Out of Hours / Lone Working

Staff / Postgraduate Induction

DCU Health and Safety Office

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Background to Out of Hours/Lone Working Policy

- Regularises after hours access conditions and authorisations

- Allows Schools & Units to define work that can be carried out 'Out of Hours'

- Policy in place to safeguard Safety & Security of Staff & Students while working 'out of hours'

OUT OF HOURS

Out of Hours Defined

Type of Activity	After Hours Times
Laboratory / Experimental Work	• Before 9am, after 6pm Monday – Friday • Saturday, Sunday & Bank Holidays
Other Work	• Before 7am, after 6pm Monday – Friday • Saturday, Sunday & Bank Holidays
Total Lock-Up	• Saturday, Sunday & Bank Holidays at 6pm • Specified Days at Christmas & Easter *(access in exceptional circumstances only – authorised by Office of VP for Research)*

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Lone / Out of Hours Policy

Section 1.3

'DCU strongly recommends that in the interests of safety & personal security, lone / out of hours work should only be undertaken when absolutely necessary and no other alternatives are available'

Issues 'Out of Hours'

- Campus Emergency Response Capability Limited
  - Fire Evacuation & Sweep
  - First Aid Support
  - Security backup

- Technician backup / support unavailable for Laboratories
  - Spill response
  - Fire Response
  - System shutdown etc

- Air Conditioning / Heating not operational

- Lighting levels reduced in common areas

Steps for Authorisation

1. Requester contacts Head of School or designee and outlines proposed activity

2. Head of School completes Risk Assessment and assigns category. Each activity is given an 'Out of Hours' risk categorisation according to table on next slide.

3. Requester contacts HSO for Induction.

4. Requester completes Induction Written Assessment Form and returns a scanned copy to the HSO.

5. Requester completes Approval Form for Lone/OOH Work and obtains relevant signatures

6. Submit completed Approval Form to security.

Out of Hours Risk Categories

Category A Risk (Unacceptable activity for Out of Hours)	Activities to be carried out 9am – 6pm Monday – Friday <u>only</u>
Category B Risk (High)	Activities to be carried out only by experienced researchers with another person e.g. buddy system to be present at all times **Safezone 'Check-in' is compulsory**.
Category C Risk (Medium)	Activities to be carried out by sufficiently competent researchers (may or may not require another person e.g. buddy system to be present depending on the activity) **Safezone 'Check-in' is compulsory**.
Category D Risk (Low)	Activities to be carried out by any postgraduate student / staff member (eg computer work/ computing labs or lectures) **Safezone 'Check-in' advised**.

Approval Form for Lone/Out of Hours Work

This Form to be completed by Academic Supervisor and/or Head of School for each
Postgraduate Student or Staff Member requiring 'Out of Hours' access

Approved Name	
School / Unit	
Category of Staff Member / Postgrad	

Locations where work will be conducted (*room nos*)		DCU Contact Extn:

Listing of Authorised Activities	Risk Category	Buddy Req'd Y/N

	Sign:	Date:
Supervisor		
Staff Member/Postgraduate student		
Staff Member/Postgraduate student Lone/Out of Hours Induction Training	Version Number of Policy:	
School Safety Officer		
Received by Security		

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Risk Assessment Form for Lone / Out of Hours Work

Activity being Assessed	
Name of Assessor	
Known or expected hazards associated with the activity (note also particular hazards if any due to lone working)	
Measures to be taken to reduce the level of risk (ie controls)	
Maximum possible harm with controls in place	
Training / Competence Prerequisite?	
Category of Risk Assigned	
Competent 'Buddy' Required Yes/No	
Safezone 'Check-in' required Yes/No	
Emergency Action to be taken 'out of hours'	

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What Now?

If working in Lab after 6 pm :

- All authorised persons must 'Check-in' on the Safe Zone App immediately on entering the building or as soon as their work activity is defined as 'out of hours'

- Work only in the area you have indicated

- Carry out only the activities you are authorised to perform

- You must have '**Buddy'** in attendance where identified by Risk Assessment – Buddy must also be authorised & must 'check-in' on the **Safe Zone App**

- Category B and Category C activities require **'Check-in'** using the Safezone app at intervals designated and agreed by Security. Typically 'Check-in' is required at a minimum every hour.

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What if a Fire Occurs?

- If you cause it
  - Hit a break glass unit immediately
  - Use fire extinguisher if confident to do so
  - Leave the building by the nearest exit
  - Contact security using Safezone or by dialling
    01 700 5999 to inform them of problem & status

- If alarm sounds
  - Switch off equipment if safe to do so
  - Leave the building by nearest available emergency exit
  - Report to the Assembly Point for building to let security know you are safe (Do Not Just Go Home!)

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What if Other Problems Occur?

- Problems
  - Spill / Flood
  - First Aid / Medical Assistance
  - Suspect Intruder

- Contact security using Safezone or on 01 700 5999
  - Call will be answered immediately <u>but</u> be aware patrol may take up to 15 mins to reach you late at night

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Other Issues

- To ensure security of building
  - Do not admit anyone else (known or unknown to you) on your swipe card
  - Refer anyone who requests entry to Security Control Room
  - No fast food deliveries

- Remember
  - Air Conditioning & heating will not be in operation (fume cupboard & extraction systems are maintained)
  - Lighting levels in corridors/stairwells will be at lower level than during normal hours

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When Leaving the Building

- When leaving building
  - Check out of SafeZone

- When leaving late at night – if concerned for personal security contact Security 01 700 5999 to request escort

- May have to wait for security officer to get to you

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Out of Hours Authorisation may be withdrawn if:

- Person on premises found to be under the influence of alcohol / banned substances

- Person on premises has not 'Checked-in' on Safe Zone

- Authorised person allows others into building on their swipe card

- Other issues that may arise as policy is implemented

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Exceptional Out of Hours Lock up

- Must be submitted in ample time to be approved by the VP for Research

Lock-Up* Exceptional Access Request

Name of Requester (Academic Supervisor / Staff member)	
School / Centre / Unit	
Date & Time access is required	
Proposed Work	
Why can this work not be completed during normal / out of hours times?	
Has this work been risk assessed & signed off by Head of School / Centre?	
Names of those who require access**	
Locations where work will be carried out (Building & Room Number(s)	
Estimated duration of work (Start & Finish times)	

I hereby authorise exceptional access during 'Lock Up' for the dates & times & persons noted above:

Signature: _____

Print Name: _____ Date: _____

Office of VP to forward authorisation to Security by e-mail & hard copy

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Summary

- Policy in place to safeguard Safety & Security of Staff & Students while working 'out of hours'

- Work 'out of hours' only if strictly necessary

- Recognise risks and adhere to your authorised activities

- Check in using Safezone

- Contact Security if problems arise

- Response after hours may take up to 15 mins

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Thank you