

“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 week days (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 Advisor.

Employees must now ensure the following when working late:

- Employees working outside normal hours must advise the Security Desk by email on the day of lone working, before the event occurs. If you have a permanent or temporary disability please inform Security in your email.
- 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 work should be undertaken at an alternative time.
- Employees working late should be aware of building lock-up occurring at 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 way out. Failure to report will be raised with your Dean of Faculty/Head of Service.