

OUT OF HOURS

Corporate Health and Safety Guidance

January 2023

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<https://staff.port.ac.uk/departments/services/corporategovernance/healthandsafety/atoz/outofhoursworking/>

Introduction

This guidance document aims to outline the procedures that need to be followed to request out of hours access. This guidance should be used in conjunction with the Out of Hours Arrangement which outlines responsibilities.

Staff and students should only request out of hours access in exceptional circumstances. A clear need for University facilities (not available elsewhere) specifically out of hours should be evidenced as part of the request for out of hours access. Examples of suitable out of hours requests can be found in the Out of Hours Arrangement.

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.

Building Opening Times

The building opening times can be found on the Estates and Campus Services Department webpage: [Building Opening Times](#). Not all University buildings have the same operating 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. Out of hours requests only need to be submitted where access is required outside the normal building opening hours.

Out of Hours Procedures

Out of Hours Working Off Site

If a member of staff is working out of hours, off site, the risk assessment will need to include the physical location of the worker, security and access, and also travel to and from. Monitoring arrangements should be put in place which could include reporting when you have reached your destination, and/or regular contact at agreed intervals.

Examples of monitoring include periodic visits to the worker (at agreed intervals), maintaining contact (at agreed intervals) by phone or email, signing in/out software or automatic warning devices. As well as having defined monitoring procedures detailed within the risk assessment, contingency plans in the event of an emergency must also be detailed.

If the member of staff will be lone working as well, requirements in the [Lone Working Guidance](#) must be considered.

Obtaining Out of Hours Access

Permission for out of hours access may be authorised by an appropriate member of Senior Management. This will vary depending on Department and Faculty. As a minimum, all out of hours access requests within Faculties will need to be approved by the Faculty Manager and any other appropriate person. Requests from Professional Services will need to be authorised by their Head/Executive Director or equivalent.

Faculties

Some Faculties can manage requests for out of hours via a form on Service Manager. Requestees are expected to complete the out of hours form on Service Manager and include as much information as possible on the form and will be expected to include their risk assessment. There is also a requirement to include relevant information to support the business need behind the request. This will include what is being worked on, why it is not possible to complete the work during normal operating hours and any information available that links the work with the [University's Strategy](#). This will then automatically be sent for approval and, if approved, forwarded to Estates and Campus Services to process. The requestee will then receive an email with the appropriate access details.

Faculties and Professional Services

For Faculties that do not have a form on Service Manager and staff or students that fall under a Professional Service will need to complete the Out of Hours Access Form which will need to be approved by the Head of Department, Faculty Manager and any other appropriate person. The risk assessment and any other appropriate paperwork such as the business case will need to accompany the out of hours form when sent for approval. Once approved, **only** the out of hours form should be sent to estates.helpdesk@port.ac.uk who will make the necessary access arrangements to the requestees University card.

Entering University Premises Out of Hours

When arriving at work out of normal building opening times, the member of staff or student must:

- a) Call the Security Lodge on 02392 84 3418 so a member of the Security team can meet you at your location to grant access to the building and/or let them know you are now on campus. If you do not wish to experience delays on arrival, please call in advance and provide an estimated time of arrival.
- b) In exceptional circumstances, it may not be possible for Security to grant access, in which case Estates and Campus Services will provide alternative arrangements.

Whilst on University Premises

When on the premises the member of staff or student must:

- c) Carry their University card at all times.
- d) Once the building has been opened out of hours, staff can come and go using their swipe card.
- e) Inform the Security Lodge on the emergency number (ext. 3333), of any incidents or problems, particularly in relation to safety or security (water leaks, alarms, suspicious persons etc.).
- f) Be confident of the procedures for raising the alarm in the event of fire.
- g) Evacuate the building IMMEDIATELY on hearing the fire alarm and remain at the assembly point until informed it is safe to return. Comply with other University fire procedures.
- h) Inform the Security Lodge if an alarm is sounded and needs re-setting. N.B. Fire exit doors are alarmed and should not be used for normal egress but should be used as required in an emergency.
- i) Staff and students must not bring any 'friends' or 'guests' into the premises, or any undergraduate students. Additional persons must apply for out of hours access as well.

Leaving University Premises

All staff are responsible for security and safety when they leave. They must:

- a) When leaving the building, call the Security Lodge on 02392 84 3418 to notify them of your departure, so that they can lock up the building as appropriate.
- b) Ensure all equipment in the working area is switched off, including office lights, fans, heaters, photocopiers etc. and lock up – cupboards, key cabinets and office doors.

Withdrawal of Privileges

Where a member of staff or student is found to be abusing the out of hours facilities, access will be withdrawn immediately. This includes allowing unauthorised persons access by opening doors or by loaning their University card, keys or PIN.

Loss/Theft of Keys

Any loss or theft of keys or University Cards must be reported to the Security Lodge immediately for remedial action.

Risk Assessment

If you are working out of hours on campus, the likelihood is that any work that requires a risk assessment will already have one and out of hours working can be included in that assessment. If there will be lone working accompanying the out of hours working then please ensure the [Lone Working Guidance](#) is considered and included in the appropriate risk assessment. Guidance on risk assessment is available from the Corporate Health and Safety Team. They can be contacted via hsservicedesk@port.ac.uk. Please ensure risk assessments included in the out of hours request are appropriately signed off before inclusion.

Personal Equipment

Staff and students should not bring personal electrical equipment or appliances into the University (e.g. heaters, radios, kettles, fridges, etc). The University recognises that equipment such as laptops, chargers, etc. may be connected to the University electrical system. The University will accept the use of privately owned double insulated (Class II) equipment in non-residential buildings as long as it is maintained in good condition and working order and is used in appropriate circumstances.

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