

University of Greenwich Medway Campus Out of Hours Working Policy

The Faculty of Engineering and Science at Medway has a strong research culture and the nature of some of the activities involved inevitably requires work to be undertaken outside of the normal working day. To comply with various Health & Safety legislation, the Faculty must ensure that all work is performed safely. To properly assess the relevant risks involved with work performed outside of normal working hours, account must be taken of the nature of the work, the person undertaking the work and when the work is to be carried out.

To ensure that out of hours work is properly managed, the Faculty has agreed the following controls which apply to laboratories and other hazardous areas. Any areas not listed as a laboratory or hazardous area can be found in [Appendix 1](#).

Time Periods

Monday – Friday

08:00-18:00	Normal Working Hours – Category A
18:00-22:30	Evening Hours – Category B
22:30-08:00	Out of Hours - Category C

Weekends and Bank Holidays

08:00-17:00	Out of Hours - Category B
17:00-08:00	Out of Hours - Category C

University Closure – to include Christmas closure and bad weather – please refer to the University Portal for announcements of University Closures.

All Day	Out of Hours - Category C
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For clarification:

Staff refers to individuals who are primarily here for their full-time or part time contracted work role, including approved visiting academics.

PhD students refers to individuals who are here primarily to undertake a PhD.

	Category A	Category B	Category C
Permitted Persons	<p>Staff and PhD students who have extensive knowledge, understanding and experience of all procedures involved.</p> <p>Approved visiting academics who have extensive knowledge, understanding and experience of all procedures involved</p> <p>UG and PG students will be permitted to access specialised areas during term time under supervision. Access outside of term time will be timetabled, or under exceptional circumstances with approval</p>	<p>Staff, and PhD students, who have extensive knowledge, understanding and experience of all procedures involved or are undergoing training under the direct supervision of a senior member of academic, research or technical staff.</p> <p>Approved visiting academics who have extensive knowledge, understanding and experience of all procedures involved.</p> <p>PG students will be permitted under exceptional circumstances, agreed with a supervisor and holds an approved out of hours application.</p>	<p>Staff who are needed to maintain essential services.</p> <p>PhD Students who are needed to maintain essential services, under specific circumstances and must be explicitly noted in the authorisation form.</p>
Permitted Activity	<p>Full range of activities subject to, where appropriate, risk assessment, COSHH & Method Statements and approved work permits are in place.</p>	<p>Full range of activities subject to, where appropriate, risk assessment, COSHH & Method Statements and approved work permits are in place.</p> <p>Where the University Lone Working Policy applies, there may be the need for an on-call cover by a suitably qualified person or the activity is only permissible with an additional qualified person present.</p>	<p>Essential services and procedures that do not involve, acute hazards, high impact or high risk, that require minimal input and that MUST be carried out to maintain work/project/research integrity.</p> <p>Where the University Lone Working Policy applies, there may be the need for an on-call cover by a suitably qualified person or the activity is only permissible with an additional qualified person present.</p>
Building Access	<p>Buildings will be open to authorised persons.</p>	<p>Buildings are accessible to staff/PhD students by Gateway card access.</p>	<p>Buildings are locked down and secured – access must be authorised, and the Gatehouse must be informed.</p> <p>Permitted persons must report to the Gatehouse on arrival and sign in and sign out on leaving.</p>

Lone Working	All Staff and PhD students must adhere to the University Lone Working Policy	All Staff and PhD students must adhere to the University Lone Working Policy	All Staff must adhere to the University Lone Working Policy
Safe Zone App (Mobile, Desktop or Device from Security Gate)	In the unlikely event of lone working, lone workers must download and use the Safe Zone App and set the Check In Timer Further information can be found here	Lone workers must download and use the Safe Zone App and set the Check In Timer Further information can be found here	All users must download and use the Safe Zone App and set the Check In Timer Further information can be found here
Authorisation	Staff and PhD Student: None required	Staff and PhD Student: None required, unless specific lone working requirements are identified in the Risk Assessment(s).	Application for Out of Hours Working is required to be made <u>one week in advance of the activity</u> with final signed approval given as below: (Faculty ex NRI) Faculty Pro Vice-Chancellor Faculty Operating Officer (NRI) Director or Deputy Director of NRI
	Approved Visiting Academic: None Required	Approved Visiting Academic: None required, unless specific lone working requirements are identified in the Risk Assessment(s).	
	UG and PG students: If timetabled – None required If not timetabled – Supervisor approval required	PG Students: Application for Out of Hours Working is required to be made one week in advance of the activity with final signed approval given as below: (Faculty ex NRI) Faculty Pro Vice-Chancellor Faculty Operating Officer (NRI) Director or Deputy Director of NRI	

Appendix 1

Access to non-hazardous spaces

- Drill Hall Library and social spaces (Student Hub, etc) can be accessed according to local published opening hours.
- Offices can be accessed as normal, but under access control where applicable after 17:00.
- Lecture theatres, seminar rooms can be accessed as normal, but under access control where applicable after 17:00 during term time.
- Nelson 108 Computing Laboratory can be accessed until 23:00 during term time.
- Medway Chaplain – to be arranged individually with the Chaplain.