

## School of Chemistry and Chemical Engineering Lone Working Policy

- The School's core working hours are **7:00 to 19:00 Monday to Friday**. **Safety support services (eg fire wardens, first aiders) are not available outside these hours.**
- Undergraduates (including final year project students) must not work alone in laboratories at any time. An experienced PHD student/ member of staff must always be present. Undergraduates are only permitted to do practical work within the period **9:00 to 18:00** on weekdays during term time unless hired under various work experience schemes, for which special provisions apply. (The School Safety Adviser should be consulted in such cases)
- **Experimental work in laboratories** is permitted within the period **7:00 to 19:00 Monday to Friday** (*i.e.*, core working hours). If there are exceptional reasons why it is necessary to conduct laboratory work outside of the normal working hours, the following arrangements apply. Late working (19.00-23.00), and daytime working at week-ends or holidays –permission is required from both the supervisor and the School Safety Officer, and the appropriate School Out of Hours Working Permit must be signed **PRIOR** to work commencing. Permission will only be granted for low risk work activities and will be conditional upon having two persons always present in the laboratory. Anyone working outside the normal hours must comply with the requirements to sign in/out and notify University Security, as set out below. Overnight working (23.00 – 7.00) – this is not normally permitted, on safety grounds. If there are exceptional reasons why such work is required, it must be discussed in advance with the School Safety Officer, whose written permission is required. This applies to all forms of overnight working, including office-based work.
- Research Students may not work alone on experiments which, in the opinion of their supervisors and after conducting a risk assessment, present special hazards.
- No specific permission is required for office-based work which is carried out between the hours of **7.00** and **23.00**. Outside core working hours, staff must comply with the requirements to sign in/out and to notify Security.
- Anyone who is working on the premises outside core hours must comply with the following security procedures:
  - Use the signing in /out book located at the porters entrance on the ground floor – this may mean people leaving their offices at **19.00** to sign in; AND
  - Inform Security via a telephone call to **5099** when commencing work (or at 19.00 hours if already at work) AND AGAIN when leaving the building
- Anyone entering or leaving the building before **7.00** and after **19.00** pm during the week, and at any time at weekends/holidays, must sign in/out in the book at the Porters' Lodge on the Stranmillis Road entrance.

People should NOT be working in the building after **23.00** unless specific permission is sought