



Out of Hours / Lone Working

Staff / Postgraduate Induction



Background

- Policy developed over the past year
- Science Faculty / Research Committee / Health & Safety Office / Security
- Regularises After Hours access conditions and authorisations
- Allows Schools & Units to define work that can be carried out ‘Out of Hours’



Out of Hours Defined

| Type of Activity | After Hours Times |
|-----------------------------------|---|
| Laboratory / Experimental Work | Before 9am, after 5.15pm Monday – Friday Between 9am – 6pm Saturday, Sunday & Bank Holidays |
| Other Work | Before 7am, after 10pm Monday – Friday Between 9am – 6pm Saturday, Sunday & Bank Holidays |
| Total Lock-Up | Saturday, Sunday & Bank Holidays at 6pm Specified Days at Christmas & Easter <i>(access in exceptional circumstances only – authorised by D. Diamond – VP for Research)</i> |



Lone / Out of Hours Policy

Section 1.3

‘DCU strongly recommends that in the interests of safety & personal security, lone / out of hours work should only be undertaken when absolutely necessary and no other alternatives are available’



Issues ‘Out of Hours’

- Campus Emergency Response Capability Limited
 - Fire Evacuation & Sweep
 - First Aid Support
 - Security backup
- Technician backup / support unavailable for Laboratories
 - Spill response
 - Fire Response
 - System shutdown etc
- Air Conditioning / Heating not operational
- Lighting levels reduced in common areas



Process for Out of Hours Authorisation

- School / Unit establishes Master list of Research Activities
- Each activity is risk assessed based on ‘out of hours’ criteria. (may be different to ‘normal working hours’ criteria)
- Each activity is given an ‘Out of Hours’ risk categorisation according to table



Out of Hours Risk Categories

| | |
|-----------------------------------|--|
| Category A Risk (Unacceptable) | To be carried out 09.00 – 17.15 Mon - Fri |
| Category B Risk (High) | To be carried out only by experienced researchers with a competent 'Buddy' in attendance |
| Category C Risk (Medium) | To be carried out by sufficiently competent researchers (may / may not require buddy) |
| Category D Risk (Low) | To be carried out by any postgraduate student / staff member (eg computer work) |



The Process cont'd

- Experience & competence of postgraduate students assessed by Academic Supervisor in conjunction with student
- Each student authorised to carry out a specific range of activities out of hours based on risk classification & competence
- Staff members similarly authorised by Head of School
- All persons requiring 'Out of Hours' access to attend induction



Administration

- Listing of persons authorised to work ‘out of hours’ passed to Security & H&S Office by School/Unit
- Security activate student/staff swipe card to allow ‘out of hours access’



I'm Authorised – What now??

- Gaining Access to Buildings after 10pm
 - X Block – Swipe card access at main door (mall side of building)
 - S Block - Engineering & Research Building - swipe card access at main entrance – RHS of revolving door
 - N Block – Physics - TBA



What Now? cont/d

- If working in Lab after 17.15 or if entering Building after 10pm
 - Open DCU Web – Security – Out of Hours Log in
 - Complete the details as required
 - Work only in the area you have indicated on Web
 - Carry out only the activities you are authorised to perform
 - You must have ‘Buddy’ in attendance where identified by Risk Assessment – Buddy must also be authorised & must log in on Web

Web Log in Format

The screenshot shows a Netscape browser window with the following elements:

- Browser Title Bar:** H&S Office - After Hours Access - Netscape
- Menu Bar:** File Edit View Go Communicator Help
- Navigation Bar:** Back Forward Reload Home Search Netscape Print Security Shop Stop
- Address Bar:** Location: http://www.dcu.ie/test/safety.php3
- Bookmark Bar:** Instant Message Members WebMail Connections SmartUpdate Ejournal Mktplace RealPlayer The Hunger Site Screwdriver Acc
- Page Content:**
 - Header:** H&S Office - After Hours Access
 - Sub-Header:** Welcome to the DCU Out of Hours Web Log in System
 - Text:** Please record your details in the form below if:
 - a. You are engaging in Laboratory Work after 17.15 or before 9am
 - b. You are engaging in non-laboratory work after 10pm or before 7am
 - Text:** Please do not 'Log Out' until you are actually ready to leave the building
 - Form Fields:**
 - Name:
 - Staff/Student number:
 - Building:
 - Room(s):
 - Telephone Ext.:
 - Mobile Telephone (Optional):
 - Buttons:** Log In, Log out
- Status Bar:** Document Done



What if a Fire Occurs

- If you cause it
 - Break a break glass unit immediately
 - use fire extinguisher if confident to do so (Extinguisher Video)
 - Leave the building by the nearest exit
 - Contact security x5999 to inform them of problem & status
- If alarm sounds
 - Switch off equipment if safe to do so
 - Leave the building by nearest available emergency exit
 - Report to the Assembly Point for building to let security know you are safe (Do Not Just Go Home!)



What if Other Problems Occurs

- Problems
 - Spill / Flood
 - First Aid / Medical Assistance
 - Suspect Intruder
- Contact Security on x5999
 - Call will be answered immediately but be aware patrol may take up to 15 mins to reach you late at night



Other Issues

- To ensure security of building
 - Do not admit anyone else (known or unknown to you) on your swipecard
 - Refer anyone who requests entry to Security Control Room
 - no fast food deliveries
- Remember
 - Air Conditioning & heating will not be in operation (fume cupboard & extraction systems are maintained)
 - Lighting levels in corridors/stairwells will be at lower level than during normal hours



When Leaving the Building

- When leaving building
 - Make sure you enter your time of leaving on the Web
 - exit by door you came in – NOT push bar emergency exit (security risk)
- When leaving late at night – if concerned for personal security contact Security x5999 to request escort
 - May have to wait for patrol man to get to you



Out of Hours Authorisation may be Withdrawn if:

- Person on premises found to be under the influence of alcohol / banned substances
- Person on premises has not entered details on Web
- Authorised person allows others into building on their swipecard
- Other issues that may arise as policy is implemented



Summary

- Policy in place to safeguard Safety & Security of Staff & Students while working ‘out of hours’
- Work ‘out of hours’ only if strictly necessary
- Recognise risks and adhere to your authorised activities
- Contact Security if problems arise
- Response after hours may take up to 15 mins