Out of Hours / Lone Working

Staff / Postgraduate Induction
Background

• Regularises After Hours access conditions and authorisations

• Allows Schools & Units to define work that can be carried out ‘Out of Hours’
# Out of Hours Defined

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>After Hours Times</th>
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</thead>
</table>
| Laboratory / Experimental Work | • Before 9am, after 6pm Monday – Friday  
                                 | • Between 9am – 6pm Saturday, Sunday & Bank Holidays                            |
| Other Work                    | • Before 7am, after 6pm Monday – Friday  
                                 | • Between 9am – 6pm 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)* |
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 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. Attach a copy of the Induction Written Assessment and submit completed Approval Form to security.
### Out of Hours Risk Categories

<table>
<thead>
<tr>
<th>Category A Risk (Unacceptable)</th>
<th>To be carried out 09.00 – 6.00pm Mon - Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category B Risk (High)</td>
<td>To be carried out only by experienced researchers with a competent ‘Buddy’ in attendance</td>
</tr>
<tr>
<td>Category C Risk (Medium)</td>
<td>To be carried out by sufficiently competent researchers (may / may not require buddy)</td>
</tr>
<tr>
<td>Category D Risk (Low)</td>
<td>To be carried out by any postgraduate student / staff member (eg computer work) Use of library.</td>
</tr>
</tbody>
</table>
I’m Authorised – What now?

• Normal access to Buildings from 6-10pm

• Gaining Access to Buildings after 10 pm
  – X Block – Swipe card access at main door (mall side of building)
  – S Block - Engineering & Research Building-
    • Basement entrance - swipe card access
    • Access door on West side of building – swipe card access

Based on Approved Policy dated 08th Feb 2018
What Now? cont/d

- If working in Lab after 6 pm or if entering Building after 22.00
  - All authorised persons must ‘Check-in’ on the Safe Zone App (www.dcu.ie/ocoo/safezoneatdcu.shtml) 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.
What if a Fire Occurs

• If you cause it
  – Break a break glass unit immediately
  – Use fire extinguisher if confident to do so (Extinguisher Video)
  – Leave the building by the nearest exit
  – Contact security using Safezone or by dialling x5999 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!)
What if Other Problems Occur

• Problems
  – Spill / Flood
  – First Aid / Medical Assistance
  – Suspect Intruder

• Contact Security using Safezone or on x5999
  – Call will be answered immediately but be aware patrol may take up to 15 mins to reach you late at night
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
When Leaving the Building

• When leaving building
  – Make sure you enter your time of leaving on the Web
  – exit by door you came in – NOT push bar emergency exit (security risk)

• When leaving late at night – if concerned for personal security contact Security x5999 to request escort
  – May have to wait for patrol man to get to you
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
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 (if required)
• Contact Security if problems arise
• Response after hours may take up to 15 mins