

## Lone and Out of Hours Working Policy & Procedures Awareness and Implementation Survey

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### Survey Email

From: Lisa Grayson  
 To: PIs main campus non mrc  
 CC: Ian Scragg; Irene Blair; Robert Ford  
 Date: 16/3/2011 15:39  
 Subject: ACTION REQUIRED: Lone and Out of Hours Working Policy & Procedures

Dear All,

Doreen has asked me to conduct a quick survey regarding awareness and implementation of CLS Lone and Out of Hours Working policy and procedures (view online at [https://www.lifesci.dundee.ac.uk/services/healthandsafety/other-topics/lone\\_working/lone\\_home.html](https://www.lifesci.dundee.ac.uk/services/healthandsafety/other-topics/lone_working/lone_home.html)).

Could you please respond by Monday the 4th of April if (a) you were previously aware of the above and (b) if you implement them within your own group/unit/division. If the answer is 'no' to both a & b there is no need to respond.

This is purely to give an initial indication of how effectively we are communicating and implementing H&S policies and procedures.

Many thanks and best wishes,

Lisa.

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### Results

72 recipients  
 19 responses  
 16 aware of policy/procedures (22%)  
 8 implementing (11%)

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### Responses

It's pretty much a no to both from me. I didn't know/had forgotten about the website and don't get anyone to do the form (which I didn't know existed).
a) yes; b) yes for some of my group.
a double YES to (a) & (b)
No and no - I assumed that there was some policy but had not got to the point of finding out what it was.
Yes
Yes to both.
a) yes; b) no specifically implemented in the group
yes, aware of this, although I admit to not actively enforcing it in my group over the last

year.
I was aware that there would be a policy on this and that guidelines would be written down somewhere. But because everyone works out of hours in my group, including me (nobody leaves on or before 5.30 and everyone works random hours at the weekend), and because this is so entrenched as a way of life in research labs across the world, it's not something I have felt the need to get risk assessments done for.
I was aware of that there was a Out of Hours Working policy but was not aware of the 'Lone & Out of Hours Worker's Information Sheet' and 'Lone & Out of Hours Worker's Questionnaire'. Out of hours working has been discussed in the lab with reference to precautions to take and these correspond very well to those described in the official document.
YES; Having actually read the policy again (I haven't done that recently) then it's both YES and NO here. I only allow staff to work alone/out of hours if they are deemed by me to be sufficiently trained. In practice that means that undergraduates or very junior PhD students are accompanied (that's the YES bit). However, I haven't carried out any formal risk assessments that are recorded although mainly that reflects that we don't do anything too risky anyway. I also don't think I have specifically discussed with staff about how to deal with an accident if they are here alone (that's the NO).
(a) I am aware of the out of hours policy: (b) as far as I know it is implemented for individuals in my group.
Yes, I am aware of it, but I have printed it out and posted it on my noticeboard as well.
I was aware of both a and b.
(a) Yes (in general terms); (b) Not fully:- I was unaware of the Questionnaire and the need for workers to SIGN the Risk Assessment.
I was aware and my lab has filled out the forms
I am aware and I have implemented these.
Yes and yes
I was vaguely aware of the policy and procedures. And I tell my honors' students about it. The rest of my lab come in at all hours (at least that is what they are supposed to be able to do).

## Recipients

To: Alan Fairlamb (a.h.fairlamb@dundee.ac.uk)	Emptied	21/3/2011 10:08
To: Alan Prescott (a.r.prescott@dundee.ac.uk)	Emptied	16/3/2011 16:58
To: Alexander Harper (a.a.harper@dundee.ac.uk)	Read	16/3/2011 15:42
To: Andrei Nikolaev (a.v.nikolaev@dundee.ac.uk)	Deleted	16/3/2011 17:29
To: Andrew Hopkins (A.Hopkins@dundee.ac.uk)	Third-Party Downloaded	16/3/2011 17:27
To: Angus Lamond (a.i.lamond@dundee.ac.uk)	Read	16/3/2011 15:42
To: Anton Gartner (A.Gartner@dundee.ac.uk)	Third-Party Downloaded	16/3/2011 18:39
To: Arnaud Javelle (A.Javelle@dundee.ac.uk)	Emptied	16/3/2011 16:29
To: Arno Alpi (A.F.Alpi@dundee.ac.uk)	Replied	16/3/2011 15:44
To: Arno Muller (H.J.Muller@dundee.ac.uk)	Read	16/3/2011 16:00
To: Bill Hunter (w.n.hunter@dundee.ac.uk)	Emptied	16/3/2011 17:40
To: Caroline Wilkinson (C.M.Wilkinson@dundee.ac.uk)	Emptied	20/3/2011 22:25
To: Colin Watts (c.watts@dundee.ac.uk)	Deleted	18/3/2011 17:20
To: Daan van Aalten (d.m.f.vanaalten@dundee.ac.uk)	Emptied	18/3/2011 11:13
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To: David Martin (d.m.a.martin@dundee.ac.uk)	Emptied	22/3/2011 10:11
To: David Norman (d.g.norman@dundee.ac.uk)	Replied	16/3/2011 15:58
To: Deena Leslie Pedrioli (d.lesliepedrioli@dundee.ac.uk)	Replied	16/3/2011 22:40
To: Doreen Cantrell (d.a.cantrell@dundee.ac.uk)	Deleted	16/3/2011 23:57
To: Dorothy Crouch (d.h.crouch@dundee.ac.uk)	Deleted	17/3/2011 15:42
To: Elizabeth Bayne (EBayne@dundee.ac.uk)	Read	16/3/2011 15:55
To: Emma Warbrick (e.warbrick@dundee.ac.uk)	Read	16/3/2011 15:43
To: Eric Griffis (EGriffis@dundee.ac.uk)	Read	16/3/2011 22:13
To: Frances Smith (f.j.d.smith@dundee.ac.uk)	Read	16/3/2011 15:42
To: Frank Sargent (F.Sargent@dundee.ac.uk)	Replied	16/3/2011 15:56
To: Gabriela Alexandru (G.Alexandru@dundee.ac.uk)	Emptied	16/3/2011 16:19
To: Geoffrey Barton (g.j.barton@dundee.ac.uk)	Emptied	17/3/2011 09:48
To: Geoffrey Gadd (g.m.gadd@dundee.ac.uk)	Replied	16/3/2011 15:49
To: Grahame Hardie (d.g.hardie@dundee.ac.uk)	Read	16/3/2011 15:41
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To: Jason Swedlow (j.r.swedlow@dundee.ac.uk)	Replied	16/3/2011 15:50
To: Joost Zomerdiik (j.c.b.m.zomerdiik@dundee.ac.uk)	Read	16/3/2011 16:26
To: Kees Weijer (c.j.weijer@dundee.ac.uk)	Read	16/3/2011 17:14
To: Kevin Read (KRead@dundee.ac.uk)	Emptied	16/3/2011 15:58
To: Michael Stark (m.j.r.stark@dundee.ac.uk)	Emptied	16/3/2011 16:54
To: Paul Wyatt (P.G.Wyatt@dundee.ac.uk)	Read	16/3/2011 15:48
CC: Robert Ford (r.p.ford@dundee.ac.uk)	Read	16/3/2011 16:23
To: Ronald Hay (R.T.Hay@dundee.ac.uk)	Read	16/3/2011 16:06
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To: Sonia Rocha (s.rocha@dundee.ac.uk)	Replied	17/3/2011 13:30
To: Timothy Newman (TNewman@dundee.ac.uk)	Read	16/3/2011 18:45
To: Tom Owen-Hughes (t.a.owenhughes@dundee.ac.uk)	Read	16/3/2011 16:51
To: Tomoyuki Tanaka (t.tanaka@dundee.ac.uk)	Forwarded	16/3/2011 15:39
To: Inke Nathke (i.s.nathke@dundee.ac.uk)	Read	16/3/2011 17:12
To: Jeffrey Williams (j.g.williams@dundee.ac.uk)	Emptied	24/3/2011 01:13
To: Jonathan Chubb (J.Chubb@dundee.ac.uk)	Third-Party Downloaded	23/3/2011 23:57
To: Julian Blow (j.j.blow@dundee.ac.uk)	Deleted	16/3/2011 15:39
To: Kate Storey (k.g.storey@dundee.ac.uk)	Replied	16/3/2011 15:43
To: Kim Dale (J.K.Dale@dundee.ac.uk)	Replied	17/3/2011 10:52
To: Michael Ferguson (m.a.j.ferguson@dundee.ac.uk)	Read	16/3/2011 15:45
To: Miguel Maroto (M.Maroto@dundee.ac.uk)	Emptied	19/3/2011 01:26
To: Mikael Bjorklund (M.Bjorklund@dundee.ac.uk)	Replied	16/3/2011 15:55
To: Nicholas Leslie (n.r.leslie@dundee.ac.uk)	Read	16/3/2011 15:39
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To: Paul Campbell (PACampbell@dundee.ac.uk)	Emptied	17/3/2011 13:13
To: Paul Crocker (p.r.crocker@dundee.ac.uk)	Read	16/3/2011 16:41

To: Pauline Schaap (p.schaap@dundee.ac.uk)	Emptied	23/3/2011 01:14
To: Peter Taylor (p.m.taylor@dundee.ac.uk)	Replied	17/3/2011 09:17
To: Roger Soames (RWSoames@dundee.ac.uk)	Emptied	16/3/2011 16:52
To: Sarah Coulthurst (S.J.Coulthurst@dundee.ac.uk)	Read	16/3/2011 16:47
To: Sue Black (S.M.Black@dundee.ac.uk)	Emptied	17/3/2011 12:43
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To: Tracy Palmer (T.Palmer@dundee.ac.uk)	Emptied	17/3/2011 14:36
To: Victoria Cowling (V.H.Cowling@dundee.ac.uk)	Third-Party Downloaded	16/3/2011 16:14
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