

ON-SITE OUT OF HOURS WORKING HEALTH AND SAFETY POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
21 st May 2009	Initial Issue	
14 th Nov 2018	Review	
22 nd May 2025	Reviewed and approved by the Health, Safety and Emergency Management Committee	March 2025

Policy Officer	Senior Responsible Officer for Policy	Initially Approved By	Date of Initial Approval
Head of Health & Safety	Chief Operating Officer	Health & Safety Committee	21/05/2009

This Policy will be reviewed in 2028

1. INTRODUCTION

The University has established building access control procedures, which specifies normal opening hours and requires suitable justification and approval for out of hours working. Core approval arrangements and criteria are now part of that building access control procedure and not health and safety policy.

This Policy recognises that during 'out of hours working' there are fewer people around, there is less supervision and there is a possibility that health and safety risks will increase.

To control risks and to reflect the limitations of out of hours emergency response capabilities and availability of assistance and specialist advice, this Policy sets out general health and safety considerations and arrangements required for safe on-site out of hours working.

2. DEFINITIONS / TERMINOLOGY

For the purposes of this Policy the following definitions apply:

- Normal Working Hours are generally defined as the core daytime period, Monday to Friday. For most buildings, this typically falls between 07:00 – 18:00hrs or 07:00 – 22:00hrs, depending on building occupancy and type of use. Details of access control security arrangements and specified Opening Times for individual buildings are available on the Campus Services Website and are posted in each building lobby.
- 'Out of Hours Working' is the period outside of the agreed opening times and working days of the building, where access is subject to approval. For most academic, research and administrative buildings this will include weekends and bank holiday periods. However, for the purposes of health and safety, 'Out of Hours' is not defined solely by opening time; it also refers to periods when there may be a heightened risk — such as when a building is sparsely occupied during holiday periods or when individuals are working in low occupancy isolated areas.
- 'Authorisation to access' buildings out of hours, relates to agreed University and local protocols and arrangements for approval to access and work within buildings outside of agreed operating hours and days.
- 'On-site' reflects that the policy refers only to University buildings and University-controlled buildings or spaces in other employer buildings. For off-site working, reference should be made to the Fieldwork Health and Safety Policy and associated guidance.

3. POLICY STATEMENT AND SCOPE

It is the policy of Bangor University, so far as is reasonably practicable, and in accordance with the relevant statutory requirements and good practice, to ensure the health and safety of staff, students, and visitors to the University.

This Policy states University policy on the control and management of authorised out of hours working on University and University-controlled premises.

The Policy states duties and responsibilities of the University and its Colleges, Professional Services, and of staff and students. The Policy also establishes arrangements for out of hours work by maintenance and service contractors.

The Policy applies to:

- Each College and Professional Service where staff, students, visitors and contractors undertake approved 'Out of Hours Working' on-site.
- All University controlled buildings.
- Staff and Students.
- Contractors, as applicable.

The Policy does not consider:

- Home or remote working.
- Work away from University Premises, attendance at Conferences and whilst on fieldwork¹.

4. RELATED POLICIES AND LEGISLATION

The primary legislation considered by this Policy is the Management of Health and Safety at Work Regulations. The Policy should also be read alongside the University Policy on Risk Assessments, together with local College and Professional Service policies and arrangements and the agreed University Building Access protocols.

5. DUTIES OF THE UNIVERSITY

In accordance with the University's Health and Safety Policy, day-to-day managerial responsibility for implementing the building access and control procedures and for health and safety in general is delegated to each College and Professional Service. It is the responsibility of these to implement the requirements of this Policy and its associated guidance.

6. COLLEGE / PROFESSIONAL SERVICE RESPONSIBILITIES

Each College and Professional Service² has a responsibility to assess risks that may arise or be augmented during on-site out of hours working and, where necessary, take action to avoid, control or mitigate risk. As such, this Policy requires each College and Professional Service, as applicable, to:

- i. Operate an approval mechanism for on-site out of hours working, in line with University building access control arrangements. Working after 10pm should require authorisation from the Head of School or Director of Professional Service, or their nominee.
- ii. Establish suitable arrangements that consider health and safety risks to staff and students working out of hours and ensure all on-site out of hours work is evaluated to identify potential increased health, safety and personal wellbeing risks that may arise.
- iii. Assess the appropriateness or otherwise of out of hours lone working, and implement controls and suitable communication arrangements, as identified through a risk assessment, were such working practices deemed to be essential and safe. No out of hours hazardous or potentially hazardous lone working activity should be permitted.
- iv. Ensure a risk assessment is produced for all out of hours working and that the assessments suitably consider emergency, supervision and monitoring arrangements.
- v. Refuse permission for out of hours working if there is an unacceptable risk or if undertaking work out of hours is unnecessary or unjustified.
- vi. Communicate the findings of the risk assessment and the management controls or arrangements and authorisation requirements to relevant staff and students.
- vii. Ensure University Security is informed of all authorised out of hours working and confirm necessary arrangements for accessing and securing the building.
- viii. Ensure staff, students, and applicable service contractors are informed of out of hours controls, and authorisation arrangements, as appropriate.

¹ See <https://www.bangor.ac.uk/hss/inflink/fieldwork.php.en>

² With the exception of Campus Services, Pontio Arts and Digital & Infrastructure, which operate different arrangements for out of hours working

- ix. Periodically monitor and review out of hours working arrangements and controls, confirming suitability and implementation.

7. CAMPUS SERVICES AND DIGITAL & ESTATES INFRASTRUCTURE

Campus Services and Digital & Estates Infrastructure staff, including pastoral care staff in Halls, Security, Building Maintenance and Service Contractors will, because of the services provided, regularly work outside of normal working hours, at weekends and during Public / University holidays. As such, Campus Services and Digital & Estates Infrastructure will:

- i. Risk Assess out of hours activities, identifying and considering any heightened risks for staff and contractors working outside of normal working hours, reflecting the reduced supervision, differing emergency protocols and the availability of emergency assistance during these periods.
- ii. Identify the suitability or otherwise of lone working out of hours, and implement controls and communication arrangements, as identified by a risk assessment, were such working practices deemed to be essential.
- iii. Establish suitable management controls, including, where necessary, authorisation protocols, for on-site, out of hours activity.
- iv. Provide suitable materials and equipment to support those staff working outside of normal working hours.
- v. Communicate the findings of the risk assessment and the management controls or arrangements and authorisation requirements to relevant staff and contractors.
- vi. Ensure staff and contractors are informed of the controls and systems to be implemented, as appropriate.
- vii. Periodically audit and monitor out of hours working arrangements and controls, confirming suitability and implementation.

8. PONTIO ARTS

Being a public facing facility, Pontio Arts often operates during weekends, public holidays and for extended days. To reflect increased risks associated with its activity, the Director of Pontio Arts and Civic Engagement will:

- i. Risk Assess general operations, taking into account extended opening times and public access, identifying and considering any heightened risks when operating during periods when there are fewer people.
- ii. Risk Assess related activities and for periods where back-of-house work is undertaken when the building is on restricted access, reflecting the reduced supervision, differing emergency protocols and the availability of emergency assistance during these periods.
- iii. Identify the suitability or otherwise of lone working out of hours, and implement controls and communication arrangements, as identified by a risk assessment, were such working practices deemed to be essential.
- iv. Establish suitable management controls, including, where necessary, authorisation protocols, for on-site, out of hours activity.
- v. Communicate the findings of the risk assessment and the management controls or arrangements and authorisation requirements
- vi. Periodically audit and monitor out of hours working arrangements and controls, confirming suitability and implementation.

9. DUTIES OF STAFF AND STUDENTS

As with those duties placed upon the University and its Colleges / Professional Services, staff and students also have a duty to:

- i. For those planning or proposing work out of hours, consider the health, safety and wellbeing advice available on the University Health and Safety Website, together with appropriate local controls and arrangements, and evaluate the appropriateness, feasibility and safety of out of hours working.
- ii. Produce a risk assessment for out of hours working that suitably considers heightened risks that may arise when working outside of normal working hours, including supervision arrangements, competence, fatigue and differing emergency assistance and provisions.
- iii. Seek approval for out of hours working, in accordance with local College, School and Professional Service arrangements. Seek approval of the Head of School or Director of Professional Service, or their nominee, for on-site work after 10pm.
- iv. Work in accordance with applicable University, College, School and Professional Service health and safety controls and work within the scope of the approval and risk assessment.
- v. Work in accordance with risk assessments and arrangements, be familiar with security and emergency procedures and follow controls and procedures put in place by the College, School or Professional Service to manage risks from on-site out of hours working.
- vi. Follow all access and notification protocols, including notifying University Security, as appropriate, of work out of hours.
- vii. Report any concerns with out of hours working arrangements promptly to the Line Manager, Supervisor or central Health and Safety.
- viii. Report all accidents or incidents, however minor, via the University Accident and Incident Reporting procedure and to your local Health and Safety Coordinator.

10. EQUALITY IMPACT ASSESSMENT

Every effort must be made to help ensure individuals are treated equally. However, in some rare instances, it is appreciated that there may be a requirement to treat 'persons with a protected characteristic' differently to safeguard their health, safety and wellbeing if proposing to work out of hours when there is limited or no appropriate support available to them. Such consideration will be discussed with the individual and reasonable adjustments agreed upon wherever possible.

It is noted that health and safety risk assessments should be used to enable staff and students to undertake their tasks safely and not be used as a mechanism to prevent an activity because an element of risk exists. Every effort should be made to support staff and students to assist them to undertake their tasks in the same way and during the same time periods as their peers.

11. FURTHER GUIDANCE

In addition to the information found in this Policy, more practical and procedural guidance is available on the University Health and Safety Website and Out of Hours Working Health and Safety webpage. Further information can also be obtained from local Health and Safety Coordinators and Officers.

12. REVIEW AND AUDIT PROCEDURES

Health and Safety, Campus Wellbeing, may undertake periodic audits or reviews to assess the effectiveness of and compliance with this Policy.

Colleges / Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

The Health, Safety and Emergency Management Committee will review this Policy in accordance with the agreed Review Schedule, with any significant changes to responsibility considered by the University Executive.

End.