Lone and out of hours working

Where lone working or working out of hours is a feature of people’s work or studies then this is assessed to establish the measures necessary to either prevent or mitigate any associated risks. As part of this risk assessment, it will be necessary to ensure that lone workers or those working out of hours are provided with an adequate and appropriate level of first aid cover, so they can receive treatment in the event of an emergency.

Outside the hours of 8.00am to 6.00pm, Monday to Friday, and for activities which have been assessed as low risk, any person requiring first aid should immediately contact Security by dialling ext. 444 from an internal phone, or 01784 443888, from a mobile or external line.

For potentially higher risk activities, and for staff who have continuous working arrangements outside normal office hours, this will need to be assessed in order to determine whether they should have their own first aid provisions in place.

Further advice on lone and out of hours working can be obtained from a member of staff in the College’s Health and Safety Office.

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