

This Information Sheet provides guidance on what to consider when undertaking an Out of Hours Working risk assessment and deciding the controls needed to manage any risk. It supports the Policy Standard 'Out of Hours Working'.

Out of Hours Working is any work undertaken by a member of staff, student, visitor or contractor during the following time periods:

Time Period A	Time Period B
Monday to Friday, 18:00 – 22:00	Monday to Friday, 22:00 – 06:00
Monday to Friday, 06:00 – 08:00	Weekends and Public / University Holidays, 20:00

When undertaking an Out of Hours Risk Assessment the following points should act as a prompt list, highlighting typical scenarios for consideration:

Does the work environment present a specific risk? For example, will work be:

- In a chemical or biological laboratory or where other experiments are taking place which could pose a risk?
- In an isolated environment or where there is no direct supervision?
- In an area which poses a risk to personal safety?

Specify what activities can be undertaken out of hours.

Specify the competencies needed to work out of hours and if supervision is required.

Remember, controls should reflect the true level of risk associated with the work. This will be dependent on the type of work and by whom, the location and what can go wrong.

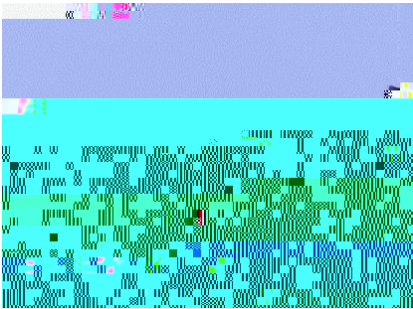
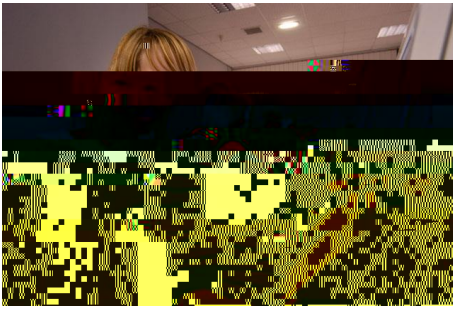
It is anticipated many Directorates and Colleges will introduce generic controls for Time Period A work; such controls may limit students to computer rooms and the like, limit staff to office based work and team work within laboratories on low risk projects/research.

Stricter controls are anticipated for Time Period B as the risks are potentially greater than Period A; especially because the School/Directorate will have less control over the activity.

Authorisation to work in Time Period B should be on a case by case basis, except possibly providing generic authorisation for staff to occasionally access and use own office. The experience of the individual wishing to undertake out of hours work must factor when deciding to approve or not.

Permission to work out of hours in a chemical, biological or electronic laboratory on activities where there is an acute hazard should not be provided for any lone worker or for inexperienced member of staff or PhD student unless adequate competent supervision is provided.

Below are examples of the type of arrangements and controls to allow out of hours working whilst ensuring as far as possible an individual's health and safety.

Activity	Controls
 <p data-bbox="603 1099 836 1238">Member of staff working in their office on Saturday afternoon.</p>	<p data-bbox="874 1099 1433 1238">Refer to Directorate Risk Assessment which should address routine out of hours working, eg. emergency arrangements, personal security.</p> <p data-bbox="874 1263 1442 1330">Ensure they have means to contact someone eg. mobile phone, office phone.</p> <p data-bbox="874 1355 1410 1422">Inform Security when they arrive and when they leave on 2795.</p> <p data-bbox="874 1447 1305 1473">Use the signing-in / out procedure.</p>
 <p data-bbox="643 1500 831 1711">Post-graduate student typing Theses during Time Period A in a Post-Grad room.</p>	<p data-bbox="874 1500 1430 1603">College Risk Assessment should address routine out of hours working, eg. emergency arrangements, Security.</p> <p data-bbox="874 1628 1442 1695">Ensure they have means to contact someone eg. mobile phone.</p> <p data-bbox="874 1720 1410 1787">Inform Security when they arrive and when they leave on 2795.</p> <p data-bbox="874 1812 1305 1839">Use the signing-in / out procedure.</p>

	<p>PhD Student wishing to undertake biological laboratory analytical work overnight.</p>	<p>Prepare a specific experiment Risk Assessment and confirm very low risk activity and controlled environment.</p> <p>Present Risk Assessment and request to carry out work to Head of School for authorisation.</p> <p>Approval only provided where it is confirmed risk of the work and the environment is very low, the person has suitable experience and there is adequate support; confirm also there is no possibility for the work to realistically be carried out during the normal working day.</p> <p>Ensure they have means to contact someone eg. mobile or office phone.</p> <p>Use the signing-in / out procedure.</p> <p>Inform Security on 2795 when they arrive and when they leave.</p>
	<p>Project Student taking samples from the Menai Straits at 8pm on a Friday night.</p>	<p>Prepare a specific activity Risk Assessment.</p> <p>Present Risk Assessment and authorisation request to carry out work to the Academic Supervisor.</p> <p>Head of School/Supervisor specifies specific controls eg. student must be supervised or work with a colleague.</p> <p>Student must familiarise him/her self with sampling area in daylight and carry suitable torches and equipment.</p> <p>Ensure they have means to contact someone eg. mobile phone.</p> <p>Inform Security on 2795 when they start and when they finish taking samples.</p>

(NOTE: Not specifically controlled by the 'Out of Hours Working Policy Standard' this example is provided to assist with the concept and in the production of the Fieldwork risk assessment)

Further Information

For further guidance on what to consider when producing an out of hours policy or procedure please contact Health and Safety Services.

Appendix 1: EXAMPLE OF TYPICAL OUT OF HOURS AUTHORISATION PROCEDURE

NON-SCIENTIFIC/LABORATORY SCHOOL

Appendix 2: EXAMPLE OF TYPICAL OUT OF HOURS AUTHORISATION PROCEDURE

SCIENTIFIC/LABORATORY SCHOOL

It is the policy of the School of XXXXX that all work outside of the normal working day and week is controlled to eliminate or reduce any additional risk arising when working with fewer colleagues around and when supervision and assistance is limited.

A generic out of hours risk assessment is available for office based work that should address the majority of School computational and desk based activities. However, where working out of hours brings with it additional risks not already addressed in this School assessment, a specific risk assessment, approved by a Supervisor and/or local Health and Safety Coordinator is required.

NOTE: A specific risk assessment, or addition to an existing assessment, must be produced for

Under-graduate Students

Not permitted to enter buildings unless constantly supervised and as part of a project approved specifically by the Head of School.

PhD Students

Post-graduate students wishing to work in Time Period B must seek the written permission of the Head of School if he/she wishes to undertake unsupervised work during this period of time.

No laboratory work shall be undertaken without a suitable risk assessment and confirmation that no acute risks of harm or injury.

Such work must not be considered the norm and should, wherever possible, be undertaken during normal working hours or Time Period A.

Contractors