

# Lone Working Policy

Our buildings are usually staffed from 9 am to 6 pm, Monday to Friday during term time.

Outside of these times, students must follow the 3 Student Rule.

## Loan Working Policy

This policy ensures you are safe when working unusual hours when fewer people are around. This is in case you are injured or someone tries to attack you.

1. You must not undertake dangerous activities.
2. You must ensure there are always at least 2 other people in the same area as you most of the time.

**Being in the same area means:** You can see and hear the other people most of the time, with breaks only to go to the toilet and shop for 5 minutes.

If someone leaves to work elsewhere or goes home and you are alone, or there are less than 3 people in the area, you have to move or leave the site.

## Emergencies

If there is an incident, contact security staff at reception; they can provide First Aid and Security response and call emergency services.

The idea behind the 3 people is:

1. Person injured or incapacitated
2. Person to stay with the incapacitated person
3. Person to get help.

## Dangerous Activities

The following activities must not be undertaken when staff are not present:

- Working at height (Such as using a step ladder)

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