



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir
Technological University of the Shannon:
Midlands Midwest

HC 801 Out of Hours Working

Out of Hours Working Policy

Version 1.0

HEALTH AND SAFETY

Introduction

This document is designed to guide all staff and postgraduates of The Technological University of the Shannon Midlands Midwest (TUS) policy & procedures required for lone or out of hours working.

Note: Unsupervised out of hours work by undergraduate students is strictly prohibited.

The university strongly recommends that lone working or out of hours working should only be undertaken when absolutely necessary and no alternatives are available.

Lone working/out of hours working may be defined as:

- Any laboratory/experimental work/activities in workshops undertaken outside of 0800 hrs – 1800hrs Monday through Friday.
- Any laboratory/experimental work/activities in workshops undertaken on Saturdays, Sundays and Bank Holidays.

Risk Categories for Lone Working/Out of hours working:

The following risk categories apply;

- **Category A** - Very High Risk Activities to be carried out 0800hrs – 1800 hrs Monday – Friday only.
- **Category B** - High Risk Activities to be carried out only by experienced researchers with a competent colleague in attendance.
- **Category C** - Medium Risk Activities to be carried out by sufficiently competent researchers (may or may not require a colleague)
- **Category D** - Low Risk Activities to be carried out by any postgraduate/staff member

Note:

Category A – Very High Risk activities shall not be undertaken out-of-hours.

Guidelines

The Head of Department/Function shall complete the “Out of Hours Working Approval Form”

The Head of Department/Function is responsible for drawing up a list of activities and completing a risk assessment for each activity and categorising the risk associated with those activities in accordance with the above definitions.

Based on an assessment of their knowledge and experience postgraduate students will be defined as competent for a range of activities within the risk categories established above.

The postgraduate student’s academic supervisor will complete this assessment, which will be reviewed periodically.

Staff members in individual Functions will be considered competent to carry out category D activities.

Staff members must be authorised by the Head of Department/Function to engage in category B & C activities.

The approval form must be authorised by the Estates Manager and a list of all those authorised for after hours access submitted to security.

All authorised persons must report to security immediately on entering the building and sign the register.

All persons leaving the building must inform security and sign the register.

All persons engaged on lone/out of hours working must work only in the area as specified in the risk assessment and only carry out authorised activities.

All personnel engaged on lone working/out of hours working need to be sufficiently experienced, understand the risks involved and the precautions, which must be observed.

All personnel must be familiar with the procedures to be followed in the event of fire and what action is required on discovering a fire.

If the fire alarm is activated personnel on evacuating the building must assemble at the assembly point otherwise the emergency services will assume that they are still in the building.

Out of hours access is strictly limited to those authorised by the Head of Department/Function.

Personnel authorised to undertake out of hours activities must not admit any other person to the building.

Personnel must not consume alcoholic beverages before commencing out of hours work

All accidents and dangerous occurrences must be reported to the Health & Safety Officer.

Personnel with a medical condition rendering them unsuitable for lone working should inform their supervisor of the condition.

Personnel must be provided with adequate supervision, the level of which should be based on the findings of the risk assessment.

Out of hours authorisation may be withdrawn if breaches in the above procedure occur.

Weekend Entry

Personnel wishing to gain entry to the University's Main Buildings at weekends must ensure that the Head of Department/Function informs the Estates Manager by written memo of those approved to enter.

Entry to the building will not be granted to anyone whose name is not on the list, which is issued to security personnel every Friday.

One week's notice is required to have a name included on this list.

The above procedure is also applicable to postgraduates and students/undergraduates.

Staff Accessing Remote Buildings

All staff members wishing to access remote buildings outside of normal duty hours should receive prior approval from the Head of Department/Function. On receipt of approval the staff member should contact the Estates Manager who will provide a key to the building having received a signed receipt from the applicant.

The Estates Manager shall demonstrate or arrange for the demonstration of the procedure involved for setting/disabling the alarm and locking/unlocking external doors.

The Staff member shall:

On entering the building

- Disable the alarm
- Lock the main door/external door
- Advise the Site Security Office.

When vacating

- Advise security that he/she is about to leave the premises
- Reset the alarm
- Ensure that the external door is securely deadlocked with the key.

Student Centre

Personnel requiring access to the Student Centre outside of normal duty hours shall receive written approval from the Academic Administrator and Student Affairs Manager.

The approved person should contact the Estates Manager who will provide a key to the building having received a signed receipt from the applicant.

The Estates Manager shall demonstrate or arrange for the demonstration of the procedure involved for setting/disabling the alarm and locking/unlocking external doors.

The Approved Person Shall:

On entering the building

- Disable the alarm
- Lock the main door/external door
- Advise the Site Security Office

When vacating

- Advise security that he/she is about to leave the premises
- Reset the alarm
- Ensure that the external door is securely deadlocked with the key.

EXAMPLE APPROVAL FORM - OUT OF HOURS WORKING

Name of Applicant:

Date permission requested:

Name of Accompanying Person (where required):

Locations where work will be conducted:	Purpose of work:
Specified hours:	Duration requested:
Contact nos:	Listing of Authorised Activities Risk Category: A / B / C / D
Colleague Required Yes / No	Escape routes accessible/unlocked Yes / No
Is a personal alarm required? Yes / No	Are work permits required Yes / No
Close all windows and doors upon completion Yes / No	Shutdown of equipment upon completion Yes / No
No Smoking policy Yes / No	Risk Assessment completed Yes / No

EMERGENCY CONTACT NOS – (112 or 999), other.....

Signature of Supervisor

Date:

Signature of person requesting access

Date:

Approved by Head of Department

Date: