

Out of Core Hours Work Procedure

This procedure should be read in conjunction with the Lone Working and Out of Hours Access Policy Statement¹ and interpreted with the following statements in mind.

It is accepted that there are a number of situations where activities occur during non-core hours which are timetabled and supervised.

Due to the planning involved and the level of supervision provided, these activities are exempt from this procedure.

In addition this procedure is not intended to cover:

- **Normal, low risk, day-to-day activities carried out during normal working hours in low risk environments where employees are left alone as part of their daily routine.**
- **The operation of libraries and other staffed areas which routinely operate outwith the core hours period defined for office spaces, laboratories and workshops within buildings.**
- **The activities of the reactive on-call rota that is in place within Estates and Property Services. There is a separate and specific procedure that addresses risks from these activities outwith core hours.**

In the interests of personal safety the expectation is that out of core hours work within scope should only be undertaken when it is justified. Work activities conducted outwith building opening times must only take place when absolutely necessary. It is also recognised that there will be situations where out of core hours work will be conducted by a lone worker. In these cases the Lone Working Procedure² must be followed in conjunction with this procedure.

Schools/Departments are strongly encouraged to actively manage staff/student workload such that out of core hours working, especially

¹ Lone Working and Out of Hours Access Policy Statement
<http://www4.rgu.ac.uk/hr/healthsafety/page.cfm?pge=95190>

² Lone Working Procedure
<http://www4.rgu.ac.uk/hr/healthsafety/page.cfm?pge=95190>

unsupervised working is seen as exceptional and not something that is common place or expected.

However, it is recognised that due to the nature of the university's operations there is sometimes the need to work outside normal core hours. This work could include maintenance (planned and reactive) and research activities.

For the purposes of this procedure, core hours are defined as being 0700 to 1800 Monday to Friday. It will be recognised that these core hours are not the same as building opening hours which vary between building to building, weekdays and weekends and at different times of the year.

In order to ensure that individuals are not exposed to unnecessary risk when working out of core hours the following approach must be followed. This is detailed in the Out of Core Hours Flowchart which can be found at <http://www4.rgu.ac.uk/hr/healthsafety/page.cfm?pge=95190>. In brief:

- It is recognised that there are two categories of out of core hours work:
 - Non-core (1800 – 2300, Mon to Fri; 0700 – 2300, Sat & Sun)
 - Building closure (2300-0700)
- If you are planning to work during building closure (2300 – 0700) then this requires prior approval by the appropriate Dean/Senior Executive Member
- Access to buildings outwith building opening times must be approved via the Estates and Property Services Estates Services Manager using the out of hours application form which can be found at <http://www4.rgu.ac.uk/hr/healthsafety/page.cfm?pge=95190>
- Undertaking office-type work (word processing, data analysis) during non-core hours does not require any additional assessments, but it is essential for security reasons to notify your location to the reception of the building that you are working in ⁽¹⁾
- For non-office work, the level of control required will depend on the risks that are generated as part of the activity being conducted
- Non-office work activities during out of core hours should preferably be conducted with 2 or more individuals thus removing the requirements for lone worker approval
- Non-office work activities during out of core hours conducted alone must be approved by completing the 'Lone Worker/Out of Core Hours Approval' form which can be found at <http://www4.rgu.ac.uk/hr/healthsafety/page.cfm?pge=95190>. The activity must be risk assessed taking into consideration the fact that it is being conducted out of core hours. A supporting statement

must highlight why the activity cannot be conducted in core hours and approval must be gained from the Head of School/Department (or their deputy)

- In all cases of work out of core hours, the building reception must be informed of your location and extension number outwith core hours. This may be done by telephoning the reception or by visiting in person. The building reception must be notified when you leave the building⁽¹⁾
- If the fire alarm sounds, evacuate the building and assemble at the building fire assembly point. Otherwise the emergency services will be put at unnecessary risk and waste valuable resources trying to locate you
- If first aid assistance is required, then the nearest building reception should be contacted

⁽¹⁾ For the Central Services and Faculty of Design & Technology Buildings it will be necessary to notify the reception at the Scott Sutherland Building. For the Gatehouse it will be necessary to notify the reception at Gray School of Art. For Central Administration (Schoolhill) it will be necessary to notify the reception at Technical Building.

The assessments and authorisations for an instance of out of core hours access are bound by risk rather than time. The risk assessment relating to the activity involving out of core hours access may be valid for weeks or months providing that the risks involved in the activity and the pattern of working times outwith core hours does not change. Alternatively, a research project which evolves may require several risk assessments to account for changes arising from task related risk or varying out of core hours access requirements during the length of the project.

It is expected that no undergraduate student will perform out of core hours working in a laboratory/workshop environment. The only exception to this is where undergraduate students access a workshop during the "building open period" to use hand tools and all power to other equipment is isolated.