
Lone Study Procedure

Procedure Revision No:

2

Prepared by :

S.Woolcott, Director Health, Safety & Wellbeing

Ratified by (Group and Date):

Health and Safety & Wellbeing Committee
University Court

Effective From:

December 2015

Last Review

Review Date:

December 2018

Lead Reviewer:

Convenor of Health, Safety & Wellbeing Committee

Dissemination Arrangements:

- H,S&W Website, SEPS

**Warning - this document is uncontrolled when printed.
Please ensure you have the most recent version of this document.**

Contents

Section 1	Procedure Status	Page 3
Section 2	Introduction and Legal Requirements	Page 3
Section 3	Risk Assessment	Page 4
3.1	General Guidance on Risk Assessment	Page 4
3.2	Who should be conducting lone study risk assessments?	Page 4
3.3	Risk Assessing Lone Study – what’s different?	Page 4
3.4	What happens after the risk assessment has been carried out?	Page 5
Section 4	Risk Assessment Guidance for Common Lone Study Situations	Page 7
4.1	Lone Study – Visits to Domestic Premises	Page 7
4.2	Lone Study – Studying Alone in University Buildings and Surrounding Areas	Page 8
4.3	Lone Study - Field Work in remote and/or rural areas	Page 10
4.4	Lone Study -Driving and other travel between sites	Page 11
Appendix 1	Lone Study - Risk Assessment Form	Page 13
Appendix 2	Requirements regarding Information, Instruction and Training	Page 16
Appendix 3	Guidelines for Students on Lone Study Activities	Page 17

Section 1 Procedure Status

This is one of a number of procedures which support the University's Health, Safety & Wellbeing Policy

Section 2 Introduction and Legal Requirements

The purpose of this procedure is to assist those involved in organising courses and study-related activities, and supervising PGR students, to ensure systems are in place to protect students who are required to study or carry out other course activities by themselves for significant periods of time, within University premises or at other sites provided or organised by the University. Where reference is made to course/ activity organisers, this refers also to PGR students' supervisors and relevant administrative authorities within Schools/ Colleges and Research Institutes with responsibilities for the health and safety of students.

Lone study may occur:

- During normal operational hours at a remote location either on University premises or during a domiciliary or other offsite visit;
- When carrying out course or study-related activities outside normal operational hours, whether at the University or elsewhere.

It is not the same as the chance occurrence of a student being on their own. For example, at every lecture, there is somebody who arrives first or leaves last, or an individual may need to go into an unoccupied storeroom.

The Health and Safety at Work etc Act 1974, Section 3, sets out a Duty of Care on employers to ensure the health, safety and welfare of those persons, besides employees who are covered by Section 2, who could be affected by the work activity, in this case, students.

There is no general legal prohibition on lone working/ studying but it is the University's responsibility is to ensure the health and safety of those engaged in these activities. However, it is important to appreciate that working alone is specifically prohibited by law in a small number of well- established dangerous situations such as working with live electrical conductors, entry into confined spaces, etc. and students must not be allowed to engage in similarly highly hazardous activities alone and unsupervised.

The Management of Health and Safety at Work Regulations 1999, Regulation 3, states that every employer shall make a suitable and sufficient assessment of 'foreseeable' risks posed by work activities. The University work activities under consideration here are the delivery of higher education, specifically the arrangements and supervision in place for students studying and conducting other aspects of their course work or research in lone situations. This includes all students, including postgraduate research (PGR) students who are often designing their own working arrangements, but are, nonetheless, under the supervision of the University.

Following risk assessment, control measures must be put in place to manage those risks. Risk assessment must devise safe arrangements for students studying in lone situations within University premises, or as part of organised course or study-related activities elsewhere. Special attention is required when assessing lone studying situations, as the inherent risks may be exacerbated by the lack of normal channels of support. Training is particularly important, as there will be no direct supervision of students. Monitoring procedures also need to be established to ensure that students are following safe systems of work.

Section 3 Risk Assessment

3.1 General Guidance on Risk Assessment

Should you require it, detailed guidance on carrying out risk assessments is available on the SEPS website here:

<http://www.gla.ac.uk/services/seps/>

3.2 Who should be conducting lone study risk assessments?

The following have responsibilities to risk assess lone study activities:

- Anyone involved in organising study activities that may involve elements of lone study (as described in the Introduction).
- Anyone supervising PGR students who may be designing their own research programmes which may include elements of lone study. PGRs may well be expected to contribute to or conduct their own risk assessments, but these should always be overseen by and agreed with their supervisor.
- Anyone managing or supporting spaces provided for study where students may, at certain times of day, be studying on their own
- Anyone responsible for equipment that may be used for lone study activities
- Anyone providing vehicles for students for the purposes of travelling whilst engaged on lone study activities

This may typically, although not exclusively, include Course Organisers, Principal Investigators, technicians, study space managers, transport managers, security and janitorial service managers

3.3 Risk Assessing Lone Study – what’s different?

The process of conducting a risk assessment for lone studying is the same really to that followed when assessing more conventional activities. The important difference is that you need to consider how the risk may change when the activity is being carried out by a student on their own, either as a result of the activity itself, its location, or other factors, such as health conditions or disabilities.

Some of the issues that may need special attention when evaluating the risks and planning safe operational procedures are as follows:

a) Can one person adequately control the risk?

Lone students should not be placed at more risk than others and extra control measures may be required. Precautions should take account of normal tasks and foreseeable emergencies such as fire, equipment failure, illness and accidents. Those with responsibility for carrying out risk assessments should ask questions such as:

- Does the location/ environment present a special risk to the lone student?
- Is there safe access and egress? (This may include the immediate local environment or the surrounding location, for instance in the case of remote activities)
- Can one person safely handle any necessary temporary access equipment, such as portable ladders or trestles?
- Are the welfare facilities adequate?
- Can one person safely handle all plant, substances and goods involved in the task?
- Is there a risk of violence?

These and many more questions are contained in the Lone Study Activity Risk Assessment at Appendix 1.

b) What level of training has the individual received?

The level of experience, qualification and training of the individual concerned will contribute to the level of risk – see Appendix 2 for more detail.

c) How will the student be supervised?

Although lone students won't naturally have constant supervision, there is still a duty to provide appropriate oversight of the activity. Supervision complements the information, instruction and training provided and helps to ensure that students understand the risks associated with their activity and that necessary safety precautions are carried out. It also provides guidance in situations of uncertainty.

The level of supervision required depends on the risks involved and the ability of the lone student to identify and handle health and safety issues and should be based on the findings of the risk assessments. The higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they require assistance.

Procedures that need to be in place to monitor lone students may include:

- Supervisors periodically visiting and observing student practice when alone e.g. during out of hours lab work
- Supervisors maintaining contact with students using either a telephone or radio or possibly e-mail or SMS as available.
- Documentation of communication arrangements
- The use of signing in/out systems; and
- Checks that a student has returned to their base or home on completion of their tasks.

Contingency plans should specify the action to be taken if a pre-arranged contact cannot be reached, or if an alarm device is activated, and should be included as part of the risk assessment.

d) Is the person medically fit and suitable to work alone?

Whilst medical fitness should not be a significant factor in most situations, where it is known that a student has a medical condition, checks should be made to establish whether they require any additional support in order for them to carry out lone activities safely. When medical advice is necessary, the student's GP, the Occupational Health Unit, the Counselling and Psychological Service and/ or the Disability Service should be consulted, as appropriate.

e) What happens if a person becomes ill, has an accident, or there is an emergency?

The assessments should take account of the fact that a lone student is more vulnerable when the unexpected happens. Risk assessment should identify foreseeable events and emergency procedures should be established and employees trained in them.

3.4 What happens after the risk assessment has been carried out?

The risk assessment will have identified the physical controls, safe operating procedures, training and supervision necessary to ensure the safety of the lone student. If all of these arrangements are not already in place, they will need to be implemented in a structured way to support the lone study activity. An action plan with target dates for completion of any additional required measures is often helpful in ensuring that the necessary arrangements are put in place effectively.

All of these safe study arrangements must be communicated to all students under-taking the lone study activity, preferably in writing.

Arrangements should also be easily accessible for students to consult at all times, this could be through a central manual kept with Heads of Administration, on a local server or other through another suitable mechanism.

Once the safe study arrangements have been implemented they need to be regularly monitored and reviewed locally, as part of day-to-day interactions with students, to ensure they remain effective. Lone students must be actively encouraged to report any incidents which could affect their safety, to allow a proper review of the adequacy of the arrangements.

Section 4 Risk Assessment Guidance for Common Situations

4.1 Lone Study – Visits to domestic premises

This relates to students who are expected to carry out domiciliary visits – i.e. to private homes, on their own, as part of their study. This could include, for example, taking part in research projects or other similar situations.

Risk Assessment

As most risk here is from the unknown aspects, it is essential that all such visits are subject to a suitable and sufficient risk assessment. Therefore, when considering the associated risks, managers must take into account factors including:

- Known history (if any) of the person being visited;
- Family circumstances;
- Living arrangements;
- Travelling to isolated or rural areas;
- Travelling between appointments;
- Communication availability ; and
- Personal safety and security.

To reduce the risks to the lowest level reasonably practicable, the risk assessment must consider control measures such as:

- Arrange for meetings to be held in University or other suitable premises rather than at the person's home where possible;
- Where possible, avoid lone visits, asking student instead to carry out visits in pairs, particularly if this is a first visit or there is no knowledge of the history of the occupant;
- Implementation of a control system ensuring that information (such as where the lone student is going; who they are visiting; contact address and telephone number; estimated arrival time and duration of visit; time expected to return to base) is shared with course/ activity organisers;
- Training appropriate to the level of risk. This may include any or all of the following:
 - Information and instruction on contact procedures and local risk management protocols
 - Basic personal safety awareness
 - Strategies to prevent and/or de-escalate potentially confrontational or aggressive situations
 - Instructions on the procedures for reporting of all incidents, however minor.

4.2 Lone Study – Studying alone in University buildings and surrounding areas

This relates to students, including postgraduate students, carrying out study-related activities alone in University buildings and surrounding grounds.

Risk Assessment

When considering the associated risk of studying alone, course/ activity organisers, and managers of facilities, must take into account the following factors:

- Risk associated with the activity being undertaken;
- The individual's capacity to undertake the activity; and
- Security of the building and grounds.

To reduce the risks to the lowest level reasonably practicable, a risk assessment must be undertaken and control measures put in place. Course and activity organisers should stipulate what activities can and cannot be undertaken alone and/or outside normal working hours – it may be more practical to consider this at School or Research Institute level to ensure consistency of approach and to avoid confusion.

In particular, it is vital that local management systems are in place to protect students who may be alone. Contact procedures should be agreed and implemented so that others are aware of the presence of lone students and what procedures to follow should the student fail to make contact at predetermined times if such an arrangement is in place. These procedures are especially important during work outside normal working hours, as there will be fewer staff members in other areas of the premises to offer support should an incident occur. Ideally entry to buildings should be controllable so that unwanted visitors do not gain access e.g. entrance security systems (e.g. Digilocks or Swipe Card access) should be considered. Panic buttons, linked to a manned location, should also be considered. Within the grounds, thought should be given to the quality of lighting and whether security cameras may also be required.

In addition to the above, where students are carrying out course or study-related activities, all students must undergo training appropriate to the level of risk, as determined in the risk assessment. This training may include any or all of the following, plus other, as appropriate to the activity:

- Information and instruction on contact procedures and local risk management protocols;
- Basic personal safety awareness;
- Strategies to prevent and/or de-escalate potentially confrontational or aggressive situations
- Moving and handling training;
- Safe operating procedures, including those for safe handling of hazardous substances and equipment; and
- Instructions on reporting procedures for incidents, however minor.

Students working alone within a University building during working hours should:

- Ensure they have access to a telephone to call for help if needed;
- Ensure that any keys are secured;
- Call security or emergency services as appropriate if they become anxious regarding their safety; and
- If an incident occurs, report the circumstances, no matter how minor to their course organiser as soon as practicable after the event.
- Be aware of any personal risk factors arising from a medical condition – where possible we would encourage students to discuss these with the course/ activity organiser

Students working alone within a University building outside normal working hours as a matter of routine, should:

- Ensure that all windows and doors are secured to prevent unauthorised access, so that the environment is as safe as possible;
- On leaving the area, ensure that all windows are closed and doors locked; and
- If an incident occurs report the circumstances, no matter how minor to your course organiser as soon as practicable after the event.

Students working alone in University grounds should:

- Make themselves aware of the activity risk assessment and the necessary control measures which require to be implemented; and
- Ensure that they comply with any safe operating procedures put in place for their safety.

4.3 Lone Study – Field Work

This relates to students working alone in the course of carrying out field work which may be in urban or more remote and/ or rural areas.

Risk Assessment

When considering the associated risk of carrying out field work in remote areas, whether urban or rural, course/ activity organisers must take into account the following factors:

- Risk associated with the activity being undertaken;
- The individual's capacity to undertake the activity;
- Suitability of equipment in use for exposure to elements
- Availability/ Suitability of personal protective equipment for use in exposed situations
- Distance from nearest A&E and other emergency services and First Aid provision;
- Risks associated with travel in remote areas;
- Likelihood of having to deal with confrontation
- Communication availability ; and
- Personal safety and security

To reduce the risks to the lowest level reasonably practicable, the risk assessment must consider control measures appropriate to the activity, which may include for instance:

- Whether a minimum of 2 people should be allocated to this field activity
- Whether alternative communication technology is available for use in isolated situations
- Implementation of a management control system ensuring that information (such as where the field work is taking place; the duration of the activity; anticipated time of arrival on site, departure from site and return to normal work base; any special contact arrangements; location and contact details of accommodation etc.) is easily available to the course/ activity organiser or other suitable person.
- Provision of alternative fieldwork equipment for use in exposed conditions
- Provision of basic or enhanced first aid equipment
- Advanced notification of field work activity to emergency services
- Training appropriate to the level of risk. This may include any or all of the following:
 - Information and instruction on contact procedures and local risk management protocols
 - Basic personal safety awareness
 - Strategies to prevent and/or de-escalate potentially confrontational or aggressive situations
 - Moving and handling training
 - Procedures for safe handling of any substances or waste
 - Procedures for safe use of equipment
 - Instructions on the procedures for reporting of all incidents, however minor
 - First Aid training suitable to the circumstances.

4.4 Lone Study – Driving and other travel between sites

This relates to students travelling alone between locations, and effective measures required to be put in place to reduce the risks to the lowest level practicable.

University staff Responsibilities

Course/ activity organisers should undertake a risk assessment based on the frequency of lone travel and the location and distance between sites, times of travel (i.e. during hours of darkness or in daytime), the potential for threat to personal safety etc. (See attached Lone Study Risk Assessment Form.) Risk controls should be documented and may include:

- Training on safe procedures (e.g. planning ahead for the journey, the use of checking in procedures and other contact schemes etc);
- Personal safety awareness training;
- Procedures to follow in the event of vehicle breakdown; and
- Procedures to follow in the event of an accident or other incident.

An evaluation of the remaining risks requires to be taken and a decision made as to whether existing precautions are adequate or whether more should be done. Where further controls are required, these require to be implemented and monitored for effectiveness.

The University has a right to expect students to drive safely and conduct themselves in a manner that does not contravene the Road Traffic Act or endanger the safety of others. Although mobile phones may be the preferred method of contact, no one should expect a student to endanger themselves, other road users or pedestrians by expecting them to make or receive calls whilst driving. The University could be held liable, as well as the driver, if students are encouraged to use a mobile when driving.

Where students are using University vehicles for driving to and from activities, they must be made aware of their own responsibilities with regards to checking the vehicle is road-worthy and has sufficient fuel etc. as well as the University arrangements for breakdown recovery, insurance etc.

Students' Responsibilities

Students are expected to take reasonable care of themselves and others affected by their activities and also to cooperate with the University on health and safety issues. They have a duty to comply with procedures put in place to minimise the risk to their health and well being and not to misuse any equipment provided for their safety.

If issued with a mobile telephone as part of a lone-working safety measure, it is the responsibility of the lone student to use it appropriately, and whilst parked safely, or with a suitable hands free device. It is also their responsibility to ensure that they do not breach road traffic legislation by making or receiving calls while holding the handset whilst driving. The University does not encourage any telephone use while driving and will co-operate with police enquires resulting from a road traffic accident.

Students are also reminded that, where they are using their own vehicles to travel between sites, they must ensure that they are maintained in a roadworthy condition, have a current MoT (where necessary) and that their insurance extends to this use. They must conduct themselves in a manner that does not contravene the Road Traffic Act or endanger the safety of others. They should ensure that they never drive under the influence of alcohol or drugs. Some prescription drugs can also adversely affect the ability to drive safely and advice should be sought from GPs or pharmacists. Additionally, students should make their course/ activity organisers aware of any health problems or personal circumstances which could make driving more hazardous. When using University vehicles, students must act according to the guidelines laid down by the University's Transport Services.

When using public transport, good journey planning helps avoid long waits on your own, e.g. at bus stops. It also reduces the need to study maps and appear lost. On the train make a point of sitting in a carriage with other people, rather than on your own. Keep valuables secure and out of sight and avoid distractions (e.g. head phones) that may make you unaware of what is happening in your surroundings. Where possible, arrange to be met at a train station to avoid walking home on your own after dark. If using taxis, try to always use licensed vehicles, and always sit in the rear of the vehicle.

Students must report any accident and also follow the reporting procedures for any incident which affects, or may have affected, personal safety during the course of transiting between sites.

Lone Study Activity Risk Assessment Form.

Description of study activity:	Number of students exposed:
--------------------------------	-----------------------------

College/ University Services	School/ RI/ Service:
------------------------------	----------------------

Risk assessment carried out by:	Date completed:	Review date:
Assessor's signature:		

Main risks and issues of concern	Domiciliary Visits	Working Alone in Buildings	Travel Between Sites	Remote Field Work
Are lone students involved in?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Do students carry out visits/travel to high-risk locations (for example, areas with high crime rates)?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Do students carry out visits during unsociable hours or out with normal office hours?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Is there a security provision?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Does any student have medical problems that may put them at a higher risk of becoming unwell when working alone?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Is First Aid available if the student becomes ill or injured?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Do student activities involve handling dangerous substances (Chemicals, Bio-Hazards)?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Can all the equipment required for the activity, be carried safely by one person?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Do students carry valuable materials or equipment?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Once on site do students work in isolation?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
When on university property, does the activity involve working in different areas around the university alone?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Is there poor access/bad lighting to the building?	Yes/ No	Yes/ No	Yes/ No	Yes/ No

Do students carry out visits or meet with members of the public in isolated areas?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Do students visit unfamiliar members of the public?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Does the activity involve visits to high-risk or unstable or unpredictable individuals ?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Are first year students involved in visits to domestic premises?	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Do students visit multiple sites on same journey	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Do supervisors know where students are going? (e.g. Do students decide the order and when to do visits)	Yes/ No	Yes/ No	Yes/ No	Yes/ No
Others (Please give details below):				

Existing control measures – Tick if these are in place and give details below			
Do you provide accompanied visits when there are concerns about safety?		Have you issued personal attack alarms?	
Are there systems for monitoring students whereabouts and movements and for regularly reporting to base? <i>(Please attach details)</i>		Do you use two-way radios/mobiles or other communication systems?	
Do you provide joint working for high-risk activities?		Do students have information and training on basic personal safety?	
Is there closed-circuit television within or around the building?		Are students trained, where appropriate, in strategies to prevent and/or de-escalate potentially confrontational or aggressive situations	
Are entrance security systems in use (for example, coded door locks or swipe cards)?		Do students have access to report incidents or near misses and appreciate the need for this procedure?	
Is there security lighting around access points and parking areas?		Do students know procedures in event of University vehicle breakdowns?	
In University buildings where students could be working alone, are there panic buttons linked to manned locations?		Is there a procedure in place if students fail to turn up at a site or return from a site visit?	
If moving and lifting equipment, has a moving and handling risk assessment been undertaken and have students received moving and handling training?		Do you have safe operating plans and training highlighting the risks?	
Does the department have a Booking IN/OUT system for off site visits?		Do students have the ability to contact base if stranded?	
Other		Other?	
Other?		Other?	

Details of Control Measures identified above

Risk(s) remaining after existing control measures are in place

N.B. This is a Generic Risk assessment and during the course of work additional hazards may occur specific to the job or condition of the employee that will warrant a person specific risk assessment.

Additional controls required:

Timetable for implementation of additional control(s)	
Name:	Signature:
Designation:	Date:

Requirements regarding Information, Instruction and Training

Information

Anyone responsible for students identified as lone students must ensure that information is communicated to them regarding the hazards and risks associated with their activities. The outcomes of risk assessments must be shared with students, including control measures put in place to minimise the risk to their safety and well-being.

Instruction

Students should be instructed on the appropriate procedures to follow to carry out their activities as safely as possible. In particular they should be given information on the limits as to what can and cannot be done whilst alone. There should also be instructions on the circumstances in which it is necessary to stop what they are doing and seek advice.

In addition they should be instructed on local safety management systems (e.g. the use of physical and automated “checking in” and monitoring systems and sharing information on their expected schedule of movements with fellow students, flat mates or family etc.). The importance of compliance with procedures must be stressed.

Students must also be given a copy of Appendix 3 – Guidelines for Students. Those responsible for students and their activities must make them aware of their individual responsibility to adhere to the arrangements.

Training

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Training should include any knowledge and skills necessary to ensure students are competent to carry out the task unaccompanied and are competent to deal with circumstances that are new, unusual or beyond the scope of training. In the same way, those supervising PGR students must ensure they have sufficient knowledge to conduct or contribute to their own risk assessments and programme their lone activities safely.

The level of training required by students will be determined by the outcome of local risk assessments. Training on local arrangements and specific control measures should be provided locally, but advice on additional training requirements is available through contacting the Safety & Environmental Protection Service (SEPS).

Wherever training is identified as necessary within the risk assessment, attendance at the training provided must be mandatory for all relevant students.

Appendix 3

Guidelines for Students on Lone Study Activities.

Introduction

There may be times during your studies when you will be studying, or carrying out other study activities, on your own. Even if the activity itself is not dangerous, the situation makes it more hazardous as there is no one in the immediate area to help should you have an accident or become unwell. These guidelines are intended to let you know what the University does to manage these situations safely, and what your responsibilities are with regard to your own safety.

How does the University look after students carrying out lone study activities?

Your course organiser, others who organise activities within your course, as well as managers of Services providing equipment and facilities for those activities, are required to make sure they are as safe as reasonably practicable for you to undertake/ use. This is explored through risk assessment, as explained in the University's Lone Study Procedure which can be found at <http://www.gla.ac.uk/services/health/>

Any risk assessment findings which suggest significant risks or specific measures that need to be taken to minimise these, should be shared with you so that you understand what you need to do to undertake these activities safely. If you are ever concerned about the safety of an activity, you should raise it with the organiser. If for any reason this is not possible, or you are not satisfied with the response to your enquiry, you can also contact the Safety and Environmental Protection Service, based in the Isabella Elder Building near the Botany Gate on the Gilmorehill Campus, by calling 0141 330 5532 or emailing them at safety@glasgow.ac.uk.

How should you look after yourself when carrying out study activities alone?

Help us to help you -

You must cooperate with the University by adhering to any training, instructions and information you have been given about your study activity, associated equipment, substances, and any safety measures or equipment put in place to protect you. You must report any faulty equipment or other hazardous situations you notice to your activity organiser as soon as possible.

Personal Safety –

If you are going to be working on your own in University buildings, particularly outside normal working hours, you should always let someone know where you are. If you have a mobile phone, carry it with you at all times, and make sure you know how to contact Security at the main gatehouse in an emergency (on any University landline 'phone, dial 4444 at Gilmorehill, 2222 at Garscube). If using a mobile phone, prefix this number with 0141 330)

You should only be carrying out activities that involve laboratory work, work with any hazardous materials/ equipment, or handling animals, at the request and full knowledge of your course or activity organiser. This should be at agreed times and arrangements should be

in place to ensure that someone in your School, or the relevant Research Institute, knows when you arrive and leave.

If you are carrying out a study activity on your own at a remote fieldwork location, be aware of mobile 'phone network coverage limitations if you are relying on your mobile phone for communications.

Mixing Social and Study activities –

Just as it is illegal, and unsafe to drink and drive, you must never carry out work with hazardous machinery, equipment, materials or animals whilst under the influence of alcohol or other intoxicating substances – this could include certain medications, if the advisory information warns that they may cause drowsiness or otherwise impair your vision or judgement. For this reason, you must think carefully about planning a night out if you are, for instance, likely to have to attend to a laboratory project during the course of the evening and/or the following morning.

Driving between study locations –

If you are driving a University vehicle between sites, make sure you know the procedure to be followed in the event of a breakdown or emergency. If you are driving your own car, make sure it has the correct level of insurance, has a valid MOT certificate if it is required to have one, is roadworthy, and that you know how to deal with common problems like changing a tyre safely. We would also recommend that you consider breakdown and accident recovery cover for extra peace of mind. Always carry bad weather supplies of warm clothing, flash light, drinking water and high visibility and wet weather gear in winter.

Your Health –

It is important that you let your course or activity organiser know of any health conditions that could prove a problem if you were taken unwell whilst alone. This way, steps can be taken to either put in place extra precautions to keep you safe and well when studying alone, or to arrange for someone to accompany you instead.

Reporting Accidents and Incidents –

You must report any accidents or near-miss incidents that happen when you are working alone, to your course or activity organiser, as soon as possible. Serious incidents on campus should also be reported immediately to Security at the numbers above, who can contact any specialist University staff required, as well as ensure the Emergency Services are contacted if necessary.