



OUT OF HOURS WORKING

This Policy Standard states University policy on the control and management of Out of Hours Working on University Premises.

The Policy Standard should be regarded as the benchmark standard for the control of Out of Hours Working.

The Policy Standard states duties and responsibilities of the University and its Colleges, Professional Services, staff, students and contractors.

The Policy Standard applies to:

- *Each College and Professional Service where staff, students, visitors and contractors undertake 'Out of Hours Working'.*
- *University controlled buildings.*

The Policy Standard does not consider:

- *Home working.*
- *Work away from University Premises and fieldwork*.*

** See Fieldwork Policy and Information Sheets for off-site working.*

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1. POLICY STATEMENT

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

2. INTRODUCTION

In accordance with the University's Health and Safety Policy the duty to implement this Policy Standard is delegated to each College and Professional Service.

There is no prohibition on out of hours working. However, the University and its Colleges and Professional Services have responsibilities and obligations under the Health and Safety at Work etc. Act. and the Management of Health and Safety at Work Regulations to ensure, as far as is reasonably practicable, the health, safety and welfare of employees and those affected by the work e.g. visitors, contractors and students at all times of the day and night.

Each College and Professional Service has a responsibility to assess risks that may arise as a result of Out of Hours Working and, where necessary, take action to avoid or control those risks.

3. TERMINOLOGY AND DEFINITIONS

For the purpose of this Policy Standard the following terms and definitions apply:

- *'Normal Working Hours' work undertaken between 08:00 – 18:00, Monday to Friday¹.*
- *'Out of Hours Working' is undertaken outside of 08:00 – 18:00, Monday to Friday.*

4. BACKGROUND AND INFORMATION

The University accepts the educational / academic environment lends itself to flexible working days.

The following are examples of the types of activities when Out of Hours Working may take place:

- *Academic staff and post-graduate students working at night or weekends to carry out experiments, observe research, prepare for lectures and gain access to computers etc.*
- *Facilitating Open Days and Summer Schools etc.*
- *Library and Archives opening late at night and at weekends to support staff and students.*
- *Property and Campus Services (PACS) activities e.g. 24hour Security, domestic staff undertaking cleaning, on-call Technicians to maintain the estate.*
- *Commercial Services activities e.g. supporting extended opening hours at Canolfan Brailsford, supplying catering at functions, provision of Residential Mentors in Halls.*

Working during time periods outside of the accepted normal working day do not often result in any real increase in health and safety risks. However, in certain situations potential risks may elevate due to the limitations of University, College and Professional Service systems to cope with an emergency or due to a lack of control or supervision of work – which in turn can lead to an increased likelihood of something going wrong.

Personal security issues may also arise when working in isolated areas at night and these, as with all health and safety risks, need to be considered prior to permitting out of hours work. Working excessive hours may furthermore be an indicator of potential stress in a person and as such should be considered when implementing local arrangements for out of hours working.

¹ Subject to Bank Holidays and University Days etc.

5. DUTIES OF THE UNIVERSITY

In accordance with the University’s Health and Safety Policy, day-to-day managerial responsibility for health and safety has been delegated to each College and Professional Service. It is the responsibility of these to implement this Policy Standard and associated guidance.

6. COLLEGE AND PROFESSIONAL SERVICE RESPONSIBILITIES

The Policy Standard requires each College / Professional Service to:

MANAGEMENT SYSTEMS

- a) Identify Out of Hours activities undertaken by the College / Professional Service during the following specified 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	

- b) risk assess these activities (where applicable) taking into account the potential for an increased level of risk during Time Periods B;
- c) establish suitable management controls for each time period and approved activity;
- d) communicate the findings of the risk assessment and the management controls or arrangements to appropriate staff and students;
- e) ensure visitors and contractors are informed of the controls and systems are implemented as appropriate;

OUT OF HOURS WORKING CONSIDERATIONS

- f) consider the guidance contained within the *Information Sheet – Out of Hours Working, Risk Assessment and Controls* when undertaking risk assessments and deciding on the controls needed to manage any risk.

MONITOR AND REVIEW

- g) implement appropriate controls to improve monitoring and recording of Out of Hours Working eg. swipe cards / codes / keys, Out of Hours Log Book etc;
- h) carry out regular inspections / audits to ensure the Out of Hours Working procedures are being followed;
- i) review the Out of Hours Working risk assessment regularly and amend as required;
- j) report all accidents and near misses on the University Accident / Incident Reporting Form.

NOTE: During Time ‘**Period B**’ there are less people available to help, to supervise, to assist and to instigate and perform emergency procedures if anything goes wrong. In addition, work during Time Period B inherently brings with it a greater potential for an incident to occur. This mainly as a typical University employee or post-graduate student is not normally expected to work, or even be awake, during the early-hours and consequently the likelihood of making ‘mistakes’ often increases as the body and mind is not functioning as normal. This ‘human factor’ must be considered when authorising practical or safety critical work during Time Period B. **No work** with an acute risk of harm or injury should be undertaken alone.

7. STAFF, STUDENTS, CONTRACTORS AND VISITOR RESPONSIBILITIES

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

- i. Work in accordance with applicable risk assessments prepared to ensure their own health and safety.
- ii. Follow and use the controls and procedures put in place by their College / Professional Service.
- iii. Report any accidents or incidents, however minor, via the University Accident and Incident Reporting procedure.

8. EQUALITY ASSURANCE

Every effort must be made to support individuals so they are treated equally. However, in some rare instances, there may be a requirement to treat *'persons with a protected characteristic'* differently in order to safeguard their health, safety and well-being if working during a time-period when there is limited or even no appropriate support available to them. Such a consideration will be discussed with the individual and reasonable adjustments agreed.

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

9. FURTHER INFORMATION AND PRACTICAL GUIDANCE

In addition to the information found in this Policy Standard, more practical and procedural guidance is available in the following associated Information Sheets and on the Health and Safety Website.

- Out of Hours Working – Risk Assessment and Controls.
- Carrying Out a Risk Assessment.

10. REVIEW AND AUDIT PROCEDURES

Health and Safety will carry out general and periodic audits to assess compliance against this Policy Standard and legislation in general.

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

In addition, the University's Health and Safety Committee may from time to time review the effectiveness of the University's system for this across Colleges and Professional Services.

End.