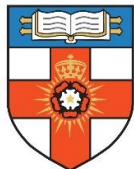




Lone Study Procedure for Students

**What you need to do to
ensure students' safety**



LONE STUDY PROCEDURE

OUR COMMITMENT

The University actively ensures the safety of our students who are required to study or carry out other course activities by themselves for significant periods of time within University buildings or other sites as part of their research activities. Recognizing this requirement means that our risk management approach must be flexible and appropriate.

Each lone study activity is planned and managed to ensure the safety of students and others who carry out activities on the University's behalf.

For the purposes of this procedure, lone studying will include similar and associated activities such as research.

KEEPING SAFE WHEN STUDYING ALONE

Studying alone is not always a risk and is allowed in the University. The correct safety precautions are in place and risk assessments need to be completed when there is a level of risk which may cause harm.

Lone studying is not the main risk and does not cause accidents by itself, but if someone is on their own and has an accident or a health issue, they could be in increased danger if they cannot summon help.

Examples of lone studying are:

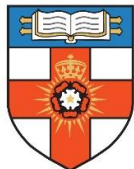
- Studying alone at a fixed place
- Studying separately from others in the same building
- Studying in place of residence
- Studying away from a fixed base, such as carrying out research in mobile locations
- Visits by individual students to private addresses or remote locations as part of their research.

Lone studying risks include:

- Being unable to get emergency medical support in the event of an accident or ill health.
- An individual more prone to violence due to studying alone.
- Some medical health conditions may place a person at a higher risk from lone studying.
- Suffering from stress due to lack of contact with supervisor and other students.

WHAT WE DO

- All lone studying is planned and managed via a risk assessment to ensure that lone studying activities can safely proceed



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- extra safety precautions are implemented if more needs to be done to make the lone studying activity safer.
- where a task cannot be carried out safely alone, then it cannot proceed.
- lone studying is not allowed for high-risk work activities where immediate emergency assistance is required in the event of an accident or medical emergency. Examples include working in dangerous locations remote from civilisation; researching in private households;
- all lone students and their supervisors are consulted about lone study safety.
- UOL encourage accident and near-miss reporting.
- lone working students and their supervisors receive training regarding the risks and how to manage them safely.
- Lone studying is regularly addressed at student induction and during supervision. (See Appendix for more guidance).

RESPONSIBILITIES

CHIEF OPERATING OFFICER ENSURES THAT SUITABLE AND SUFFICIENT RISK ASSESSMENTS ARE CARRIED OUT FOR LONE STUDYING ACTIVITIES

CONTROL MEASURES ARE IMPLEMENTED TO MINIMISE SIGNIFICANT SOLE OPERATING RISKS.

- Provide competent training to lone working students and their supervisors to manage the risk
- Encourage students to work with a buddy in lone or late work situations
- Encourage students to inform the School of any medical conditions that may place them at increased risk from lone working.

HEALTH AND SAFETY TEAM

- To advise supervisory staff on matters relating to this policy and lone working.

REGISTRY SERVICES

- Registry Services will obtain a self-assessment medical form for any periods of lone studying off campus by individual students. In addition, the assessment will check that students do not have a medical condition that could affect their safety when studying alone.
- University of London need to be assured that research trips are safe and that the area has been assessed with risks mitigated.
- Refer separately to the University's Travel Policy and Guidance and Risk Assessment procedure.
- Consider routine work foreseeable emergencies which may impose additional physical and mental burdens on students.

SUPERVISORS

- Risk Assess lone studying activities and prioritise actions and resources to minimise identified hazards.



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- Provide support in the form of guidance and additional people, equipment, or communication to eliminate/ reduce lone student worker risks to a safe level.
- Develop and implement procedures and safe systems
- Supervisors must ensure students understand the lone study procedure
- Suitable procedures are provided for all students covering:
 - Personal safety and security
 - Emergency Response Procedures
 - Violence and Aggression prevention
 - Support services
 - Medical fitness including mental health where necessary i.e. possible impacts on travel
 - Sufficient resources are available to support the application of lone studying systems across the university.
- Do not allow lone female and vulnerable students to visit private households alone without a safety plan or any other research facilities where a danger may be posed to their safety as identified in the risk assessment
- Ensure students have a working means of communication on site visits and a contact number for a person in authority to call if assistance is required.
- The procedures and safe systems are tested regularly to ensure adherence and adequacy
- All incidents involving lone studying are reported to the Dean and PVC Research via the Director of Operations. See Appendix for further guidance.

STUDENT FACING STAFF

- Understand and follow the University's student lone study procedures.
- Report medical conditions to registry services, that could place students at a higher risk from lone study.
- Encourage students to keep their contact details up to date with Registry services.
- Read guidance and understand the student lone study risk assessment and mitigations identified.
- Be aware of the prohibited activities that are not permitted to be carried out whilst lone study.
- See Appendix for further guidance.

STUDENTS

- 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



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responsibility of the lone student to use it appropriately

- 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.



PROCEDURE

CONDUCTING A RISK ASSESSMENT

- Step 1

Identify the hazards that may cause harm, who might be harmed and how they might be harmed. Here the supervisor needs to consider the activities associated with lone studying and should be carried out in consultation with the student(s) prior to conducting lone study in the location.

- Step 2

Assess the level of risk. Consider any factors that could increase the likelihood or the severity of the harm. Is the risk low, medium or high? This will be dependant on the type of activity, the location, time and location.

- Step 3

Using the guidance in the appendix, outline what safety precautions necessary to reduce the level of risk. Implement the safety precautions commensurate to the activity and level of risk.

INFORM

Provide information (relevant policy/code of practice/local rules), instruction and training to students on the hazards and control measures to allow late and/or lone studying, including a copy of the risk assessment and the control arrangements.

MONITOR

Monitor late and/or lone studying students are adhering to the controls such as random spot checks.

REVIEW

Review the assessment at least annually. More often, there is a material change to the study arrangements, personnel, or building, which may affect this risk assessment. A review is also required following any incident occurring to a person during lone studying.



FORMS AND TEMPLATES TO BE USED

SUPERVISOR FORM

All supervisors need to complete the form to acknowledge the need for a risk assessment.

Prepared by

Date

Ihave assessed the risks of lone study in (insert location / Building).

Circle (1) or (2) below as necessary:

- (1) I consider that students need only be made aware of the normal emergency procedures for fire and injury because the work or activity to be undertaken is of a low-risk nature, for example, work in a library, computing or office environment and there will be an adequate security presence or other staff working nearby outside of core day time hours to assist with an emergency if necessary. No significant risks identified.
- (2) I consider that the work or activity to be undertaken is of a low-risk nature, for example, work in a library, computing or office environment but which will be conducted in a remote area of the building or in a building where there is no adequate security presence or other staff working nearby outside of core daytime hours to assist with an emergency if necessary. *Accordingly, a risk assessment has been completed overleaf.*

SIGNED DATE

List in the table below all students (as individuals or groups) involved in late and/or lone study activity. They must be issued a copy of the risk assessment and the risk mitigation arrangements. Their signature/acknowledgement obtained that they have read and understood it.

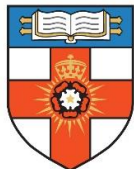
Name	Status	Initialled as seen and understood	Date



RISK ASSESSMENT

Type of Risk	Who might be harmed and how	Level of Risk (LOW-MED-HIGH)	Safety Measures

Other factors and measures taken into account:



APPENDIX 1 RISK ASSESSMENT GUIDANCE FOR COMMON SITUATIONS

WHAT IS LOW-RISK LONE STUDY

- **Low-risk lone working** – If a student studies alone at a fixed place such as an office, library or study centre without direct supervision and undertakes low-risk activities.
- **The last person to leave**- The student member is the last person to leave the building.
- **Remote student**- the person works typically in the same place every day but works in remote areas or locations.
- **Mobile student**- studies between a range of known and familiar buildings.
- **Unsociable hours**- Works outside of the standard opening hours and commutes when it's dark.
- **Student studying in place of residence** - who could have an accident suffer ill health, and it's challenging to raise the alarm.
- **Students who study on their own a lot**- Begin to suffer stress due to lack of human contact.
- **One-off Lone study activities** that aren't the usual place a to find a student.

COMMON SAFETY MEASURES

Some common safety measures in the event of an emergency, include:

- I. manual sign-in/sign out system at the nearest security desk
- II. electronic sign in and sign out system;
- III. a buddy system to inform buddy of movements including time arriving and leaving each location or notifying buddy at the end of the study activities
- IV. automatic paging or other personal safety devices;
- V. frequent check-ins with security/buddy to advise that 'all is well';
- VI. note area/time restriction;
- VII. other such as medical fitness. When medical advice is necessary, the student's GP, Occupational Health, the Student Service should be consulted, as appropriate.

LONE STUDY – VISITS TO DOMESTIC PREMISES

This relates to students who are expected to carry out visits to domestic premises— 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.

LONE STUDY – STUDYING ALONE IN UNIVERSITY BUILDINGS AND SURROUNDING AREAS

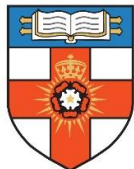
This relates to students, including postgraduate students, carrying out study-related activities alone in University buildings and surrounding grounds.

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



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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;



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- 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.

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



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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.

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.

DISABLED PERSONS

Provide details of any additional controls required to ensure students with disabilities (if necessary). Note that disabled persons may have difficulty recognising an alarm, for example, a hearing impairment, or in responding to it, such as a mobility impairment. It may be necessary to restrict access by certain disabled persons to particular areas if it is not reasonably practicable to provide means of access, or there will be nobody to give assistance to evacuate outside of core daytime hours. Where necessary complete a Personal Emergency Evacuation Plan (PEEP). DeafAlerters can be organised with Security Team for students with hearing impairment.

This will require careful thought to comply with the Disability Discrimination Act, for example:

- I. communication devices;
- II. visual or vibrating alerts; and/or