

OUT-OF-HOURS WORKING

If you are carrying out work in the building during any of the following times then it is classed as out-of-hours working:

- Before 8.30 am and after 6.00pm
- Any time Saturday or Sunday
- Over the Christmas closure period

YOU MUST SIGN THE OUT OF HOURS BOOK WHEN YOU ARRIVE AND INDICATE WHEN YOU LEAVE

Staff and post-graduate students will be granted access to the buildings for working out of hours only after they are familiar the building and emergency procedures, and are competent in the work that will be carried out.

Before access is granted you MUST read the guidelines below, complete a “late and lone” form (the final page of this document) and have it signed off by both your group leader and the Building Manager or Health and Safety officer.

Staff and post-graduate students are permitted to work alone out of hours if necessary however, under-graduate students may be granted access ONLY if they are working with a more experienced colleague.

UNDERGRADUATE HONOURS PROJECT AND SUMMER STUDENTS MUST NOT PERFORM “OUT OF HOURS” LAB WORK UNSUPERVISED

Out of hours guidelines

Normal working hours i.e. times of ‘expected building occupancy’ are 08.30 until 18.00 Monday to Friday. NB: reception is manned and the front doors are open from 8.45 until 5.00 only.

All activities that have the potential to cause serious personal injury, fire or other significant hazard are forbidden out-with normal hours.

1. All workers requiring out-of-hours access must register in order to get their card cleared for access. The School Safety Manager will check the form and risk assessments in place for the work. Permission will be granted for a period of 1 year.
2. Risk assessments for lone/out of hours working should consider how assistance would be called in the event of an incident (e.g fall or sudden illness).
3. All personnel who enter a building out-with times of normal building occupancy, or who intend to continue working after 18.00 hours must make an entry in the ‘out of hours’ log book. They must log their name, room number and time of entry. On leaving they must enter the time they exit.
4. All personnel involved in lone/out of hours work must fully understand the emergency procedures.
5. Emergency procedures (and also Risk Assessments) should take into account the specific needs of each individual worker.
6. The use of lifts is prohibited in the event of an emergency, unless it is specifically designed and labelled for this purpose. It is recommended that lifts are not used out with normal working hours.
7. Inexperienced staff or PG students must not undertake laboratory procedures out-with normal working hours until judged competent in the activities being conducted. **Undergraduate students must not work alone out of hours.**
8. All Accidents / incidents including near misses occurring out-with normal working hours must be reported as soon as possible after the event, via the electronic reporting system or via Security.
9. Additional guidance may be found on the Health & Safety department website see :-
<http://www.ed.ac.uk/schools-departments/health-safety/guidance/workplaces-general/looh>

The unattended operation of experimental apparatus out-with normal working hours.

1. When any experiment is to be carried out unsupervised for an extended period, careful consideration must be given to loss of services (water & electricity) and the consequences of overheating. Where there is foreseeable risk then safety cut-outs must be provided.
2. A warning notice must be displayed beside any equipment operating unattended (except for equipment that normally runs continuously e.g. Fridges & Freezers).
3. Emergency contact details of the person(s) responsible should be displayed on the laboratory door. Information on the principal hazards of an unattended experiment should also be displayed.
4. The immediate area of any unattended experiment should be clear of any material especially solvents and other flammable materials.
5. The person responsible for the experiment must check equipment is running normally before leaving the laboratory. If using cooling water, ensure the flow to drain cannot be obstructed.

Procedure to be followed in the event of a Fire out-with Normal working hours

All staff working out of normal hours should familiarise themselves with:-

- The emergency exit routes from their area of work.
- The location of fire alarm break glass points and be familiar with the sound of the alarm system.
- The information supplied on the Fire Action Notices provided in the building.

On hearing the Fire Alarm

Leave the building.

Await the arrival of Fire Service or Security and advise them that you have left the building so that they will not be checking for you.

If you have any information regarding the location of the fire etc then please inform security or the fire service.

If you discover a fire

DO NOT try to tackle any fire.

Sound the nearest Fire Alarm by operating nearest "break glass" point as you exit the building.

Await the arrival of Fire Service or Security and advise them that you have left the building so that they will not be checking for you.

Pass any information regarding fire e.g. the location to security or the fire service.

TO REGISTER FOR LATE AND LONE WORKING:

Complete the form below, have it signed by your group leader and give to the Building manager or Safety officer for countersignature. All late and lone registration is renewable annually.

This form must be completed by all staff and PG students who will require to work out-with times of 'Normal Building Occupancy'. Authorisation will be granted for a period of 12 months or until the nature of the work changes and risk assessments require to be reviewed.

Return the completed form to the School Health & Safety Officer or Building Manager who will countersign it and return a copy to the applicant.

Late and Lone working request form

| | |
|--|---|
| Name of applicant (<i>Please Print</i>) | |
| Lab Group | |
| Location(s) of work | |
| Risk assessments involved (please list) | |
| Nature of work | |
| | I have read and understand the Fire evacuation procedures for work out of hours (Tick for 'yes') |
| | Tick box if Lone work is a possibility |
| Signature of worker | Date |
| <p>Name of Supervisor (<i>Please Print</i>):</p> <p>Signature of Supervisor: Date:</p> <p style="color: red;"><i>Signing this form is an acknowledgement that all relevant Risk Assessment Forms have been completed and authorised by the School Health & Safety Officer. Also that the OOH signing in protocol is understood and will be adhered to.</i></p> | |
| <p>Signature CDBS manager:</p> <p>Print Name:</p> <p>Date:</p> | |