

May 2019

# Guidance on Lone Working in the University of Cambridge

Occupational Health & Safety Service  
HSD052M (rev 4)



UNIVERSITY OF  
CAMBRIDGE

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# Guidance on Lone Working in the University of Cambridge

## 1. Introduction

There are many areas and occasions in the University where staff and students work alone. Some staff and students may work in the evenings, at night, at weekends or very early mornings, sometimes it is a choice, sometimes not. Individuals might prefer to work at quiet times having deadlines to meet in study or research programmes. Sometimes the work is essential for scientific or technical reasons. The majority of times these activities take place without significant risk, e.g. persons working alone in offices are unlikely to be at significant risk provided appropriate precautions are in place. There is no prohibition.

However, there are occasions when working alone can introduce and/or accentuate hazards, e.g., lack of assistance if needed, inadequate provision of first aid cover, sudden illness, violence from others, emergencies, failure of services and supplies etc.

General duties of the Health & Safety At Work etc., Act 1974 and specific duties of the Management of Health Safety at Work Regulations require the University to provide a safe environment, safe equipment and safe systems of work for its employees and those working on its premises. These requirements are applicable to all work situations and in particular where staff are working alone or outside normal working hours.

This Guidance enables Heads of Departments and Institutions or their nominees to assess which tasks may be undertaken by a lone worker and which may not. It is intended to provide generic guidance that will allow departments to further develop their own departmental procedures on lone working.

## **2. Definition**

“Lone working” covers all work proposed to be undertaken alone where the risk to the individual lone worker may be increased either by the work activity itself, or by the lack of available support should something go wrong. This can include working at home, driving, fieldwork, shift work, overseas visits and work away from the University. (This list is not exhaustive)

Note that lone working can occur:

- during normal working hours at an isolated location within the normal workplace

**OR**

- when working outside normal working hours.

Under both of these circumstances, the University's guidance on lone working in departments and institutions will apply.

Work undertaken at weekends, bank holidays and when the Department or Institution is closed will be considered outside normal hours.

## **3. Control of Lone Working**

Heads of Department should ensure lone working situations are identified, appropriate risk assessments undertaken, control measures introduced and staff and students are provided with the necessary information, instruction and training. This shall include for situations which involve staff from other departments and external organisations working within the building; for example Security, Estate Management and contractors.

The policy for dealing with lone working is no different from other activities in that it involves risk assessment for the lone working activity.

The objective of the risk assessment is to ensure that satisfactory control measures are in place for such activities.

When a lone worker is working at another employer's workplace, that employer should inform the Department or Institution of any risks and the control measures that should be implemented.

## **4. Risk Assessment**

The University acknowledges that there may be an increased risk to health and safety of its employees, students and others when working alone. Risk assessments should be undertaken to identify risk to the lone worker and measures introduced to minimise risks whenever reasonably practicable.

**If the work is considered to be low risk then;**

- Generic guidance for lone working to be incorporated into safety document such as safety handbook.
- Staff and students to be advised/instructed as to lone working control measures.

### **If the work is considered to be high risk then;**

- Where a department/institution categorises activities as high risk then:
  - judgement as to whether the lone working should be permitted must be made in consultation with the Head of Department or nominated competent person. This is someone who understands the task and is aware of the hazards associated with the work. (Example can be found in Appendix 1).
  - a specific risk assessment should be completed by a competent person (to identify risks and ensure that essential controls are in place).
  - the circumstances in which lone working is permitted should be listed in the department's documentation.
  - the procedure for completing and countersigning this risk assessment including who is authorised to complete it should be outlined in the department's documentation.
  - suitable and sufficient control measures for the identified risks are to be communicated to all at risk, and implemented.

When a risk assessment identifies that it is not possible for work to be undertaken safely by a lone worker, then arrangements for providing support staff must be put into place, or work prohibited.

An example of a risk assessment form and two worked examples are in Appendix 2.

### **5. Selection and Consideration of Control Measures**

Clearly the types of control measures for a lone working activity will vary depending on the type of work, location, experience of worker and local conditions. The questions that need to be asked are:

- can the risk of the work be adequately controlled by one person, or are more people necessary?
- does the workplace present a special risk to the lone worker?
- is there safe access and exit for that person?
- can one person handle all the plant and equipment needed?
- is the equipment safe and regularly maintained?
- is the lighting and ventilation sufficient?
- can substances and materials involved in the work be handled safely by one person?
- Substances which are subject to the Control of Substances Hazardous to Health Regulations (COSHH) and/or the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) must be considered very carefully and specific risk assessments undertaken. See the University Hazardous Substances Policy on the Safety Office website.
- is the person medically fit to work alone?
- do they have special needs?
- do lone workers fully understand the risk involved in the work?
- are clear written procedures established by departments, and limits set as to what can and cannot be done whilst working alone, when to stop work and seek advice?
- what is the appropriate level of supervision for the task? Managers should identify the extent of supervision required.
- is there a means of communication to request help/back-up if needed?
- should the lone worker maintain timed contact with a designated base?

- are there contingency plans in place should an alert/alarm be raised by the lone worker? Are these plans and procedures well known by staff and students who might be affected or expected to respond?
- have arrangements been made for illness, accidents and emergencies?
- have staff and students received information, instruction and training?

## **6. Staff/Student Responsibility**

It is the responsibility of the staff/student to adhere to safe systems of work and to report any difficulties, failure of equipment or general concerns on any Health and Safety issues to their line manager. Incidents should be reported via the University accident and incident reporting system.

For further advice contact the University Safety Office.

## **7. Driving**

For advice on driving see the University's Travel at Work Guidance (HSD031M) available from the Safety Office Website.

## **8. Conclusion**

Working alone brings additional risks to work activity which should be effectively identified and managed. The activities identified within this Guidance are not exhaustive, and Departments and Institutions should carefully consider their own lone working activities. For activities such as fieldwork it will be necessary to refer to other guidance, including the [Guidance on Managing Risks from Travel, Fieldwork & Work Away \(HSD089M\)](#) on the [Safeguarding webpages](#) and UCEA Guidance on Safety in Fieldwork.

The 'lone worker' must follow the outcomes of the risk assessment and consequent agreed procedures.

This guidance sets out the law, University and individual responsibility.

## 9. References and further reading

1. Management of Health and Safety at Work  
(Management of Health and Safety at Work Regulations 1999)  
Approved code of Practice and Guidance LS21 ISBN 0-7176 2488-9
2. HSE Guidance - Working Alone. Health and Safety Guidance on the risks of working alone 05/13 INDG73 (rev3)  
<http://www.hse.gov.uk/pubns/indg73.pdf>
3. HSE Guidance Managing Shift Work HSG 256
4. Safety Office  
[Health and Safety Risk Assessment Handbook HSD044M](#)
5. Safety Office website  
<http://www.safety.admin.cam.ac.uk/>
6. Safety Office  
[Guidance on Managing Risks from Travel, Fieldwork & Work Away HSD089M](#)
7. Suzy Lamplugh Trust  
[www.suzylamplugh.org](http://www.suzylamplugh.org)
8. For lone working in fieldwork refer to the University and Colleges Employer Association (UCEA) 2005 Guidance on Safety in Fieldwork  
[www.ucea.ac.uk](http://www.ucea.ac.uk)
9. Institute of Occupational Safety and Health (IOSH)  
Out of 'site', out of mind? Managing office teleworking in the 21<sup>st</sup> Century.  
[www.iosh.co.uk](http://www.iosh.co.uk)

APPENDIX 1

**Example of Lone Working Approval Form  
Completed by nominated competent person  
For High Risk Activity**

**1. Applicant**

Name: .....

Department: .....

Has requested access to their place of work, room ..... (Insert building name/room number), on a regular basis.

**2.**

Activity: .....

**3.**

Duration of Activity:

Start..... Finish.....

**4.**

Risk Assessment Completed (copy attached).....

**5.**

Main Issues Arising:

.....

The member of staff/student is competent to work alone out of normal hours and has been briefed on all procedures. They have been issued with a copy of the policy for lone working. Should the nature of the staff/student work change during this period, a further risk assessment will be carried out.

Name..... Signature .....

Title.....Date.....

---

**Completed by Employee/Student**

I have been issued with and have read the Lone Working Policy, Risk Assessment, associated documentation and hereby agree to abide by these and have been briefed by my department.

Name..... Signature.....

Date.....

University of Cambridge,

**General Risk Assessment Form**

*Describe the activity, experiment or area under assessment.*

| List the significant hazard(s). <sup>1</sup> | Describe what could go wrong – that is, say who might be hurt and how. <sup>2</sup> | Is the risk high, medium or low? <sup>3</sup> | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. <sup>4</sup> | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
|--|---|---|--|--|
|  |   |   |  |  |

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice.

|   |   |
|---|---|
| Any specialist emergency or first aid procedures should be specified here.  |   |
| If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here     |   |
| Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service. | What personal protective equipment (PPE) is required (e.g. overalls, gloves, eye protection or respiratory protective equipment (RPE))? <b>The need for RPE legally requires 'face fit testing' and its use would be most unusual in lone working situations.</b> You must ensure that any PPE specified is suitable for the purpose. |

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

|                   |            |       |                     |            |       |
|-------------------|------------|-------|---------------------|------------|-------|
| Name of assessor: | Signature: | Date: | Name of supervisor: | Signature: | Date: |
|-------------------|------------|-------|---------------------|------------|-------|

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies.

It should also be reviewed when new people are involved, or after an accident or incident has taken place.

| Reviewed by (name) | Signature | Date | Indicate changes here <sup>5</sup> |
|--------------------|-----------|------|------------------------------------|
|                    |           |      |                                    |
|                    |           |      |                                    |
|                    |           |      |                                    |

<sup>1</sup> A list of hazards is provided below to help you, **but this may not be exhaustive**. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

|                            |                       |                         |                           |                                       |                      |
|----------------------------|-----------------------|-------------------------|---------------------------|---------------------------------------|----------------------|
| High or low temperatures   | High pressures        | <b>Chemical hazards</b> | <b>Biological hazards</b> | <b>Genetically Modified Organisms</b> | <b>Animal Houses</b> |
| <b>Ionising radiations</b> | <b>Lasers</b>         | Sharp objects           | <b>Dusts</b>              | Work at heights                       | <b>Fire</b>          |
| Magnetic fields            | Machinery hazards     | Electricity             | <b>Manual Handling</b>    | Noise                                 | Vibration            |
| Falling objects            | Collapsing structures | Flooding                | Slips, trips and falls    | Asphyxiant gases                      | Flammable gases      |

<sup>2</sup> Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

<sup>3</sup> Please see the Health and Safety Risk Assessment Handbook for further guidance on levels of risk.

<sup>4</sup> When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

<sup>5</sup> If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.

University of Cambridge, Geography Department

General Risk Assessment Form

*Describe the activity, experiment or area under assessment. Conducting fieldwork research into natural resources involving observation interviews and collecting samples. This may include an element of lone working. The work will take place in Uttarakhand in North India.*

| List the significant hazard(s). <sup>1</sup> | Describe what could go wrong – that is, say who might be hurt and how. <sup>2</sup>                      | Is the risk high, medium or low? <sup>3</sup> | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. <sup>4</sup>   | Suggest here any further actions which may be beneficial. Say who will carry them out and by when.                          |
|--|--|---|--|---|
| Steep mountainous terrain                    | Slipping and falling whilst following people in resource use practices                                   | Medium  | Experienced walker and following only known paths with local knowledge, avoiding particularly precipitous routes and areas with the risk of rock fall.                             | Always informing the local community when travelling including an expected return time.                                     |
| Narrow mountain roads                        | Road accident or breakdown   | Medium  | Travel only with a reputable and experienced driver in a well maintained vehicle with adequate fuel supplies.  | It may be difficult to ascertain if a vehicle is safe to travel in and well maintained – but if in doubt postpone the trip. |
| Adverse weather conditions                   | In mountainous regions the weather conditions can change very quickly creating extremes of hot/cold/wet. | Medium  | Follow local advice before travelling. Seasonal storms can produce enough rain to wash paths away. Always take appropriate protective clothing/equipment and enough food and drink | Don't be afraid to postpone a trip or turn back. Have a contingency plan prepared if the weather conditions do worsen.      |
| Living alone as a single female              | Harassment both sexual and psychological   | Low   | Staying in accommodation with a family and female research assistant. Local customs should be observed as not to draw attention to oneself.  | Local friends in a nearby town will be advised of whereabouts, contact details and living conditions.                       |

| List the significant hazard(s). <sup>1</sup>                 | Describe what could go wrong – that is, say who might be hurt and how. <sup>2</sup>                                  | Is the risk high, medium or low? <sup>3</sup> | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. <sup>4</sup>                                   | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
|--|--|---|--|--|
| Living in an isolated area                                   | Far from medical assistance should it be require.  | Low   | Take adequate precautions before travelling – vaccinations as required.<br>Take adequate precautions regarding the consumption of clean drinking water and food. | Local hospital and clinics will be informed of presence.   |
| Political tensions risk of terrorism activity and kidnapping | Heightened tensions across the globe always mean that Europeans travelling in remote regions are a potential target. | Low to medium                                 | Maintaining regular contact with a reliable source of information to access the level of risk and prepare for a rapid evacuation if required.                    | Register with the British High Commission and seek regular updates.                                |

| List the significant hazard(s). <sup>1</sup> | Describe what could go wrong – that is, say who might be hurt and how. <sup>2</sup>                     | Is the risk high, medium or low? <sup>3</sup> | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. <sup>4</sup>   | Suggest here any further actions which may be beneficial. Say who will carry them out and by when.   |
|--|---|---|--|--|
| Poor planning and preparation                | Inadequate planning and risk analysis at the start of the project could invalidate University Insurance | Medium  | <p>Ensure a robust plan is in place at the project planning stage including;</p> <ul style="list-style-type: none"> <li>- Scope of the work</li> <li>- Team members</li> <li>- Dates of travel and work</li> <li>- Travel plans</li> <li>- Local travel/conditions</li> <li>- Travel advice</li> <li>- Embassy High Commission details</li> <li>- Health and Safety plan and actions including personal safety</li> <li>- Fire arms</li> <li>- Illegal drugs</li> <li>- Illicit antiquities</li> <li>- Awareness of local customs</li> <li>- Health</li> <li>- Food and drink</li> <li>- Communication</li> <li>- Insurance</li> <li>- Money</li> <li>- Photographs</li> <li>- Things to bring</li> <li>- Contact details</li> </ul> | <p>Plan must be approved by the Head of Department or Institute. Any further local knowledge such as from charities working in the region should be obtained.</p> <p>Must also check foreign and common wealth website for latest travel advice:<br/> <a href="http://www.fco.gov.uk">www.fco.gov.uk</a></p> |

|  |   |
|--|---|
| Any specialist emergency or first aid procedures should be specified here.   |   |
| If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here<br><br>Full Risk Analysis as part of the plan for the work.        |   |
| Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.<br><a href="#">Visit Occupational Health before travelling</a> | What personal protective equipment (PPE) is required (e.g. overalls, gloves, eye protection or respiratory protective equipment (RPE))? <b>The need for RPE legally requires 'face fit testing' and its use would be most unusual in lone working situations.</b> You must ensure that any PPE specified is suitable for the purpose.<br><a href="#">Robust footwear and PPE appropriate for a remote mountainous region.</a> |

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

|   |            |       |   |            |       |
|---|------------|-------|---|------------|-------|
| Name of assessor:<br><i>A N Other 1</i> | Signature: | Date: | Name of supervisor:<br><i>A N Other 2</i> | Signature: | Date: |
|---|------------|-------|---|------------|-------|

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies.

It should also be reviewed when new people are involved, or after an accident or incident has taken place.

| Reviewed by (name) | Signature | Date | Indicate changes here <sup>5</sup> |
|--------------------|-----------|------|------------------------------------|
|                    |           |      |                                    |
|                    |           |      |                                    |
|                    |           |      |                                    |

<sup>1</sup> A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

|                            |                       |                         |                           |                                       |                      |
|----------------------------|-----------------------|-------------------------|---------------------------|---------------------------------------|----------------------|
| High or low temperatures   | High pressures        | <b>Chemical hazards</b> | <b>Biological hazards</b> | <b>Genetically Modified Organisms</b> | <b>Animal houses</b> |
| <b>Ionising radiations</b> | <b>Lasers</b>         | Sharp objects           | <b>Dusts</b>              | Work at heights                       | <b>Fire</b>          |
| Magnetic fields            | Machinery hazards     | Electricity             | <b>Manual Handling</b>    | Noise                                 | Vibration            |
| Falling objects            | Collapsing structures | Flooding                | Slips, trips and falls    | Asphyxiant gases                      | Flammable gases      |

<sup>2</sup> Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

<sup>3</sup> Please see the Health and Safety Risk Assessment Handbook for further guidance on levels of risk.

<sup>4</sup> When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

<sup>5</sup> If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.

University of Cambridge, Security and Locking up at night

General Risk Assessment Form

| <p><i>Describe the activity, experiment or area under assessment.</i><br/>Securing the building and locking up at night</p> |   |   |  |  |
|---|---|---|--|--|
| <p>List the significant hazard(s).<sup>1</sup></p>  | <p>Describe what could go wrong – that is, say who might be hurt and how.<sup>2</sup></p> | <p>Is the risk high, medium or low?<sup>3</sup></p> | <p>Please list the existing and/or intended control measures which will reduce the likelihood of all this happening.<sup>4</sup></p>   | <p>Suggest here any further actions which may be beneficial. Say who will carry them out and by when.</p>  |
| <p>Personal safety</p>  | <p>Being attacked when walking to the car park, etc.</p>                                  | <p>Medium</p>                                       | <p>Be alert at all times looking for things out of the ordinary – people or things. Act in a confident manner by acting as though you are calm and knowing what you are doing. Avoid short cuts through wooded areas or alleys.</p> <p>Be prepared. Have your bike/car keys ready and avoid loading yourself down with lots of bags or books. Keep your possessions close by and avoid expensive looking jewellery, watches and flashing large amounts of cash.</p> <p>Don't be afraid to speak up if someone harasses you.</p> <p>Working late.</p> | <p>Don't trust strangers who may be hanging around, if in doubt ring Security.</p> <p>Use well lit footpaths and walk facing traffic so a car cannot pull up behind you unnoticed.</p> <p>Make several trips if necessary.</p> <p>If you think other people are around tell the person loudly to leave you.</p> <p>Vary your schedule as much as possible and let others know where you are.</p> |

| List the significant hazard(s). <sup>1</sup>                       | Describe what could go wrong – that is, say who might be hurt and how. <sup>2</sup>    | Is the risk high, medium or low? <sup>3</sup> | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. <sup>4</sup>  | Suggest here any further actions which may be beneficial. Say who will carry them out and by when.   |
|--|--|---|---|--|
| Personal Safety continued  | If you use public transport have the same rules you have for the street and strangers. | Low   | Make sure whatever transport (train, bus, taxi) you use is reputable. Never except lifts from part time drivers. Don't wait at unlit bus stops and train stations if it can be avoided. | Sit close to the driver if on an empty bus or train. Let some one know where you are travelling.<br><br>If in doubt or made to feel insecure by someone's actions – the University Control is staff 24 hours a day. Contact them if any Security problem arises. Tel. 31818 for routine calls 101 for emergency calls. |
| Slips and trips on uneven and poorly light footpaths and stairways | Falling down stairs, spraining an ankle, slipping and tripping over unseen hazards     | Medium  | Wear robust, suitable footwear and stick to well light route ways.  | Avoid taking short cuts across poorly light wooded areas. Switch the lights on when going down stairs. Make your route around the building making sure you can safely switch the lights off when finished and ready to leave the building.   |
| Locking up internal buildings                                      | Slip/trip on the stairs  | Medium  | Wear robust suitable footwear and use light routes as far as practicable. Clear the building in a logical sequence ensuring nobody is inside.   | Have the keys ready to lock up when doing the final check. If alarms are to be set ensure they are set correctly.  |

| List the significant hazard(s). <sup>1</sup> | Describe what could go wrong – that is, say who might be hurt and how. <sup>2</sup> | Is the risk high, medium or low? <sup>3</sup> | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. <sup>4</sup>  | Suggest here any further actions which may be beneficial. Say who will carry them out and by when.   |
|--|---|---|---|--|
| Locking up external buildings                | Risk of personal assault  | Medium  | Take a radio or walkie talkie for more remote buildings   | If possible let some one know where you are. Staff should take extra care where they may be isolated. Lock up in a logical way – furthest buildings first. If staff notice a person or event that raises suspicion – contact security. |
| Keys and Security Systems                    | Could fall into the wrong hands increasing the risk of intruders and crime.         | Low   | All codes must be kept confidential. Staff must not give codes or lend keys to others. Staff must set the security alarm at the end of the night as part of the locking up procedure. | Estate Management who maintain the security system must be advised immediately of any faults.  |

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice.

|  |  |
|--|--|
| Any specialist emergency or first aid procedures should be specified here.   |  |
| If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here<br><br>Emergency Life Support Training and Personal Safety Training would be useful. |  |
| Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.<br><br>—   | What personal protective equipment (PPE) is required (e.g. overalls, gloves, eye protection or respiratory protective equipment (RPE))? <b>The need for RPE legally requires 'face fit testing' and its use would be most unusual in lone working situations.</b> You must ensure that any PPE specified is suitable for the purpose.<br><i>Appropriate warm weather clothing for the winter months.</i> |

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

|  |            |                                |   |            |       |
|--|------------|--------------------------------|---|------------|-------|
| Name of assessor:<br><i>W J Hudson</i> | Signature: | Date:<br><i>28 August 2014</i> | Name of supervisor:<br><i>A N Other</i> | Signature: | Date: |
|--|------------|--------------------------------|---|------------|-------|

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies.

It should also be reviewed when new people are involved, or after an accident or incident has taken place.

| Reviewed by (name) | Signature | Date | Indicate changes here <sup>5</sup> |
|--------------------|-----------|------|------------------------------------|
|                    |           |      |                                    |
|                    |           |      |                                    |
|                    |           |      |                                    |

<sup>1</sup> A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

|                            |                       |                         |                           |                                       |                      |
|----------------------------|-----------------------|-------------------------|---------------------------|---------------------------------------|----------------------|
| High or low temperatures   | High pressures        | <b>Chemical hazards</b> | <b>Biological hazards</b> | <b>Genetically Modified Organisms</b> | <b>Animal houses</b> |
| <b>Ionising radiations</b> | <b>Lasers</b>         | Sharp objects           | <b>Dusts</b>              | Work at heights                       | <b>Fire</b>          |
| Magnetic fields            | Machinery hazards     | Electricity             | <b>Manual Handling</b>    | Noise                                 | Vibration            |
| Falling objects            | Collapsing structures | Flooding                | Slips, trips and falls    | Asphyxiant gases                      | Flammable gases      |

<sup>2</sup> Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

<sup>3</sup> Please see the Health and Safety Risk Assessment Handbook for further guidance on levels of risk.

<sup>4</sup> When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

<sup>5</sup> If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.

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