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**Lone & Out of Hours**

 **Working Policy**

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# APPENDIX 1: Risk Assessment Form for Lone/Out of Hours Work

This form should be completed by the Supervisor / PI for any procedure / system of work to be carried out ‘out of hours’ by any staff member, postgraduate, postdoctoral worker or visitor.

|  |  |
| --- | --- |
| **Activity being assessed** |  |
| **Name of Assessor** |  |
| **Known or expected hazards associated with the activity****(note also particular hazards if any due to lone working)** |  |
|  |
|  |
| **Control Measures to be taken to reduce the level of risk** |  |
|  |
|  |
|  |
| **Maximum possible harm with controls in place** |  |
| **Training / Competence Prerequisite?** |  |
| **Category of Risk Assigned** |  |
|  |  |
|  |  |
|  |  |
| **Emergency Action to be taken ‘out of hours’** |  |
|  |
|  |
| **References, if any** |  |