

This Information Sheet provides guidance on what to consider when undertaking an Out of Hours Working risk assessment and deciding the controls needed to manage any risk. It supports the Policy Standard 'Out of Hours Working'.

What is Out of Hours Working?

Out of Hours Working is any work undertaken by a member of staff, student, visitor or contractor during the following time periods:

Time Period A	Time Period B
Monday to Friday, 18:00 – 22:00	Monday to Friday, 22:00 – 06:00
Monday to Friday, 06:00 – 08:00	Weekends and Public / University Holidays, 20:00 – 08:00
Weekends and Public / University Holidays, 08:00 – 20:00	

Working out of hours will not necessarily create an increase in risk of harm or injury provided tasks are performed with due regard to health and safety, and controls take into account the difference in emergency response when most colleagues have left the building.

Some out of hours working may be the norm for staff and PhD students but excessive working hours can have detrimental effects upon a person's general well-being and performance. It is not just about health and safety.

What is the difference between "Period A" and "Period B"

Period A: The time of day when most staff and students remain at work and is often overlooked in risk assessments. There should be no significant increase in risk during this period but it is known that greater control may be required in order to manage or restrict certain activities when no direct supervision is possible.

There is a human tendency to undertake 'more risky' work when no one else is around and this should be considered before authorising practical work during this time period.

Period B: Relates to night work. Carefully consider before authorising practical type work during this period, particularly when deciding on the controls required per Risk Assessment.

During Time Period B there are less people around to help, to supervise, to assist and to instigate and perform emergency procedures if anything goes wrong.

Work during Time Period B inherently brings with it a greater potential for incidents. This mainly as a typical University employee or PhD student is not normally expected to work, or even be awake, during such hours and consequently the likelihood of making 'mistakes' often increases as the body and mind is 'tired'.

This 'human factor' must be considered when authorising practical or safety critical work during Time Period B **and** no work with an acute risk of harm or injury should be undertaken alone.

What to consider during a Risk Assessment¹

When undertaking an Out of Hours Risk Assessment the following points should act as a prompt list, highlighting typical scenarios for consideration:

- Does the work environment present a specific risk? For example, will work be:
 - In a chemical or biological laboratory or where other experiments are taking place which could pose a risk?
 - In an isolated environment or where there is no direct supervision?
 - In an area which poses a risk to personal safety?
- Can the activity be carried out during the normal working day?
- Can the activity be undertaken safely by one person, or is supervision and/or instruction and assistance needed?
- Does the activity require specific training, skills and experience?
- Does the person undertaking the activity require a certain level of maturity and experience?
- Can all the substances and equipment used in the work be safely handled by someone, possibly working by themselves?
- Does the work involve using complicated machinery or safety critical equipment?
- What if something goes wrong? What is the worst that could happen? What mitigation procedures are there?
- Are specific emergency procedures required in case the person becomes ill or an accident occurs during the activity? For example:
 - How will you know they are there?
 - How will you know if something is wrong?
 - How will they contact someone if they need help?
 - How will you know who to contact if something does happen eg. emergency procedure?

Types of Controls

The following are suggestions for controls to manage the risks associated with Out of Hours Working:

- Produce and communicate local procedures for out of hours working to all staff and students.
- Head of School/Directorate or similar senior member of staff to authorise any work after 6pm; such authorisation can be wide-ranging and include all members of staff for work on low risk activities during Time Period A.
 - NOTE: It is recommended no broad authorisation is given to under-graduate students to work out of hours or to staff for non-office based work in Time Period B without a suitable and sufficient risk assessment.
- Establish local arrangements to inform University Security of 'late working'. All work in Time Period B must be reported to University Security.
- Set up Signing in Books to record who is working, when they are working, a brief description of the work they are undertaking and details of an emergency contact.
- Prepare a list of staff and students allowed to work out of hours, particularly for Time Period B. Communicate and review list as appropriate.

¹ Consult Information Sheet – Carrying Out a Risk Assessment before preparing a specific Out of Hours Risk Assessment

- Specify what activities can be undertaken out of hours.
- Specify the competencies needed to work out of hours and if supervision is required.

Remember, controls should reflect the true level of risk associated with the work. This will be dependent on the type of work and by whom, the location and what can go wrong.

It is anticipated many Directorates and Colleges will introduce generic controls for Time Period A work; such controls may limit students to computer rooms and the like, limit staff to office based work and team work within laboratories on low risk projects/research.



Stricter controls are anticipated for Time Period B as the risks are potentially greater than Period A; especially because the School/Directorate will have less control over the activity.

Authorisation to work in Time Period B should be on a case by case basis, except possibly providing generic authorisation for staff to occasionally access and use own office. The experience of the individual wishing to undertake out of hours work must factor when deciding to approve or not.

Permission to work out of hours in a chemical, biological or electronic laboratory on activities where there is an acute hazard should not be provided for any lone worker or for inexperienced member of staff or PhD student unless adequate competent supervision is provided.

Examples

Below are examples of the type of arrangements and controls to allow out of hours working whilst ensuring as far as possible an individual's health and safety.

Activity		Controls
	<p>Member of staff working in their office on Saturday afternoon.</p>	<p>Refer to Directorate Risk Assessment which should address routine out of hours working, eg. emergency arrangements, personal security.</p> <p>Ensure they have means to contact someone eg. mobile phone, office phone.</p> <p>Inform Security when they arrive and when they leave on 2795.</p> <p>Use the signing-in / out procedure.</p>
	<p>Post-graduate student typing Theses during Time Period A in a Post-Grad room.</p>	<p>College Risk Assessment should address routine out of hours working, eg. emergency arrangements, Security.</p> <p>Ensure they have means to contact someone eg. mobile phone.</p> <p>Inform Security when they arrive and when they leave on 2795.</p> <p>Use the signing-in / out procedure.</p>



PhD Student wishing to undertake biological laboratory analytical work overnight.

Prepare a specific experiment Risk Assessment and confirm very low risk activity and controlled environment.

Present Risk Assessment and request to carry out work to Head of School for authorisation.

Approval only provided where it is confirmed risk of the work and the environment is very low, the person has suitable experience and there is adequate support; confirm also there is no possibility for the work to realistically be carried out during the normal working day.

Ensure they have means to contact someone eg. mobile or office phone.

Use the signing-in / out procedure.

Inform Security on **2795** when they arrive and when they leave.



Project Student taking samples from the Menai Straits at 8pm on a Friday night.

Prepare a specific activity Risk Assessment.

Present Risk Assessment and authorisation request to carry out work to the Academic Supervisor.

Head of School/Supervisor specifies specific controls eg. student must be supervised or work with a colleague.

Student must familiarise him/her self with sampling area in daylight and carry suitable torches and equipment.

Ensure they have means to contact someone eg. mobile phone.

Inform Security on **2795** when they start and when they finish taking samples.

(NOTE: Not specifically controlled by the 'Out of Hours Working Policy Standard' this example is provided to assist with the concept and in the production of the Fieldwork risk assessment)

Further Information

For further guidance on what to consider when producing an out of hours policy or procedure please contact Health and Safety Services.

Appendix 1: EXAMPLE OF TYPICAL OUT OF HOURS AUTHORISATION PROCEDURE

NON-SCIENTIFIC/LABORATORY SCHOOL

It is the policy of the School of XXXXX that all work outside of the normal working day and week is controlled to eliminate or reduce any additional risk when working with fewer colleagues around.

A generic out of hours risk assessment is available, which should address the majority of school activities. However, where working out of hours brings additional risks not already addressed, a specific risk assessment, approved by a Supervisor and/or local Health and Safety Coordinator is required.

TIME PERIOD A – implement the following authorisations and arrangements

Staff

Staff are permitted to undertake office based work provided they Sign In / Out and follow local building security arrangements. If student assistance is required in Time Period A authorisation shall be required from the appropriate Academic Supervisor.

Under-graduate Students

Not normally permitted to remain within the School during Time Period A unless taking part in staff supervised activities or taught modules and if approved by the relevant Academic Supervisor.

PhD Students

PhD students may be authorised to undertake office based work during Time Period A provided his/her Academic Supervisor has granted permission in writing.

TIME PERIOD B - implement the following authorisations and arrangements

All activities within Time Period B must be risk assessed and arrangements suitably consider the greater risks involved when working during this period.

Staff

Members of staff are permitted to enter the building to gain access to own office to collect belongings and/or and undertake urgent or deadline work. Such should not be the norm and must be undertaken in accordance with local access and signing in and out arrangements. Staff must not work regularly in Time Period B without the express permission of the Head of School.

Under-graduate Students

Not permitted to enter buildings unless constantly supervised and approved by Head of School.

PhD Students

PhD students wishing to work in Time Period B must seek the written permission of the Head of School if wishing to work unsupervised during this period. Such work should not be the norm and must be undertaken during normal working hours if possible.

Contractors

The permission of the School is required for all contractor work out of normal working hours. Where Property and Campus Services wish to authorise out of hours work for its staff and contractors it must firstly agree with the Head of School or his/her nominee what arrangements shall be put in place.

Visitors

Not permitted into School buildings unless as part of a taught module, lecture or under supervision of a member of staff. During Time Period B² visitors shall only be permitted with the express permission of the Head of School or his/her nominee.

² Family of a members of staff accompanying him/her to retrieve documents and the like from own office shall be permitted in exceptional circumstances provided this is in accordance with Child Safety Arrangements for the building

Appendix 2: EXAMPLE OF TYPICAL OUT OF HOURS AUTHORISATION PROCEDURE

SCIENTIFIC/LABORATORY SCHOOL

It is the policy of the School of XXXXX that all work outside of the normal working day and week is controlled to eliminate or reduce any additional risk arising when working with fewer colleagues around and when supervision and assistance is limited.

A generic out of hours risk assessment is available for office based work that should address the majority of School computational and desk based activities. However, where working out of hours brings with it additional risks not already addressed in this School assessment, a specific risk assessment, approved by a Supervisor and/or local Health and Safety Coordinator is required.

NOTE: A specific risk assessment, or addition to an existing assessment, must be produced for all laboratory work undertaken out of hours.

TIME PERIOD A – implement the following authorisations and arrangements

Staff

Staff are permitted to undertake office based work provided they abide by the signing-in and out procedure and follow local building security arrangements.

If student assistance is needed during Time Period A authorisation from the appropriate Academic Supervisor is required.

Where laboratory work is to be undertaken the risk assessment shall confirm that adequate arrangements are in place, there are no acute risks and work is always supervised.

Under-graduate Students

Not permitted to remain within the School during Time Period A unless taking part in staff supervised activities or taught modules. If access is required during Time Period A permission must be given by the Academic Supervisor – **no laboratory lone working is permitted for under-graduates.**

PhD Students

PhD students may be authorised to undertake office based work during Time Period A provided their Academic Supervisor has granted permission.

If a PhD student wishes to undertake laboratory work in Time Period A, a specific risk assessment and express written permission of the Academic Supervisor is required before work starts.

No work involving acute risk of harm or injury shall be permitted for Time Period A unless as part of a staff-led research activity and per a suitable risk assessment.

TIME PERIOD B - implement the following authorisations and arrangements

All activities within Time Period B must be risk assessed and arrangements suitably consider the greater risks involved with working during this period.

Staff

Staff are permitted to enter the building to gain access to own office to collect belongings and/or and undertake urgent or deadline work. Such should not be the norm and must be undertaken in accordance with local access and signing in and out arrangements.

Staff are not permitted to work regularly in Time Period B without the permission of the Head of School.

No laboratory work shall be undertaken without a suitable risk assessment and confirmation that no acute risks of harm or injury.

Under-graduate Students

Not permitted to enter buildings unless constantly supervised and as part of a project approved specifically by the Head of School.

PhD Students

Post-graduate students wishing to work in Time Period B must seek the written permission of the Head of School if he/she wishes to undertake unsupervised work during this period of time.

No laboratory work shall be undertaken without a suitable risk assessment and confirmation that no acute risks of harm or injury.

Such work must not be considered the norm and should, wherever possible, be undertaken during normal working hours or Time Period A.

Contractors

The permission of the School is required for all contractor work out of normal working hours. Where Property and Campus Services wish to authorise out of hours work for its staff and contractors it must firstly agree with the Head of School or his/her nominee what arrangements shall be put in place to ensure the contractor's safety and that of School staff and students.

Visitors

Visitors are not permitted into School buildings unless as part of a taught module or lecture or under supervision of a member of staff. Visitors only permitted with the express permission of the Head of School or his/her nominee during **Time Period B**³.

NOTE: The above procedural examples are simplistic and should be amended to better suit the particular School and Directorate, taking into account specific activities and hazards.

³ Family of a members of staff accompanying him/her to retrieve documents and the like from own office shall be permitted in exceptional circumstances provided this is in accordance with Child Safety arrangements for the building