6666 from an internal phone or 999 from a mobile Minor Injuries attend RVI Minor Injuries Unit Floor 3 RVI A&E attend Floor 3 RVI | | | | | | | |
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| Additional Control Measures Required (List and Implement) Always use an online check-in/check-out system to log your presence in the building https://apps.ncl.ac.uk/outofhours | | | | | | | |
| Operate a "buddy" system - always be accompanied by a colleague wherever practicable. | | | | | | | |
| • If buddy system not practicable always inform someone of your intended work hours and what to do if you cannot be contacted. | | | | | | | |
| Please insert an out of hours contact number for your manager/supervisor or other responsible | | | | | | | |
| person in case of emergency | | | | | | | |
| Assessor | | | | | | | |
| Name | | Signature | Date | | | | |
| 1102220 | | ~-9******* | | | | | |
| | | | | | | | |
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