



OUT-OF-HOURS LABORATORY WORK PERMIT

This is to certify that:

Name:

Title: Ms. Mrs. Mr. Dr. Pr.

Postgraduate:	Academic:	Technical:	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

has permission to carry out work in laboratory:

on (/ /) or from (/ /) (3 months) between the hours of 07:00 and 23:00.

NATURE OF WORK:

.....
.....
.....

To be signed by: to be completed by the supervisor:

Has a risk assessment been undertaken for this work?: Yes No

Can I confirm that is a low risk activity?: Yes

Is the person working: Alone Accompanied Other Specify:

Supervisor: **Date:**

Signature:

To be completed by person undertaking the out of hours work activity:

I have read the School guidelines on working in laboratories out of normal hours and a risk assessment has been undertaken.

Applicant: **Date:**

Signature:

Working after 23:00 is forbidden unless specifically requested and authorized by Safety Officer and/or H.O.S.

Safety Officer/H.O.D.: **Date:**

Signature:

Please note that this permit is only valid for date(s) specified and only for the nature of the work described. Any deviation from the agreed schedule will necessitate a new risk assessment being conducted.

High risk activities are forbidden.

OUT OF HOURS PROCEDURE

- Ensure sign in/out book has been filled in.

Phone In/Phone Out procedure:

Arranged through Security Control ext. 5099

Person carrying out the work calls prior to commencing work quoting name, location and anticipated time of departure to Security Control.

Upon completion of work a phone out call is made stating work has been completed safely. If this call is not received by the previously declared time Security Patrol will check the work area.

Personal Security

If you are concerned about your personal security telephone Security Control on 5099 from any telephone in lab/office/corridor.

Make known to family/partners/friends at home and give them contact details University e.g. Security Control number.

If there is a concern that worker has failed to come to arrive home, contact should be made with Security Control so worker's location can be checked

LIFTS FAILURE

If you become trapped in a lift pressing the yellow button on the console triggers a local alarm. You are automatically connected to security control which enables you to have a two way conversation with them. On some auto dialers security are informed which lift you are in prior to them talking to you.

FIRE SAFETY

On finding a fire use the break glasses located at intervals around the corridors to activate the alarm and leave the building by the nearest emergency exit.

Emergency assistance can be obtained 24 hours a day all year round by calling the emergency telephone number 2222.(FIRE AMBULANCE ETC)

FIRST AID

All University Security Staff are trained in first aid. Outside normal working hours if a first aider is required phone Security Control using the emergency number 2222