

Newcastle University Risk Assessment

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

Please confirm that risk assessments and SOPs exist for all laboratory procedures to be carried out.

Yes No

If appropriate assessments are not in place you will not be granted out of hours access

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 anyone working out of hours receives 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. • Always check-in/check-out via the online system to log your presence in the building. • In an emergency dial 6666 from a university extension to contact security
Hazard 2	Chemical/Biological Hazards
Risks	<ul style="list-style-type: none"> • Medium
Control Measures	<ul style="list-style-type: none"> • Out of hours workers must be aware of COSHH, BioCOSHH & DSEAR risk assessments plus all SOPs relevant to their work

	<ul style="list-style-type: none"> • No high-risk work will be undertaken out of hours without prior approval of the supervisor and Technical Manager. • Always check-in/check-out via the online system to log your presence in the building. • Out of hours workers must be deemed suitably trained by their supervisor with documentary evidence. • A “buddy” system should be in operation – the out of hours worker must be accompanied by a colleague wherever reasonably practicable or must check in / check out with a colleague/friend on arrival and departure • Out of hours workers must be aware of emergency procedures relating to chemical and biological spillage. Out of hours workers must be fully aware of evacuation procedures in the event of large spillage.
Hazard 3	Manual handling of loads
Risks	<ul style="list-style-type: none"> • Low
Control Measures	<ul style="list-style-type: none"> • No attempt will be made to move any load single-handed if it is likely to put the out of hours worker at risk of injury. Work will be rescheduled to a time when assistance is available wherever reasonably practicable. Alternatively, lifting/moving aids will be used where this can safely facilitate single person operation and 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"> • Any hazards, such as trailing cables, items on floors, spillages, loose flooring etc must receive prompt remedial attention. • Lone working out of hours will not be carried out if mobility is temporarily impaired (e.g. leg injury). • Ensure adequate lighting is used for the task
Hazard 5	Intruder in building
Risks	<ul style="list-style-type: none"> • Low
Control Measures	<ul style="list-style-type: none"> • The out of hours worker will know 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. They must not confront the intruder and must lock their door and await the arrival of Security. • Access must not be given to anyone other than the named person on the University Smartcard – all external doors must be securely fastened after entrance to and exit from the building.
Hazard 6	Personal medical condition
Risks	<ul style="list-style-type: none"> • Low
Control Measures	<ul style="list-style-type: none"> • Any medical conditions which might be relevant to working alone must be fully discussed with the line manager / supervisor and, if necessary, Occupational Health. Lone working will not be permitted if any such condition is considered to increase the level of risk.
Hazard 7	Radiation hazards
Risks	<ul style="list-style-type: none"> • N/A
Control Measures	<ul style="list-style-type: none"> • Out of hours workers will not perform any radiation work.

Emergency 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

Additional Control Measures Required (List and Implement)

- Prior arrangement to be on the premises must be agreed with the project supervisor / line manager even if out of hours access is granted
- Always use an online check-in/check-out system to log your presence in the building
<https://apps.ncl.ac.uk/outofhours>
- Always operate a “buddy” system – an out of hours worker should be accompanied by an authorised colleague, one who fully understands the emergency procedures, wherever practicable. This person should remain within shouting distance at all times. Where this is impractical, the out of hours worker must always tell someone when they will be working in the building, in which building they will be working and what they will be doing – this person could be the supervisor or another appropriate person who would know how to deal with any unforeseen incident.

Please insert an out of hours contact number for your manager/supervisor or other responsible person in case of emergency.....

Assessor (your name)

Name	Signature	Date

Responsible Person (Supervisor / Manager)

Name	Signature	Date