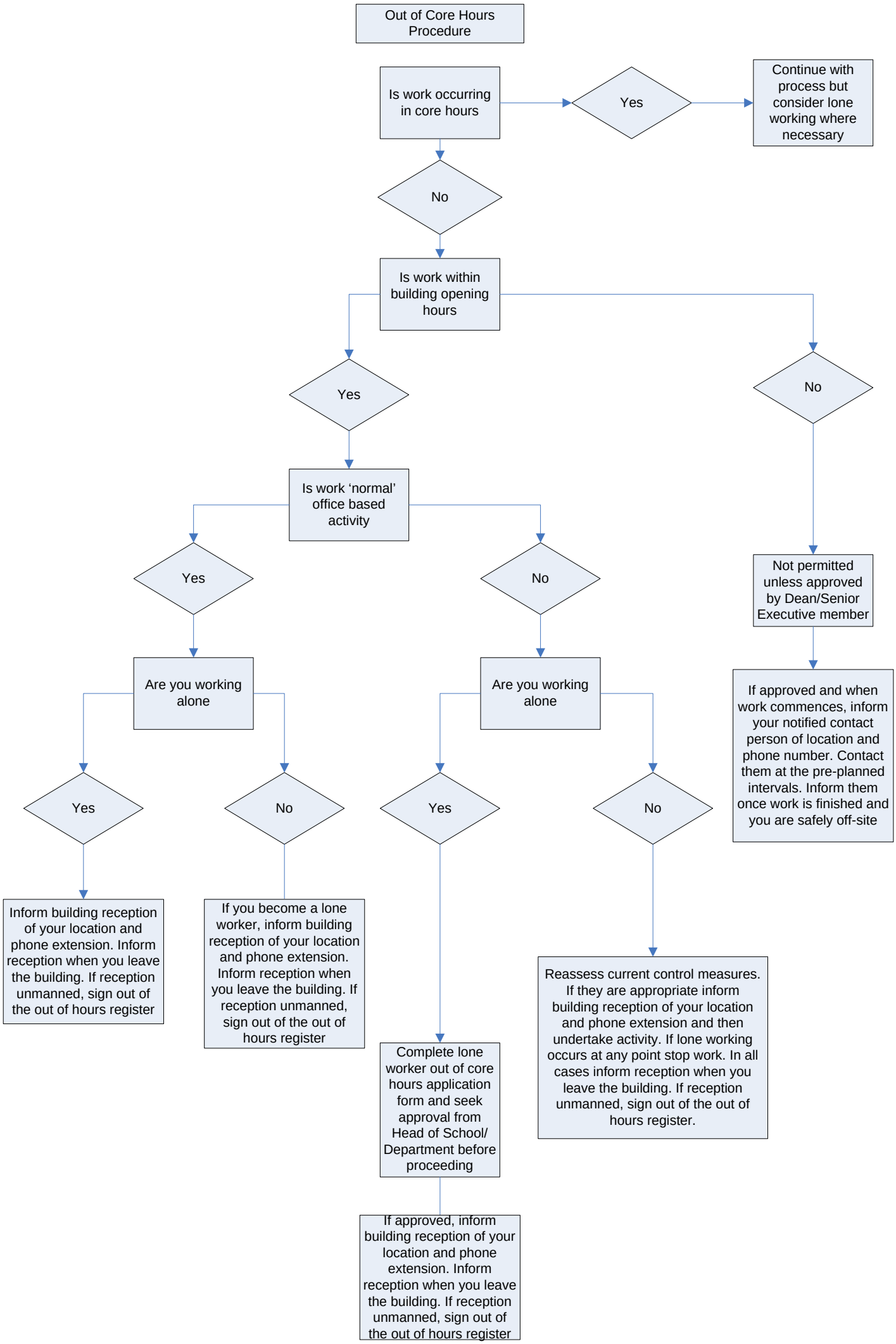
Out of Core Hours Procedure
Is work occurring in core hours
Yes
Continue with process but consider lone working where necessary
No
Is work within building opening hours
Yes
No
Not permitted unless approved by Dean/Senior Executive member
If approved and when work commences, inform your notified contact person of location and phone number. Contact them at the pre-planned intervals. Inform them once work is finished and you are safely off-site
Is work 'normal' office based activity
Yes
No
Are you working alone
Are you working alone
Yes
No
Yes
No
Inform building reception of your location and phone extension. Inform reception when you leave the building. If reception unmanned, sign out of the out of hours register
If you become a lone worker, inform building reception of your location and phone extension. Inform reception when you leave the building. If reception unmanned, sign out of the out of hours register
Complete lone worker out of core hours application form and seek approval from Head of School/ Department before proceeding
Reassess current control measures. If they are appropriate inform building reception of your location and phone extension and then undertake activity. If lone working occurs at any point stop work. In all cases inform reception when you leave the building. If reception unmanned, sign out of the out of hours register.
If approved, inform building reception of your location and phone extension. Inform reception when you leave the building. If reception unmanned, sign out of the out of hours register