Out of Hours Procedure
<table>
<thead>
<tr>
<th>Document title</th>
<th>Out of Hours Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document author and department</td>
<td>Health &amp; Safety Office Human Resources</td>
</tr>
<tr>
<td>Responsible person and department</td>
<td>Adrian Parry Chair of University Health &amp; Safety Committee</td>
</tr>
<tr>
<td>Approving body</td>
<td>University Health &amp; Safety Committee</td>
</tr>
<tr>
<td>Date of approval</td>
<td>11/07/2018 Minute no. 17.35.04</td>
</tr>
<tr>
<td>Review date</td>
<td>3 yearly or earlier if required</td>
</tr>
<tr>
<td>Edition no</td>
<td>1</td>
</tr>
<tr>
<td>ID code</td>
<td>HAS009</td>
</tr>
<tr>
<td>EITHER</td>
<td>OR</td>
</tr>
<tr>
<td>For public access online (internet)?</td>
<td>For staff access only (intranet)?</td>
</tr>
<tr>
<td>Tick as appropriate</td>
<td>Tick as appropriate</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For public access on request copy to be mailed</td>
<td>Password protected</td>
</tr>
<tr>
<td>Tick as appropriate</td>
<td>Tick as appropriate</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

External queries relating to the document to be referred to the Health and Safety Office. For a large print version of this document please contact the Health and Safety Office: Email hsservicedesk@port.ac.uk or telephone: 023 9284 3075.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Legislation</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Arrangements for Managing Health and Safety</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Information and Training</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Record Keeping</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Equality and Diversity</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Further Information</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Appendices</strong></td>
<td>13</td>
</tr>
</tbody>
</table>
Summary

Purpose of procedure
This Out of Hours Procedure is designed to secure a healthy and safe environment for everyone who undertakes out of hours working as a part of their employment, study, visit or business at the University of Portsmouth and to ensure compliance with current legal requirements.

Who is this procedure for?
This procedure is intended for all University staff and students as well as visitors and contractors, required to engage in out of hours activities whilst on University owned and controlled property or off-campus on University business.

How does the University ensure the procedure is implemented?
The Health & Safety Office monitors the implementation of control measures and procedures identified in risk assessments for all activities. Results from audits of procedures, risk assessments, accident and incident data, as well as feedback from staff and students are utilised to ensure continual improvement.

This procedure and associated documentation are subject to internal audit.

Who can you contact for enquiries about this procedure?
Any questions about this procedure should be directed to the Health & Safety Office.
**Introduction**

The University is required by law to provide a working environment that is safe.

Working out of hours does not necessarily mean that the worker (or student) is at greater risk than those working within normal University opening hours. However, a risk assessment should be completed and if this shows that the worker may be at greater risk then suitable control measures must be put in place.

Staff and/or students are considered to be working out of hours if they are working outside normal building opening times. These vary extensively during term time and out of term time. Information on specific arrangements can be obtained from Estates and Campus Services. If staff are out of hours and lone working, please also see the Lone Working Procedure.

Working out of hours can occur on University premises and off site on University business including mobile workers or those with a fixed base.

This procedure aims to provide advice and guidance on working out of hours, highlighting the associated hazards.
Legislation

The Health and Safety at Work Act 1974 (HASWA):
The University is required under section 2 of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of employees whilst at work. This legislation includes a general duty of care to protect our students. These requirements are applicable to all work situations, including provision of a working environment that is safe and without risk to health.

The Management of Health and Safety at Work Regulations 1999 (MHSWR)
Requires the University to make suitable and sufficient assessment of the risks to the health and safety of employees whilst they are at work and to ensure the health and safety of third parties (i.e. students, visitors and contractors) arising out of, or in connection with University activity.

The Equality Act 2010:
The Equality Act protects people against unfair treatment (discrimination) on the basis of their 'protected characteristics'. These 'protected characteristics' are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The University must ensure that staff with protected characteristics are not put at a substantial disadvantage compared with other staff. In order to do this, reasonable adjustments may need to be made to enable those with protected characteristics to participate in workplace activity, if, without such adjustments they would be excluded.

Additionally, any specific legislation applicable to the work that will be undertaken must be complied with and taken into consideration when the risk assessment of the work is completed.
Responsibility

Areas of responsibility are defined in the University Health and Safety Policy Organisation and Arrangements. Non-compliance may lead to formal action being taken under the University’s disciplinary procedure.

Senior Managers, Line Managers and Supervisors are responsible for ensuring that any out of hours working carried out in their Faculty, Department, School or equivalent, is conducted safely, in accordance with approved procedures e.g. experiment protocols.

Staff, contractors and students have a responsibility to take care of their own safety and to co-operate with University procedures. They should not knowingly place themselves in situations which expose them to additional risk by working out of hours.

Arrangements for Managing Health and Safety

Risk Assessment

To comply with Regulation 3 of the Management of Health and Safety at Work Regulations, it is necessary for the risks associated with out of hours working to be assessed. Risk assessments shall help employers decide on appropriate control measures that need to be put in place. Any work undertaken by staff and students out of hours should be approved by the Head of Department/Faculty/School or equivalent.

The risk assessment should include the individuals involved, location and the processes being followed and the work being carried out.

In certain circumstances, it may be appropriate to use local risk assessments already in place which can be updated to include out of hours working.

It should be ensured that members of staff do not have a medical condition that could place them at an increased risk. Advice should be sought from Occupational Health.

The risk assessment should include adequate training, particularly as there will be no supervision. Clear safe working procedures should be written detailing what can, and equally cannot, be carried out.

The risk assessment should be a collaborative undertaking, involving both the worker and their line manager/supervisor.

Following the completed risk assessment, the safe working procedures should be communicated to all persons who may be required to work out of hours and any other employees who have a role to play in ensuring their safety.

It is important that control measures put in place are monitored and reviewed to ensure they remain fit for purpose. Risk assessments must be reviewed periodically and/or
when a relevant procedure, process or task changes significantly so the risk assessment and any associated control measures can be updated.

**Out of Hours Working Off Site**

If a member of staff is working out of hours, off site, the risk assessment will need to include the physical location of the worker, security and access, and also travel to and from. Monitoring arrangements should be put in place which could include reporting when you have reached your destination, and/or regular contact at agreed intervals.

Examples of monitoring include periodic visits to the worker (at agreed intervals), maintaining contact (at agreed intervals) by phone or email, signing in/out software or automatic warning devices. As well as having defined monitoring procedures detailed within the risk assessment, contingency plans in the event of an emergency must also be detailed.

If the member of staff will be lone working as well, requirements in the Lone Working Procedure must be considered.

**Procedures for Out of Hours Access to University Premises**

These procedures are for staff (including permanent contractors) and students who have been granted permission to work out of hours.

Most staff/students should be able to complete their regular work during normal building opening times but it is recognised that occasionally some staff/students may need to work late in the evening or at weekends, especially on urgent work or special projects.

Where this need has been identified, access to offices or other department facilities or equivalent may then be made available outside the normal building opening hours. These timings have been considered in relation to the University’s overall responsibilities for health, safety and security of staff and buildings.

Out of hours access authorisation may be granted for up to one year. For auditing purposes, all out of hours access will be reviewed on the 1st of August each year and Senior Managers are requested to confirm authority for existing users. Failure to respond to the annual audit will result in access being withdrawn.

Out of hours access may only be granted to staff/students who have a current contract to work issued by the University of Portsmouth, as follows:

a. Full Time Staff  
b. Part Time Staff  
c. Research/Postgraduate Staff/Students  
d. Permanent Maintenance or Contract Staff (Facilities/Catering etc)
Out of hours access must not be given to:

a. Undergraduate Students
b. Visiting Lecturers
c. Non-permanent contractors (unless given permission by the Director of Estates and Campus Services)

**Procedure to Obtain Out of Hours Access**

After the considerations listed in this document have been made, permission for out of hours access may be authorised by an appropriate member of Senior Management.

Permission must be in the form of a written ‘contract’ signed by both parties and a copy retained by the School/Department office. This refers to the out of hours access form (see appendix 1). Once completed, the signed form should be sent to campus.security@port.ac.uk who will arrange for the individual who will be working out of hours to have their University card encoded for the access control system, to obtain a Personal Identification Number (PIN) and to arrange for additional keys etc. The member of staff will also receive information in relation to security alarm systems.

**Procedure for Remaining at Work After Closing Time**

When a member of staff or a student already has out of hours access and wishes to remain in their place of work after the normal building closing time, they must:

a. ensure they have the necessary keys, their University card and, if applicable, the building intruder alarm code with them.

b. before the building closing time, inform the Security Lodge on extension 02392 843418, of their intention to remain in the building, so that confirmation can be made on the setting of alarms etc.

c. go to the building out of hours door and sign in on the log sheet.

**Procedure for Entering University Premises Out of Hours**

When arriving at work out of normal building opening times, the member of staff or student must:

a. enter the building using the building out-of-hours door. (A valid encoded University card and PIN is required).

b. check if the building intruder alarm is set – if so, unset the alarm using the individual PIN provided. If the alarm is already unset, it would indicate that another person is working in the building. Staff must then check the sign in log to confirm who is in the building and make contact with them to liaise on resetting of the alarm. (Making contact also provides a ‘buddy’ system in case of emergencies.)
Procedures Whilst on the Premises

When on the premises the member of staff or student must:

a. ensure Security staff are aware that they are working by signing in and out and informing the Security Lodge by telephone (ext. 3418).

b. carry their University card at all times.

c. inform the Security Lodge on ext. 3333 of any incidents or problems, particularly in relation to safety or security (water leaks, alarms, suspicious persons etc.).

d. be confident of the procedures for raising the alarm in the event of fire.

e. evacuate the building IMMEDIATELY on hearing the fire alarm and remain in the recognized assembly point until informed it is safe to return. Comply with other University fire procedures.

f. inform the Security Lodge if an alarm is sounded and needs re-setting. NB Fire exit doors are alarmed and should not be used for normal egress but should be used as required in an emergency.

g. staff and students must not bring any ‘friends’ or ‘guests’ into the premises, or any undergraduate student. Additional persons must apply for out of hours access as well.

Procedures for Leaving University Premises

All staff are responsible for security and safety when they leave. They must:

a. ensure all equipment in the working area is switched off, including office lights, fans, heaters, photocopiers etc. and lock up – cupboards, key cabinets and office doors.

b. inform the Security Lodge that they are leaving the building.

c. go to the exit door and sign ‘out’. Before leaving, check if anyone else is working in the area/building. If so, speak with them regarding locking up/setting the alarm system.
d. if no-one else is in the building, set the intruder alarm and exit the building. Wait and listen to hear the alarm set tone and ensure that the exit door is properly locked.

e. report any faults with locks/alarms immediately to the Security Lodge (ext. 3418).

Withdrawal of Privileges

Where a member of staff or student is found to be abusing the out of hours facilities, access will be withdrawn immediately. This includes allowing unauthorized persons access by opening doors or by loaning their University Card, keys or PIN.

Loss/Theft of Keys

Any loss or theft of keys or University Cards must be reported to the Security Lodge immediately for remedial action.

Information and Training

For contractors who may engage in out of hours activities on University controlled property please refer to the Estates and Campus Services guideline: Health, Safety and Environmental Guidelines for Contractors

Staff and students undertaking field work within the UK or abroad must follow the guidance in the Field Work Policy.

Staff and students that will also be lone working will need to read and follow requirements in the Lone Working Procedure (hyperlink when ready).

For further information or assistance with this procedure please contact the Health and Safety Office at hsservicedesk@port.ac.uk or on 02392 843075.

Record Keeping

The Health and Safety Office at the University of Portsmouth administers a computer based record system of all data gathered during workplace inspections and audits. Complaints and feedback from staff and students are also recorded.

Risk assessments should be stored within the Departments/Faculties in accordance with the University’s Retention Schedule. The retention period for risk assessments is 5 years.
Equality and Diversity

The University’s Equality Analysis Impact procedure was used in the development of this Policy and is available on request.

This Policy is subject to review to ensure it is used appropriately and that it meets with the University's commitment to equality and diversity.

Further Information

Health and Safety Executive Leaflet INDG73, Working Alone: Provides guidance on how to keep lone workers healthy and safe.

The following information is an extract from the UoP Lone Working Procedure regarding guidance on lone working risk categories:

Low Risk
This includes work that will involve risks which would occur in everyday life e.g. reading, writing, operation of a computer. A generic risk assessment may be appropriate for a low risk environment e.g. staff lone working in an office.

Medium Risk
This includes any work which could result in injury, but where the injured person could reasonably be expected to be able to summon assistance if required. For example, working in a laboratory or workshop.

High Risk
Examples of high risk activities include:
• Working with hazardous chemicals where accidental exposure requires immediate first aid.
• The use of machinery, tools and equipment which are capable of inflicting serious injury (i.e. that present risks of entanglement, entrapment, crushing, impact or injury from cutting, shearing, stabbing or puncture).
• One to one meetings with anyone who is believed to be under the influence of drugs, alcohol or whose mental health may increase the level of risk of aggressive behaviour.
• Working in the health and social care sector dealing with unpredictable client behaviour situations.
Appendix 1

University of Portsmouth Out of Hours Access Form
Please fill in the fields. Please note the form will have to be signed by Senior Management in order to be valid. Please email the completed form to campus.security@port.ac.uk for card encoding.

To Be Completed By Staff/ Student:

1. Your Student Number or Staff Reference Number:

2. Your First Name:

3. Your Last Name:

4. Your Email Address (please print):

5. Your Department (or equivalent):

6. The Building You Need Out Of Hours Access To:

7. The Person Who Has Risk Assessed Your Work:

8. The Work Has Been Classed As: 

<table>
<thead>
<tr>
<th>Low Risk</th>
<th>Medium Risk</th>
<th>High Risk</th>
</tr>
</thead>
</table>

If work is classed as high risk, approval to work must first be obtained from the University Health and Safety Office.

9. Please encode my University Campus Card to allow me access from:

   DD   MM   YYYY

I confirm that I am competent to work out of normal working hours and have been briefed on all procedures. If I am also working alone I confirm I have access to a copy of the University's Lone Working Procedure.

I understand that access must be reviewed annually on the 1st August. The alarm code for the building will be sent to the email address above. Please ring the Security Lodge on 02392 843418 when entering and leaving the building to alert Security.

Should the nature of my work change during this period, a further risk assessment will be carried out. If I no longer require out of hours access, or leave the University's employment, my department (or equivalent) will inform the Security Lodge to cancel my access facilities.

To Be Signed & Dated By Senior Management

| Name: | Signature: | Date: |

To Be Signed & Dated By The Student/ Employee:

I agree to comply with the Policy and acknowledge that my access may be withdrawn if I am found in breach of any of the procedures. I will safeguard my access card and any keys issued to me and will return keys to the Security Lodge if no longer required.

| Name: | Signature: | Date: |