

TUS Midlands Campus H&S Policy and Procedures for Out of Hours Work & Lone Working

1.0 Background

Work, research or study activities undertaken within Midlands campus buildings outside of the normal hours of business operation or where Lone Working conditions exist, can present additional hazards to personal safety and as such the risk to safety needs to be assessed and controlled.

For example working late into the evenings, night or weekends can mean less support being available for supervision of laboratory activities, or the availability of staff First Aiders, it can also present a greater risk of lone working or working in isolation conditions to exist.

As a general rule, out of hours working should not be undertaken except where strictly necessary. Any TUS Midlands Unit or department permitting staff or students to undertake work activities in such circumstances should risk assess the proposal in accordance with this policy, its procedures and abide by its rules.

2.0 Policy

In accordance with the TUS Parent Safety Statement, it is the policy of the TUS to reduce, as far as is reasonably practicable the risks associated with out of hours and/or lone working in line with legislative requirements and best practice.

This policy is intended to provide a formal and structured approach for the control of Out of Hours and/or Lone Working anywhere on Campus and to set requirements for individual Faculty/Departments, Research Institutes, Units and Campus Companies where their normal hours of opening and/or working hours can differ from the Midland Campus norms.

In the interest of health, safety and personal security, TUS recommends that, out of hours and/or Lone working work should only be undertaken when absolutely necessary and no other alternatives are available.

3.0 Purpose

This policy is designed to inform and advise Managers, Staff, Researchers, Postgraduates, Undergraduates and Visitors on the requirements and restrictions in place for Out of Hours and/or Lone Working on the Midlands Campus.

Where working hours differ from Midlands Campus norms, it will assist Local Units to develop and put in place local out of hours/lone working arrangements and requirements by making them aware of the risks and control measures required to be put in place to mitigate the risk to both personal and infrastructural safety.

4.0 Scope

This Policy applies to all Midlands Campus Faculties, Departments, Units, Campus Companies, Management, Staff, Researchers, Post Graduates, Undergraduates, and Visitors who are proposing to access any campus area to undertake Out of Hours and or Lone working. Nothing in this policy shall supersede in whole or in part the duties of employers or employees under, 1) Existing statutory provisions relevant to health, safety and welfare at work, 2) Common law and 3) TUS Parent Safety Statement.

5.0 Glossary of Terms and Definitions

TUS Unit: A generic term used in this policy to describe a Faculty, Department, Campus Company, research Institute, who provide assigned functions or services on behalf of TUS. Most TUS Units are made up of a manager/s and TUS employees with assigned responsibilities/duties. The Unit will normally operate from a location within a Campus Building or a number of Campus buildings.

Normal Hours of Business Operation: The normal hours of business operation for an individual TUS Unit can differ from Unit to Unit. For example a Research Institute may operate a Process Facility or a Laboratory with the facility's work starting at 9am and finishing at 5.30pm each day, Monday to Friday.

TUS Midlands Campus Building Open & Closing Times: The Midlands Campus Estates Department, open and close Midlands Campus Buildings at set times in the morning and evenings throughout the academic year. Information is available from the Midlands Campus Estates Department in relation to Opening and Closing times during the Academic Teaching term & Outside of academic teaching term. Staff & students need to check with their supervisors or department administrators or the Estates Department for an update on times.

Out of Hours Work: A member of Staff, Postgraduate, or Undergraduate accessing any TUS Midlands campus area to work, study or research outside of that Unit's normal hours of business operation.

Lone Working

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employee, is classed as a lone worker.

Buddy System: A system of co-worker support which to prevent a person having to work alone, can be a second person who is always present with that person. It can also be a system whereby two or more individuals working in separate areas of the building at the same time make an arrangement to check-in with each other at predefined intervals **without compromising safety**. A Buddy must be a staff/student member of TUS and authorised for access.

Non-Hazardous Activities: Work activities taking place on the Midlands Campus which include working at a DSE (Display Screen Equipment) workstation, computer work, and administrative work at an office work station. An example would include a student studying in the Campus library during the Library's normal hours of operation and where Library staff are present.

Hazardous Activities: Work activities taking place on Campus which include working with hazardous chemicals, Biological hazards, Radiation hazards, crush hazards, and/or Industrial Equipment & Machinery.

Non-Hazardous Areas: On Campus areas or rooms such as classrooms, Computer laboratories, including office DSE workstation (e.g. workstation with computer), where no hazardous agents or hazardous activities are present. An example would include campus office areas, classrooms and computer laboratories.

Hazardous Areas: Areas or room on campus where activities taking place can include working with hazardous chemicals, Biological hazards, Radiation hazards, crush hazards, and/or Industrial Equipment & Machinery. Examples include chemical & biological Laboratories, process/manufacturing facilities and workshops.

6.0 Responsibilities

6.1 Heads of Function/Heads of Faculty/ Heads of Department/Line Managers/Campus Company Managers/Unit Managers

Are responsible for: -

- 1) Ensuring that this policy is applied & implemented in relation to all staff, researchers, postgraduates, undergraduates and visitors to any Midlands Campus area or campus buildings coming under their management control.
- 2) Ensuring that only approved work, research or study activities undertaken within these areas, outside of their 'normal hours of business operation' or 'out of hours' is conducted in accordance with the requirements of this policy and procedure.

6.2 Staff, Researchers, Postgraduates and Undergraduates

Must adhere to this Policy and its Procedure which are designed to ensure the appropriate safety arrangements are in place for Out of Hours Work, Research or Study.

Researcher, Postgraduates and Undergraduates students must also ensure that for

'Lone Working' anywhere on the Midlands campus, it can only be undertaken where they comply with the Rules set out in Table 2 below 'Midlands Campus *Permitted/Restricted Out of Hours/ Lone Working Activities Outside of normal hours of Business for the Relevant TUS Unit*'.

7.0 Risk Classification for Out of Hours and/or Lone Working

For any working activity, the risk to a person's safety will vary depending on the hazards associated with it. This level of risk can increase in situations where the activity is undertaken where Out of Hours and/or Lone Working condition exist.

Where these circumstances exist, required safety controls will vary because not all work activities will present similar hazards.

To support resolving the many variations, the midlands campus has established a process and procedure which involves categorising the associated lone working risk levels as follows; Level 1 risk and Level 2 risk.

The table below sets out how these risk levels are established and how they can be applied applied to potential out of hours and/Lone Working situations. (Note: Level 2 Risks highlighted in red are considered High Risk)

	Non Hazardous Areas	Hazardous Areas
Non Hazardous Activities	1	2
Hazardous Activities	2	2

The examples below provide information on what Level 1 and Level 2 risks represent: -

Level 1 Risk – For example an undergraduate student activity which involves studying in the campus Library up to library closing time (*Note: Library normal hours of business & opening times to students differ from other operating times and can be opened to students up to 10pm during the academic terms*). Level 1 Risk is attributed to this activity since it is a Low Hazard activity taking place in a low hazard area.

Level 2 Risk – For example a Researcher proposing to undertake chemical experimental work in a chemical laboratory at say 7pm in the evening which is outside of the normal hours of operation for the laboratory. Level 2 Risk is attributed to this activity since it is a hazardous activity being planned to take place in a hazardous area.

8.0 Procedure to be followed by all Applicants seeking Out of Hours Access to Work on the TUS Midlands Campus

In the interest of health, safety and personal security TUS Midlands recommends that, out of hours access and/or work should only be undertaken when absolutely necessary and where no other alternatives are available.

Where any TUS staff, Researcher or student is seeking to access and/or work out of hours within any TUS Midlands campus building, they must comply with the following requirements: -

1. Establish the normal hours of business operation for the relevant TUS Unit, where the proposed work is to be undertaken.
2. Ascertain the Midlands Unit Campus Building Opening & Closing Times (see the guide times in table but contact the unit management for exact times of business operations).
3. Review the section above on “**Risk Classification for Out of Hours and/or Lone Working**” and determine the level of risk that applies to the proposed work activity (i.e. Level 1 Risk or Level 2 Risk).
4. TUS staff or TUS student should refer to the relevant table, defined below. The tables set out the rules, permissions, and restrictions that apply for either level 1 or 2 risks: -

For TUS Staff

Table 2a (ACCESS CONTROLS FOR TUS STAFF): - Permitted/ Restricted Out of Hours / Lone Working Activities Outside of Normal Hours of Business for the Relevant TUS Unit.

For TUS Undergraduates

Table 2b (ACCESS CONTROLS FOR TUS UNDERGRADUATES): Permitted/Restricted Out of Hours/ Lone Working Activities Outside of normal hours of Business for the Relevant TUS Unit

For TUS Researchers & Post Graduates

Table 2c (Access Controls for RESEARCHERS & POST GRADUATES): Permitted / Restricted Out of Hours / Lone Working Activities Outside of normal hours of Business for the Relevant TUS Unit

5. For certain identified working conditions (see relevant Table 2 a, b, or c), applicants & their line managers are required to undertake an additional risk assessment (i.e. see the application form at end of this Policy, 'Application & Approval Form - Out of Hours Access and Work – Class 1 or 2 Risk').
6. All Applicants must have the approval of their Line Manager to undertake Out of Hours work.
7. In cases where an Applicant is seeking access to work Out of Hours in a Campus buildings at a time when the Campus building is closed.
The applicant's line manager using the correct ('Application & Approval Form - Out of Hours Access and Work – Class 1 or 2 Risk') will need to apply to the Midlands Campus Estates Office for Authorisation to open up the relevant building.

Note: - In many cases the feasibility of providing Out of Hours Access to Midlands Campus buildings will depend on the availability of Estates Department Staff to provide any additional required personnel and property protection. And in some circumstances a request may not be approved due to the limited availability of Estates Office and security staff.

Table 1: - Guide to TUS Midlands Campus Building Opening & Closing Times - During Academic Teaching Term

Main Campus Buildings	Sub Building Areas/Locations Within Main Building	Mon - Fri	Saturday	Sunday
Main Campus Building	All areas except the ones below	0800 - 22.00	Closed	Closed
Main Campus Building	Faculty of Science	0800 - 22.00	Closed	Closed
Main Campus Building	Main canteen	0800 - 22.00	Closed	Closed
Main Campus Building	Library	0800 - 22.00	9.00 to 18.00	Closed
Main Campus Building	Office Areas	0800 - 22.00	Closed	Closed
East campus Research Hub	All Areas	0800 - 22.00	Closed	Closed
East Campus Trades Building	All Areas	0800 - 22.00	Closed	Closed
East Campus MIRC	All Areas	0800 - 22.00	Closed	Closed
Faculty of Engineering Building	All Areas	0800 - 22.00	9.00 to 16.00	Closed
International Arena Building	Running Track	By appointment	By appointment	By appointment
International Arena Building	public gym	0.800 -2200	9.00 to 18.00	9.00 to 18.00
International Arena Building	Sports therapy Rooms	By appointment	By appointment	By appointment
John McCormack Hall (MPH)	Student Union	0800 - 22.00	Closed	Closed
John McCormack Hall (MPH)	Sports Department	0800 - 22.00	Closed	Closed
Applied Polymer Technologies (APT)	Auburn Building	0800 - 22.00	Closed	Closed

Note 1: The table provide information in relation to the Opening up and Locking up of Campus Buildings by the Campus Estates Department during Academic Term. It does not provide information on the normal hours of operation/business of each TUS Unit - Please refer to the specific Unit's line management for the relevant times.

Note 2: Certain TUS Units will be opened and closed outside the hours above to enable facility management services and catering operations to be undertaken. The building open/closure times for these services does not qualify for open and closure time for the building for the operation of this policy e.g. a building will open at 7am for cleaning services – this buildings normal opening hour is not to be taken as 7am. Please refer to the table above.

Table 2a (ACCESS CONTROLS FOR TUS STAFF) : - Permitted/ Restricted Out of Hours / Lone Working Activities Outside of Normal Hours of Business for the Relevant TUS Unit

	LEVEL 1 RISK	LEVEL 2 RISK
TUS Staff	<p><u>ACCESS – (NOT WORK) to Non-Hazardous Areas within a campus buildings during controlled Building Opening Times</u></p> <p><i>No additional H&S Controls required. Staff are approved to access these areas Subject to local Unit protocols</i></p>	<p><u>‘ACCESS – (NOT WORK)’ to a Hazardous Areas within a campus buildings during controlled Building Opening Times</u></p> <p><i>Only TUS staff who work in such areas during the normal hours of business and are approved by that TUS Unit to be in such area are approved to access these areas for the duration of the opening times as shown in Table 1 ‘Guide to TUS Midlands Campus Building Open & Closing Times during Academic Teaching Term’. (Note: Outside of 9am to 6pm additional local controls may also apply & staff need to check with the relevant TUS Unit’s line manager before accessing any of these areas).</i></p>
	<p><u>Access to WORK in Campus Buildings during controlled Building Opening Times</u></p> <p><i>Access including working or studying is permitted for the duration of the opening times as shown in Table 1 above. (Note: outside of academic teaching term, building opening times will change and staff are requested to contact the relevant TUS Unit line Management for an updated and operating non-teaching week building opening times).</i></p>	<p><u>Access to Undertake Risk Level 2 WORK within a campus building during controlled Building Opening Times.</u></p> <p><i>Outside of the normal hours of business for a particular TUS Unit, all proposed risk level 2 work must be risk assessed and the relevant TUS Unit’s Line management must review and approve the risk assessment and ensure that any necessary additional required safety control measures are implemented.</i></p> <p><u>Restrictions on Lone Working & Working in Isolation</u></p> <p><i>Staff are not permitted to Lone work or work in isolation. Any approved work will need to include an approved Buddy System or a method of communication that involved regular check-up so that in the event of an emergency (e.g. medical or fire), the campus can provide emergency response assistance.</i></p>
	<p><u>Access to Work in Campus Buildings. When Campus Buildings are Normally Closed</u></p> <p><i>During these times, access to work or study is controlled by the relevant line management and the Campus Estates Office. Staff should complete the Application & Approval form ‘Out of Hours Access & Work – Class 1 Risks’. Only after full approval is received from the relevant line manager and the Campus Estates Office will access be granted and provided.</i></p> <p><u>Restrictions on Lone Working & Working in Isolation</u></p> <p><i>Staff are not permitted to Lone work or work in isolation. Any approved work will need to include an approved Buddy System or a method of communication that involved regular check-up so that in the event of an emergency (e.g. medical or fire), the campus can provide emergency response assistance.</i></p>	<p><u>Access to undertake Risk Level 2 WORK within a campus building when Campus Buildings are normally closed</u></p> <p><i>Only in exceptional circumstances will applications for any Risk Level 2 work be considered for approval. All proposals must be risk assessed and approved by the Unit’s line Manager. The Applicant & Manager of the TUS Unit will need to submit the completed application to the Campus Estates office seeking permission to open and operate such work in campus buildings. The Application & Approval Form which must be completed can be found at the end of this document i.e. ‘Out of Hours Work – Class 2 Risks’.</i></p> <p><u>Restrictions on Lone Working & Working in Isolation</u></p> <p><i>Staff are not permitted to Lone work or work in isolation. Any approved work will need to include an approved Buddy System or a method of communication that involved regular check-up so that in the event of an emergency (e.g. medical or fire), the campus can provide emergency response assistance.</i></p>

Table 2b (ACCESS CONTROLS FOR TUS UNDERGRADUATES): Permitted/Restricted Out of Hours/ Lone Working Activities Outside of normal hours of Business for the Relevant TUS Unit

	LEVEL 1 RISK	LEVEL 2 RISK
Undergraduates	<p><u>Permission to Access Campus Buildings during controlled Building Opening Times</u> Access including working or studying is permitted for the duration of the opening times as shown in Table 1 above.</p> <p><i>(Note: outside of academic term building opening times will change and Undergraduates should contact their Academic Department for updated Building Opening Times)</i></p>	<p><u>Permission to Access a Hazardous Areas on Campus During Normal hours of Business and within controlled Building Opening Times</u> Campus and local safety arrangements are in place for Academic Faculties and Department to ensure they operate safely during their normal hours of business. Undergraduates are permitted to access only their registered academic department's Laboratories and workshops, when they have approval from :-</p> <ol style="list-style-type: none"> 1. their Academic Supervisor and/or Head of Department, and 2. are being supervised at all times in such areas by an approved & competent member of staff 3. No Lone Working is Permitted <p><i>Note: Undergraduates must also abide by the in place academic department safety control measures.</i></p>
		<p><u>Access to Undertake Risk Level 2 Work within a campus building during controlled Building Opening Times - But outside of normal hours of business for that TUS Unit.</u> Undergraduates are not permitted to undertake any risk level 2 Work outside of the normal hours of business for the relevant academic department, unless ;-</p> <ol style="list-style-type: none"> 1. They are in the company of their academic supervisor or a head of department designated member of staff. 2. The academic department has risk assessed the activity using the Application & Approval Form, 'Out of Hours Work – Class 2 Risks'. They will not need to complete the section on Estates Office Authorisation. 3. Lone working is Not Permitted and any Head of Department approving access must ensure that a Buddy System is in place.
	<p><u>Access to Work in Campus Buildings. When Buildings are Normally Closed</u> Access to work or study is controlled by the relevant line management and the Campus Estates Office. Undergraduates & Heads of Department's must complete the Application & Approval form 'Out of Hours Access & Work – Class 1 Risks.' Only upon receiving Approval from both the head of Department & the Campus Estates Office will access be granted and provided.</p> <p><u>Restrictions on Lone Working & Working in Isolation</u> Undergraduates are not permitted to Lone work or work in isolation. Any approved work will need to include an approved Buddy System or a method of communication that involved regular check-up so that in the event of an emergency (e.g. medical/fire) the campus can provide emergency response assistance.</p>	<p><u>Restrictions on Access to Work in Campus Buildings (when Campus Buildings are normally closed)</u></p> <p>Undergraduates are not permitted to access to undertake any level 2 Risk work in these circumstances.</p>

Table 2c (Access Controls for RESEARCHERS & POST GRADUATES): Permitted / Restricted Out of Hours / Lone Working Activities Outside of normal hours of Business for the Relevant TUS Unit

	LEVEL 1 RISK	LEVEL 2 RISK
RESEARCHERS & POST GRADUATES	<p><u>Access to WORK in Campus Buildings during controlled Building Opening Times</u> <i>Access including working or studying is permitted for the duration of the opening times as shown in Table 1 above.</i> <i>(Note: outside of academic term, building opening times will change and a Researcher is requested to contact the relevant TUS Unit's Line Manager for an updated and operating non-teaching week building opening times).</i></p>	<p><u>Permission to Access a Hazardous Areas on Campus During Normal hours of Business and within controlled Building Opening Times</u> Local safety arrangements are in place for academic Faculties, Departments and Research Institutes to ensure they operate safely during their normal hours of business. Postgraduates & Researchers are permitted to only access their research Laboratories, process facilities and workshops, if they have approval from :-</p> <ol style="list-style-type: none"> 1. the Unit's Line Manager and their supervisor, 2. that a Buddy System is in operation while they are accessing the Hazardous area, 3. That they follow all local safety arrangements in place for the area they are accessing.
		<p><u>Access to Undertake Risk Level 2 WORK within a campus building during controlled Building Opening Times.</u> <i>Outside of the normal hours of business for a particular TUS Unit, the proposed risk level 2 work must be risk assessed and the relevant Unit's Line managers must review and approve the risk assessment and ensure that all additional required safety control measures are implemented.</i></p> <p><u>Restrictions on Lone Working & Working in Isolation</u> <i>Researchers & Postgraduates are not permitted to Lone work or work in isolation.</i> <i>Any approved work will need to include an approved Buddy System or a method of communication that involved regular check-up so that in the event of an emergency (e.g. medical or fire) the campus can provide emergency response assistance.</i></p>
	<p><u>Access to Work in Campus Buildings. When Campus Buildings are Normally Closed</u> <i>Access to work or study is controlled by the relevant line management and the Campus Estates Office. A Researcher must complete the Application & Approval form 'Out of Hours Access & Work – Class 1 Risks'.</i> <i>Only after full approval is received from the relevant line manager and the Campus Estates Department will access be granted and provided.</i></p> <p><u>Restrictions on Lone Working & Working in Isolation</u> <i>Researchers are not permitted to Lone work or work in isolation.</i> <i>Any approved work will need to include an approved Buddy System or a method of communication that involved regular check-up so that in the event of an emergency (e.g. medical or fire) the campus can provide emergency response assistance.</i></p>	<p><u>Access to undertake Risk Level 2 WORK within a campus building when Campus Buildings are normally closed</u> <i>Only in exceptional circumstances will applications for any Risk Level 2 work be considered for approval.</i> <i>All proposals must be risk assessed and approved by the Unit's line Manager. The Applicant & manager of the TUS Unit will also need to submit an application to the Campus Estates office seeking permission to open up the relevant building and room/laboratory. The form which must be completed can be found at the end of this document i.e. 'Out of Hours Work – Class 2 Risks'.</i></p> <p><u>Restrictions on Lone Working & Working in Isolation</u> <i>Researchers or Postgraduates are not permitted to Lone work or work in isolation.</i> <i>Any approved work will need to include an approved Buddy System or a method of communication that involved regular check-up so that in the event of an emergency (e.g. medical or fire) the campus can provide emergency response assistance.</i></p>

Application & Approval Form
'Out of Hours Access and Work – Class 1 Risk'



Application & Approval Form 'Out of Hours Access and Work - Class 1 Risk'

Note: - This form must be completed by both the person (i.e. the Applicant) seeking approval and the Approver - Their Line Manager. Estates Manager Authorisation is also needed if the Campus building is normally locked during the proposed out of hours times.

1.0 Personal Details

Name of Applicant (<i>i.e. the person proposing to undertake the Out of Hours Work</i>)	Applicant's TUS Status: (<i>i.e. a Staff member, Postgraduate or Researcher</i>) Staff Number or Student Number :
	Status:
	Staff or Student Number:

Applicant's Contact Phone Numbers

Mobile Number : -	
Applicant's contact phone number: - (<i>i.e. where you can be reached during the out of hours work.</i>)	

2.0 I am requesting access to the following Campus Building/Area:

Faculty/Department/Unit	
Name of Building	
Room Number & description	

3.0 The date/s and the times I am requesting access are?

Date/s	Time From	Time Ending

4.0 I am proposing to undertake the following work activity?

Prompt: Briefly describe the activity giving details on any potential hazards

*e.g. I will be working at m workstation only & I will not be performing any hazardous tasks.
I will be working in the IT lab & I will not be performing any hazardous tasks.*

In accordance with the Midlands Campus "Out of Hour's" policy the risk level for my proposed work activity is Level "?"	<i>Insert risk level 1 or 2</i>
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5.0 Lone Working and Working in Isolation – A Lone worker is a person who performs an activity carried out in isolation from other workers without close or direct supervision. This worker may be exposed to additional risks because there is no-one available to assist them.

The Applicant with their line manager must review the sample Lone Worker preventative measures provided below in the left column. Insert in the right column the control measure that will be put in place.

The following Buddy System will be in place for the duration of the out of hours work activity : -	Please elaborate on how it works:
A member of staff will also be in the building to supervise me for the duration of the out of hours work activity : -	Please elaborate on how it works:
My supervisor will be checking up with me by phone at regular intervals & I will also phone him/her upon leaving the building	Please elaborate on how it works:
A co-worker or colleague will be based in a room close to where I am working and we will be in communication for the duration of the out of hours work.	Please elaborate on how it works:

6.0 First Aid & Medical Emergencies

Information Note: Staff First Aiders & the Student Health Centre (for emergency support) is available during the academic teaching term up to 5pm. The Campus Emergency Response Team (contactable on 087 111 4444) will also be available to respond up to 10pm on most days - to provide medical emergency assistance until the arrival of an ambulance (National Emergency Response)

For the dates you are applying to undertake 'out of hours work' please advise below, what First Aid and/or Campus Emergency Response cover will be on available to you.

Note: - In situations where none or insufficient cover is available then your Line manager is required to provide minimum first Aid provisions.

With regard to the above, please advise what first aid provisions are to be put in place and how they can be contacted during the out of hours work.

7.0 Applicant Seeking Approval

The Applicant must sign and date the Application below.

(Applicant - i.e. person proposing to undertake the out of hours work)

Signed _____

Date _____

8.0 TUS Unit Line Management/Department Head Approval

The Applicant's Line Manager, or Head of Department or Supervisor is responsible for ensuring that sufficient safety systems are in place to safeguard the Applicant while on campus during out of hours work. They should pay special attention to points 5.0 & 6.0 above – Lone working and First Aid Provisions, and only approve the application when they are satisfied that all appropriate safety control measures are in place. Only then, sign the declaration below.

Declaration and Approval

I have reviewed and approve the Applicant's request for 'out of hour' access and to undertake 'out of hours work'. All necessary safety measures including the additional control measures as mentioned under point 5.0 & 6.0 above (Lone working in isolation) will be implemented.

Signed _____

Date _____

Note: - The Line manager having completed the review and approval process should forward the completed document to the Campus estates office. The Campus Estates Office has the authority to approve or refuse access. Notification of Estates decision will be issued within 5 working days.

8.0 Campus Estates Department Authorisation

Having reviewed the TUS Unit management request to provide access to the requested Campus Building and Room for the requested dates and times ;

The request for **access is Approved**

The Building & room will be opened and accessible to the Applicant for the dates and times specified in the application.

The request for **Access is Refused**

It is not possible to provide access for the requested dates and times specified.

Comment (if any): _____

Signed _____ (Head of Estates)

Date _____

Application & Approval Form 'Out of Hours Work – LEVEL 2 Risks'



Application & Approval Form 'Out of Hours Work – LEVEL 2 Risks'

Note: - This form must be completed by the Person (i.e. the Applicant) seeking approval to undertake Out of Hours Work - Class 2 Risk, in any Midlands Campus building. The TUS Unit's Line Manager is responsible for Approving the application.

1.0 Personal Details

Name of Applicant (<i>i.e. the person proposing to undertake the Out of Hours Work</i>)	Applicant's TUS Status: (<i>i.e. a Staff member, Postgraduate or Researcher</i>) Staff Number or Student Number :
	Status:
	Number:

Applicant's Contact Phone Numbers

Mobile Number : -	
Applicant's TUS contact phone number: - (<i>i.e. where you can be reached during the out of hours work.</i>)	

2.0 I am requesting access to the following Campus Building/Area:

Faculty/Department	
Name of Building	
Room Number & Description	

3.0 The date/s and the times I am requesting access are?

Date/s	Time From	Time Ending

4.0 I am proposing to undertake the following work activity?

Note: Briefly describe the activity giving details of any potential hazards

In accordance with the Midlands Campus "Out of Hour's" policy, the risk level for my proposed work activity is Level "?"	<i>Insert risk level 1 or 2</i>
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7.0 Additional Hazards – Due to Out of Hours Work

Note: - The Applicant must attach the completed risk assessment for the proposed activity undertaken during normal hours of business.

Potential Hazards <small>(Below is non exhaustive list of potential additional Hazards which may be present, performing an activity out of hours - please select those that apply and expand on their details)</small>	Risk L,M,H	Controls Measures <small>(What controls are in place, e.g. buddy system, commutation with security etc.?)</small>	Residual Risk Rating
Fire/Emergency Evacuation Cover reduced? <small>e.g. Reduced ability to Access or Egress Out of hours Area</small>			
Any additional Training Requirements due to out of hours work?			
Chemical exposure?			
Reduced levels of Work Equipment & Environment controls operating out of hours?			
Lone Working and Working in Isolation? <small>Note: A lone worker is a person who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such persons may be exposed to risk because there is no-one available to assist them.</small>		<small>Example: - Insert, give details of either co-worker, supervisor, or area supervision support that will be in place for the 'out of hours work' and which will reduce the risk to personal safety to acceptable levels.</small>	
First Aid & Medical Emergencies		<small>For 'out of hours work' ensure that the first aid or Campus emergency response team is on duty.</small>	

<p><i>Please note: Staff First Aiders and the Student Medical Centre (for emergency support) is available during the academic term up to 6pm. The Campus Emergency Response team (contactable on 087 111 4444) will also be available to provide medical emergency assistance until the arrival of an ambulance up to 10pm.</i></p>		<p><i>In situations where the above services are not available then TUS requires that your manager provides minimum first Aid provisions - In such circumstances please insert below the provision and how the services is contactable while conducting out of hours work.</i></p>	
<p>Other hazards associated with this activity being undertaken outside of normal hours of operation - please specify</p>			
<p>6.0 Applicant Seeking Approval</p>			
<p>The Applicant must sign and date the application, then submit it to their TUS Unit's Line Manager for review and Approval.</p> <p>Signed _____ Date _____</p>			
<p><i>Note: - Applicant is the person proposing to undertake the out of hours work</i></p>			
<p>7.0 TUS Unit Line Management/Department Head Approval</p>			
<p>The applicant's TUS Unit Manager (i.e. the Unit Line Manager/Head of Department/Director of Facility/Supervisor) is responsible for ensuring that sufficient safety systems are in place to safeguard any approved person while on campus and during out hours work. They should pay special attention to provisions being put in place to prevent Lone working and working in isolation , and only approve the application when they are satisfied all appropriate safety control measures are in place.</p>			
<p>Declaration and Approval</p> <p>I have reviewed and approve the Applicant's request for 'out of hour' access to undertake 'out of hours work'.</p> <p>I am satisfied that all necessary safety control measures will be put in placer to permit this activity to be undertaken.</p>			
<p>Signed _____ Date _____</p>			
<p><i>Note: - In cases where the Out of Hours work requires the Building to be opened by the Estates Department, a manager will need to receive Estates Office Authorisation to work The TUS Line manager having completed the review and approval process should forward the completed document to the Midlands Campus Estates Department i.e. The Estates office will Approve or Reject the application. Notification of their decision will be receive by the line manager within 5 days.</i></p>			
<p>8.0 Midlands Campus Estates Authorisation</p>			
<p>I have reviewed the TUS Unit management request to provide access to the requested Campus Building and Room.</p>			
<p><input type="checkbox"/> The request for access is Approved The Building & room will be opened and accessible to the Applicant for the dates and times specified in the application.</p> <p><input type="checkbox"/> The request for Access is Refused It is not possible to provide access for the requested dates and times specified.</p> <p>Comment (if any): _____ _____ _____</p>			
<p>Signed _____ (Head of Estates) Date _____</p>			

