

OUT OF HOURS

Corporate Health and Safety Arrangement

January 2023

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Summary

What is this document about?

This Out of Hours Arrangement is designed to secure a healthy and safe environment for everyone who undertakes out of hours working as a part of their employment, study, visit or business at the University of Portsmouth and to ensure compliance with current legal requirements.

Who is this for?

This arrangement is intended for all University staff and students as well as visitors and contractors, required to engage in out of hours activities whilst on University owned and controlled property or off-campus on University business.

How does the University check this is followed?

Corporate Health and Safety monitor University activities to ensure compliance with legislation, best practise, University policies, arrangements and procedures. The University monitors health and safety performance in a number of ways.

Active methods monitor the design, development, implementation and operation of management arrangements. These tend to be preventative in nature. For example: inspections of premises, plant and machinery/equipment or health surveillance to prevent harm and auditing to ensure effective implementation of arrangements.

Reactive methods monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of the University. For example: investigating accidents, incidents and monitoring cases of ill health and sickness absence records.

Who can you contact if you have any queries about this document?

Any questions about this arrangement should be directed to the [Corporate Health and Safety Team](#).

Introduction

University Business that takes place 'out of hours' is categorised as work which takes place out of or in connection with the University that is not during the usual hours of business or work. Out of hours requests only need to be completed if staff wish to use University facilities outside of normal building opening hours. Most buildings are open longer than the University core working hours which are Monday – Thursday 08:30 – 17:15 and Friday 08:30 – 16:15. Building opening times vary extensively and can be found on the Estates and Campus Services Department webpage: [Building Opening Times](#).

While much of the Universities activities take place during 'office hours', a considerable amount of activities takes place outside of these hours. Working 'out of hours' may pose increased risks particularly if working alone. There may also be both personal and organisational security issues, and if appropriate, more specific health and safety risks. In addition to these risks there may be increased risks to wellbeing, regulatory compliance and environmentally. It is therefore necessary to ensure that out of hours working is suitably controlled. For this reason, the University only supports out of hours working where there is a specific business need consisting of analysing, understanding, and identifying specific goals and objectives to achieve its overall strategic vision. In simplistic terms, in order to justify working 'out of hours' there must be exceptional and specific business needs and suitable rationale(s) as to why the specific activity or work can NOT take place during normal operating hours.

To ensure out of hours working is effectively and suitably controlled, a health and safety management process has been implemented. This process aims to provide those who have an exceptional business need supported by the appropriate rationale, to request out of hours working. All requests will be reviewed on a case by case basis and must be submitted with appropriate justification and be supported by the Head of School or Head of Service. The request will be reviewed by the appropriate Faculty Manager or Nominated Deputy or Head of Professional Service, who will provide approval if the above criteria, suitable justification and supporting documents such as risk assessment and lone working arrangements, have been met. In certain circumstances, where necessary, Corporate Health and Safety will review certain cases prior to approval and where approval has been granted, where concerns have been identified or raised which may affect health, safety or wellbeing.

If staff are out of hours and lone working, please also see the [Lone Working Procedure](#).

Scope

This arrangement is for staff (including permanent contractors) and some students who wish to apply for/have been granted out of hours access. Most staff/students should be able to complete their regular work during normal building opening times but it is recognised that exceptionally some staff/students may need to work late in the evening or at weekends. It should also be noted that out of hours access is not part of the University's flexible working arrangements. Opening buildings out of hours incurs a cost and reducing this contributes towards the University meeting its sustainability strategy. There are areas across campus that have extended operating hours during certain times of the year already such as the Library and Eldon Building. All staff are encouraged to make use of these facilities as much as possible.

A clear need for University facilities (not available elsewhere) specifically out of hours (e.g. why it cannot be completed during normal operating hours) should be evidenced as part of the request for out of hours access. Examples of suitable requests for out of hours access include:

- Animal Care
- Laboratory activity which is time dependent (needs intervention or review which cannot wait until working hours)
- Use of specialist equipment which is only on University premises which cannot be accessed during normal hours
- International work with notable time differences which cannot otherwise be done
- Occupational Health reasons supported by appropriate medical evidence

Staff and students will be expected to state how long they will require out of hours access. Requests for out of hours access for periods longer than 12 months at a time will no longer be considered. All long term out of hours access requirements must be reviewed at least every 12 months.

Out of hours access may only be granted to staff/students who have a current contract to work issued by the University of Portsmouth, as follows:

- a) Full Time Staff
- b) Part Time Staff
- c) Research/Postgraduate Staff/Students

Out of hours access must not be given to:

- a) Undergraduate Students
- b) Visiting Lecturers
- c) Non-permanent contractors (unless given permission by the Director of Estates and Campus Services).

Responsibilities

The University recognises and accepts that it is responsible for complying with health and safety legislation and ensuring the health safety and welfare of its employees and others who may be affected by the University's business. Through information, instruction and training, the University seeks to provide and maintain, risk management so far as is reasonably practicable, by implementation of this arrangement and any associated arrangements.

University Executive Board

Areas of responsibility in relation to the senior team i.e. University Executive Board, Board of Governors and associated committees are defined in the University Health and Safety Policy. This arrangement forms part of the University's Health and Safety Policy and should be read in conjunction with the Health and Safety Policy which outlines senior responsibilities. In particular the following responsibilities are specific to this arrangement:

Corporate Health and Safety

Corporate Health and Safety are responsible for:

- 1.1 Protecting the health, safety and wellbeing of staff and students, contractors and visitors by introducing safety measures for out of hours working.
- 1.2 Assessing, monitoring, analysing and advising on the management of risks associated with out of hours working in the University.
- 1.3 Evaluation of existing control measures and identification of areas where improvements may be required.
- 1.4 Collect, maintain and utilise results and the information to assist in determining and evaluating hazards to health.
- 1.5 Demonstrating compliance against regulatory requirements and providing assurance to the Board of Governors.

Occupational Health Service

Occupational Health are responsible for:

- 1.6 Providing advice for managers following a request for out of hours working where there may be health issues that cause concern. i.e. someone who suffers from seizures.
- 1.7 Reporting to Corporate Health and Safety and the Corporate Health, Safety and Wellbeing Committee any concerns and areas of improvement following incidents, accidents, injury or ill health.

Estates and Campus Services

Estates and Campus Services are responsible for:

- 1.8 Assisting Corporate Health and Safety in implementing this arrangement for staff and contractors working on campus.
- 1.9 Managing the process of granting those with approval, access to campus out of hours.

Senior Managers (Executive Deans, Directors, Associate Directors and Heads)

Senior Managers are responsible for ensuring:

- 1.10 This arrangement is effectively communicated and implemented in their areas of responsibility.
- 1.11 Out of hours access is only provided where there is a business need that has been evidenced and follows the guidelines set out in this arrangement and the [Out of Hours Guidance](#).
- 1.12 The business needs of the University are not detrimentally affected. This needs to be balanced with ensuring that an employee's work life balance is being positively handled. Out of hours access should not be provided if it would have a negative effect on an employee's work/life balance.
- 1.13 Any out of hours working carried out in their Faculty, Department, School or equivalent, is conducted safely, in accordance with approved procedures.
- 1.14 This arrangement is effectively communicated and implemented in their areas of responsibility.
- 1.15 All health and safety systems, processes and resources are in place and monitored.
- 1.16 Ensuring staff follow the controls communicated and implemented.
- 1.17 Provide adequate information and instruction relevant to out of hours working.
- 1.18 Appropriate controls are put in place to manage any risks highlighted from out of hours working.
- 1.19 Ensuring there is an adequate approval process for out of hours requests.

Faculty Managers

Faculty Managers are responsible for:

- 1.20 Ensuring this arrangement is effectively communicated and implemented against policy guidelines in their areas of responsibility.
- 1.21 Ensuring there is an adequate approval process for requests from Faculties.

Managers and Supervisors

Managers and Supervisors are responsible for ensuring they are familiar with and adhere to this arrangement and must ensure that:

- 1.22 This arrangement is effectively communicated and implemented in their areas of responsibility.
- 1.23 All staff and students are aware through the provision of suitable and sufficient information, instruction, supervision and training of the actions required to ensure safe working practices are followed.
- 1.24 That any risk assessments related to out of hours working are completed, reviewed regularly and appropriately signed off.

Staff and Students

All University staff and students must ensure that:

- 1.25 They have authorisation to work out of hours and follow the requirements of the Corporate Health and Safety Arrangement and Out of Hours Arrangement and Guidance.
- 1.26 Their own or others health, safety and wellbeing is not put at risk when carrying out work activities and to take due care of their own and others health, safety and wellbeing. They should not knowingly place themselves in situations which expose them to additional risk by working out of hours.
- 1.27 In the absence of the Pro Vice Chancellor, Executive Dean, Head of Department\Institute or Manager, act with the delegated authority to suspend or stop any dangerous activity not carried out within the requirements of the University Health and Safety Policy.
- 1.28 They comply with instruction, information and training which is provided.
- 1.29 They report any safety hazards, incidents or concerns to their Line Manager and Corporate Health and Safety using the Online Reporting Portal. Or in the case of no computer access, ensure this is done using the HS1 form on the Health and Safety webpage.

- 1.30 They do not, intentionally or recklessly, interfere with or misuse machinery/equipment or PPE provided by the University in the interests of health, safety and welfare.
- 1.31 They do not, without consent from the manager/supervisor, introduce any equipment for use in connection with the University, alter any fixed installations, alter or remove health and safety notices or machinery/equipment or otherwise take any action which may create hazards for others.

Training Requirements

For contractors who may engage in out of hours activities on University controlled property please refer to the Estates and Campus Services code of practice: [Health, Safety and Environmental Site Rules for Contractors](#).

Information on staff training can be found on the [Corporate Health and Safety webpage](#) along with the training calendar.

Monitoring and Reporting Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements
Responsibilities as per Arrangement	Head(s), Line Manager(s), Those with Line Management Responsibilities, Faculty Managers and Health and Safety Coordinators	Determined by each individual School and service.	Periodically at least Annually or following a significant change or incident, whichever is soonest.	Faculty Health, Safety and Wellbeing Committee(s) periodic reports and minutes of meetings submitted to Corporate Health, Safety and Wellbeing Committee.
Arrangement Suitability, Effectiveness and Implementation	Corporate Health and Safety Occupational Health	Audit and Inspection Programs Staff News, H&S Newsletters, Communications. All details including risk assessment, noise monitoring, analysis and occupational health data	Periodically at least every three years or following a significant change or incident, whichever is soonest.	Corporate Health, Safety and Wellbeing Report, Audit reports and monitoring reports. Occupational Health reports submitted to Corporate Health, Safety and Wellbeing Committee.
Incidents and complaints	Senior Manager/Managers in conjunction with Corporate Health and Safety, Occupational	Incident reports, reviews and investigation. Risk Register(s). Occupational Health	When reported; ad-hoc and periodically when necessary.	Corporate Health, Safety and Wellbeing Report, Individual incident reports and Faculty quarterly reports.

	Health and Human Resources	cases and data analysis of statistical management information.		
Performance Reporting including Risks	Senior Management and Faculty Managers	Faculty Health, Safety and Wellbeing report. Risk Registers Risk Assessments	Periodically as determined by business cycle.	Faculty Health, Safety and Wellbeing Committee(s) periodic reports and minutes of meetings submitted to Corporate Health, Safety and Wellbeing Committee.

Legislation

[The Health and Safety at Work Act 1974](#) Section 2, places a duty on employers to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all employees at work.

[Working Time Regulations 1998](#) The Regulations impose obligations on employers in relation to the working time of workers over the minimum school leaving age, including the provision of rest breaks, and night work restrictions.

[The Management of Health and safety at work Regulations 1999](#) Sets out the requirement to risk assess, the specific requirements on new and expectant mothers, the restriction on employing young people where there is a risk to health from noise, and the requirement to provide health surveillance.

[The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013](#) Puts a duty on the University to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences.

Associated Documentation

University Arrangements

- [Incident Reporting](#)
- [Lone Working](#)

University Forms

- [Out of Hours Application Form](#)

- [Job Hazard Form](#)
- [University Induction Checklist](#)

University Guides

- [Estates and Campus Services Security Policy](#)
- [Lone Working](#)

Health and Safety Executive Guidance

- [Working Time Regulations Guidance](#)

UK Government Guidance

- [Maximum Weekly Working Hours](#)

Record Keeping

Risk assessments should be stored within the Departments/Faculties in accordance with the [University's Retention Schedule Policy](#) and relevant [Retention Schedule](#). The retention period for out of hours risk assessments is 6 years.

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