



**St Mary's
University
Twickenham
London**

Policy on Out-of-Hours Working HSPG 19

(Version 6) – April 2017



St Mary's University
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Policy on “Out of Hours” Working

1. Statement of Policy

The University recognises that some staff and students will wish or be required to work in School and Service Departments in the evenings, at night, at weekends or very early in the mornings. The University supports the individual's right to do so, however would wish to ensure the individual's safety while working on University premises.

“Out of Hours” working is defined as work carried out at any times when Schools/Departments would normally be closed. This is generally understood to be 19.00-07.00hrs during weekdays and 24 hours at weekends and public holidays.

The University or departments working under alternative approved arrangements agreed beforehand with the Security Operations Manager and having undergone risk assessment by the Health and Safety Officer will be exempt from this procedure.

2. Organisation and responsibilities:

All Heads/Managers For Areas under their control

will

- advise staff of the out of hours working policy which is to be visible wherever possible at an appropriate point within each area of responsibility.
- Ensure that those staff working outside normal hours notify the Security Desk by e-mail (reception@smuc.ac.uk) on the day of late working, before the event occurs. Regular late workers can advise on blocks of time.
- Ensure that staff undertaking lone working do not engage in the use of dangerous machinery, the use of hazardous substances, any work at height or within lockable or confined spaces or any other hazardous activities without another member of staff being present.
- Ensure that work involving anything hazardous is documented by risk assessment and signed by the appropriate competent supervisor before being undertaken.
- Ensure that the appropriate safety and security considerations are taken into account. If there is any doubt, the work should be undertaken at an alternative time.

- Advise members of staff of building lock-up occurring at 7.00pm.
- Advise staff to use fire escapes in the event of an emergency and follow standard emergency procedure and report to the assembly point.
- Advise staff against late working if they feel ill or are likely to be incapacitated and / not fit in any way.

Health and Safety Officer

The University Health and Safety Officer will;

- Advise on late working procedure when requested by staff.
- Investigate any incidence resulting in accident or emergency procedure or criminality as a result of out of hours working.

All employees

Will follow the above guidance; report by e-mail as required and sign in and out at the Security Desk on arrival and when leaving the building unless they are in an area under an alternative approved arrangement.

Appendix 1: “Out of Hours” Working Notice:

“OUT OF HOURS” WORKING NOTICE AND PROCEDURE

The University now has a Policy on out of hours working;

University employees must undertake the following if working within University premises outside normal working hours during weekdays (1900-0700) or at weekends/holidays.

An exception will be made to those having agreed alternative approved arrangements with the Security Operations Manager/ Health and Safety Officer.

Employees must now ensure the following when working late;

- Employees working outside normal hours must advise the Security Desk by e-mail (security@smuc.ac.uk) on the day of lone working, before the event occurs. If you have a permanent or temporary disability please notify Security in your e-mail
- Employees undertaking lone working will not engage in the use of dangerous machinery, use hazardous substances, work at heights, or within lockable or confined spaces without another member of staff being present.
- Work involving anything hazardous will be documented by risk assessment and signed by the appropriate competent supervisor before being undertaken.
- Appropriate safety and security considerations will be taken into account. If there is any doubt, the work should be undertaken at an alternative time.
- Employees working late should be aware of building lock-up commencing at approximately 7.00pm. If you are locked in call Security on 4335.
- In the event of an emergency to use fire escapes and follow standard emergency procedure and report to the assembly point.
- Please report to Security on your arrival and ‘sign in’. Employees must also ‘sign out’ on their departure. Failure to report and sign will be raised with your Head of School /Department.

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