

QUEEN MARY UNIVERSITY OF LONDON

FACULTY OF SCIENCE AND ENGINEERING

OUT OF HOURS AND LONE WORKING POLICY

1. PURPOSE

It is the policy of the Faculty of Science and Engineering that all work outside of the University's 'normal working hours' (see point 4 below) is controlled to eliminate or reduce any additional risk arising when working with fewer colleagues around and when supervision and assistance is limited. This policy should be read in conjunction with the [HSD Lone Working and Out of Hours Working Health and Safety Policy and Guidance](#) QM_HS_025 and the local School Policy.

2. SCOPE

The policy applies to all staff, students, contractors and visitors and covers all the spaces which the schools have responsibility for (EECS ITL is currently an exemption to this policy).

3. DEFINITIONS

3.1. LONE WORKERS

Lone workers are defined as those who work by themselves without close or direct supervision. This can be during the day and out of hours

3.2. OUT OF HOURS

Out of hours working is defined as working either between 18.00 and 08.00 Monday to Friday and at any time during the weekends, bank holidays and closure periods.

4. BUILDING OPENING TIMES

- Normal working hours: Monday – Friday 08.00 – 18.00 (buildings open and staffed)
- Out of hours: Monday – Friday 07.00 – 08.00 and 18.00 – 22.00, weekends, bank holidays and closure periods any time between 07.00 - 22.00 (buildings open but with no support staff)
- Exceptional hours: 22.00 – 07.00 (access granted in *exceptional* circumstances)

Flexibility of working hours is a valuable and necessary component of the research environment; however, wherever reasonably practicable work should be contained within normal working hours where there is the staffing available to provide first aid, fire steward and fire evacuation cover.

All those working out-of-hours are expected to have a good working knowledge of the Safety Arrangements for their School, since they may be the first to discover something that requires action.

5. PEOPLE

5.1. STAFF AND PHD STUDENTS

Staff are permitted to undertake office-based work out of hours provided they:

- Follow the School's local signing-in and out procedure
- If lone working, follow the School's local monitoring procedures
- Follow local building security arrangements (e.g. authorised out of hours access card and leave before 22.00)
- Are working under a current office risk assessment which covers their area.

New staff and PhD students to the school should not be authorized to work out of hours in office areas until they are familiar with the local arrangements for fire, first aid, power failures and other foreseeable emergencies and know how to report an accident incident or significant near miss.

Where laboratory work is to be undertaken staff must;

- Follow the School's local signing-in and out procedure
- If lone working, follow the School's local monitoring procedures
- Follow local building security arrangements
- Have a current signed, and countersigned out-of-hours risk assessment in place
- Not carry out laboratory work between 8 pm and 8 am without prior approval by the relevant Head of Department/Division, Technical Facilities Manager or equivalent.

New staff and PhD students within a School should not be authorized to work out of hours in a laboratory area until they are familiar with the local arrangements for fire, first aid, spillages, power failures and other foreseeable emergencies, know how to report an accident incident or significant near miss and are deemed competent in the tasks they are carrying out by their Line Manager/Supervisor.

Access after 10 pm in office and lab areas will be only granted in exceptional circumstances (e.g. the requirement to collect experimental data at intervals over a 24 hour period). This will be on a temporary basis, and will be subject to a case-by-case approval by the relevant Head of School as appropriate.

5.2. UNDERGRADUATE STUDENTS

Undergraduate students have card access between 08.00 and 18.00. They must leave at 18.00 unless they are with their tutor or another member of academic staff.

Final year laboratory research projects must be carried out during normal working hours. Lone working is not allowed and there must be someone else within eyesight or calling distance.

5.3. POSTGRADUATE TAUGHT AND RESEARCH STUDENTS (MASTERS)

Postgraduate taught and research students have card access between 08.00 and 18.00. They must leave at 18.00 unless they are with their tutor or another member of academic staff. For research

projects every effort should be made to ensure lab work can be carried out within normal working hours. Where there is a requirement for work to be undertaken outside of normal working hours, a student and task specific risk assessment must be completed by the supervisor on a case-by-case basis. The supervisor or a delegated competent member of their team must be willing to stay behind to supervise the student and work shouldn't continue later than 20.00.

6. RISK ASSESSMENT AND ACTIVITIES

The most significant hazards and risks are likely to be related to work involving the use of hazardous substances, potentially dangerous equipment or plant or hazardous conditions. Each School will have a local policy outlining what is and is not permitted during out of hours working which must be adhered to.

Work activities in offices or similar environments present lower risks and thus require less stringent risk control measures. However, questions relating to the health and safety of the individual and the workplace must be addressed for all lone working as well as out of hours working.

7. RESPONSIBILITIES

Heads of School bear overall responsibility for the health, safety and wellbeing of all staff, students and visitors within their respective Schools. Principal Investigators, Academic Supervisors, Managers, Group Leaders and Project Supervisors within each School have responsibilities for the health, safety and welfare at work of the staff and the students they are supervising and also the health and safety of those affected by the work of their staff and students, e.g. visitors and contractors.

It is the Principal Investigators/Group Leads/Project Supervisors/Line Managers duty to assess risks to lone workers and out of hours workers and take steps to avoid or control risk where necessary.

All staff and students have a responsibility to take reasonable care of themselves and other people affected by their work and to co-operate with their managers in meeting their legal obligations.

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