



## Lone and Out of Hours Working Policy

<b>Document Type</b>	Policy
<b>Document owner</b>	Sarah Dufie Sarpong, Faculty Safety Partner -EPH & PHP
<b>Approved by</b>	Health and Safety Committee
<b>Approval date</b>	26 <sup>th</sup> November 2025
<b>Review date</b>	November 2026
<b>Version</b>	2.0
<b>Amendments</b>	Separated the policy from the previous combined policy/procedure version
<b>Related Policies &amp; Procedures</b>	<a href="#">Lone and Out of Hours Working Procedure- London Buildings</a> (internal only – login required)

### 1. SCOPE

- 1.1 This policy applies across the London School of Hygiene and Tropical Medicine (LSHTM), including its activities outside the London estate and at the MRC Unit, The Gambia, at LSHTM, MRC/UVRI, and the LSHTM Uganda Research Unit.

### 2. PURPOSE AND OVERVIEW

- 2.1 LSHTM recognises that some staff members and research degree (RD) students may occasionally need to work alone or, in exceptional circumstances, during periods when LSHTM buildings are closed.
- 2.2 This policy aims to ensure that lone and out-of-hours work is undertaken safely. It forms part of LSHTM's Occupational Health and Safety Management System, and should be applied alongside the overarching [Health and Safety Policy](#) to ensure that risks associated with lone working are appropriately identified, assessed, and controlled.

### 3. POLICY

- 3.1 It is LSHTM Policy to ensure that:
- 3.1.1 All lone working or work outside of building opening hours is avoided where reasonably practicable.
- 3.1.2 Where lone working or out-of-hours cannot be avoided, a safe system of work is implemented, including:
- Undertaking risk assessments for lone work, where required.
  - Ensuring consent is obtained for lone work, where required, or for all work outside of building opening hours.
  - Liaising with other employers to ensure that adequate procedures are in place in relation to lone or out-of-hours working in shared premises.
- 3.1.3 Where risks cannot be adequately controlled, lone or out-of-hours working shall be prohibited.



3.1.4 Compliance with this Policy is mandatory.

#### **4. LINK TO PROCEDURE**

- 4.1 The LSHTM [lone working/ out-of-hours procedure](#) provides practical guidance on achieving compliance. It pertains to working alone/out of hours within LSHTM buildings in London. The MRC Unit The Gambia at LSHTM and the MRC/UVRI & LSHTM Research Unit have their own procedures for implementing this policy.