

Out of Hours Working Policy

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1. Policy

1.1 The aim of the University's Out of Hours Working policy is to outline the responsibilities of staff when working outside of normal working hours.

2. Scope of the Procedure

2.1 This procedure applies to all staff employed by the University.

3. Responsibilities

3.1 Normal working hours are 07.00 to 19.00 Monday to Friday. If a member of staff works outside of these times, including weekends and when the University is formally closed, they should:

- Meet the requirements of the University Health and Safety Policy
- Carry their staff ID card at all times
- Deny access to others who they do not know, or who do not have permission to access the building out of hours
- Report anyone acting suspiciously to the Security Control Room on 020 8240 4335
- Email Security to notify them of out of hours working before 19.00 on the day of working out of hours
- Staff should be aware of building lock-up occurring at 19.00. If a staff member is locked in they should call Security on 020 8240 4335
- Email Security to notify them of any out of hours working over weekends
- Report to Security on arrival and register in the out of hours folder
- Staff undertaking lone working must 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
- Any work carried out involving anything hazardous will be documented by risk assessment and signed by the appropriate supervisor before being undertaken
- Appropriate safety and security considerations must be taken into account. If there is any doubt work should be undertaken at an alternative time
- In the event of an emergency staff should use fire escapes and follow standard emergency procedure and report to an appropriate assembly point

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

3.3 Before vacating the building, staff should:

- Close windows
- Lock any internal doors that they have opened (if the room is not in use)
- Leave the building by the main entrance only. Do not leave other exit doors open
- Inform Security when they are leaving the building on 020 8240 4335

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