

Newcastle University Risk Assessment

Name of person to whom risk assessment applies	
Staff / Student Number	
Title of project or activity	Out of hours access – non lab based
Supervisor / Manager	
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	

Help and Support

✉ ohss-safety@ncl.ac.uk http://www.ncl.ac.uk/ohss/	Staff / students must visit the University Safety Office website. The website contains a wide range of guidance to assist schools to manage health and safety effectively including University Safety Policies and Supplements, Safety Guidance, Training, Forms, etc.
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Hazard 1	Fire or other emergency
Risks	<ul style="list-style-type: none"> • Medium
Control Measures	<ul style="list-style-type: none"> • Ensure that out of hours staff receive appropriate fire safety training and that they are familiar with emergency procedures for the area. Use nearest available “Break glass” in the event of fire and evacuate using nearest fire exit. Do not attempt to tackle any fire unless you are trained and confident to do so.
Hazard 2	Chemical/Biological Hazards
Risks	<ul style="list-style-type: none"> • N/a
Control Measures	<ul style="list-style-type: none"> • Out of hours worker will not be undertaking any lab work.
Hazard 3	Manual handling of items
Risks	<ul style="list-style-type: none"> • Low
Control Measures	<ul style="list-style-type: none"> • Do not attempt to lift or move any load single handed which is likely to put you at risk of injury. Re- schedule work to time when assistance is available. Alternatively, use lifting/moving aids where this can safely facilitate single person operation and where appropriate training has been given.
Hazard 4	Slips, trips and falls
Risks	<ul style="list-style-type: none"> • Low
Control Measures	<ul style="list-style-type: none"> • Ensure that any hazards, e.g. trailing cables, loose flooring etc. receive prompt remedial attention. Do not work alone outside of normal hours if your mobility is temporarily

	impaired (e.g. leg injury). Ensure adequate lighting is used for the task and that all spillages are contained and attended.	
Hazard 5	Intruder in building	
Risks	<ul style="list-style-type: none"> • Low 	
Control Measures	<ul style="list-style-type: none"> • Ensure that the out of hours worker knows how to contact University Security promptly (ext 6817 from a university telephone...0191 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. 	
Hazard 6	Personal medical condition	
Risks	<ul style="list-style-type: none"> • Low 	
Control Measures	<ul style="list-style-type: none"> • 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. 	
Emergency Procedures		
<ul style="list-style-type: none"> • 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 		
Additional Control Measures Required (List and Implement)		
<ul style="list-style-type: none"> • 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. <p>Please insert an out of hours contact number for your manager/supervisor or other responsible person in case of emergency.....</p>		
Assessor		
Name	Signature	Date
Responsible Person (Supervisor / Manager)		
Name	Signature	Date