

Policy Title: Out of Hours Access

Written By: **Approved By:**

Yvonne Roache Health and Safety Officer	Gordon Ryan Head of Development & Business Operations	Terri Scott President
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1. Purpose

The purpose of this policy is to ensure that when required Out of Hours work activities can be conducted in a safe, controlled and co-ordinated manner, with appropriate contingency made for emergencies. IT Sligo strongly recommends that in the interest of health, safety and personal security, Out of Hours work should only be undertaken by employees when absolutely necessary and when no other alternatives are available.

2. Scope

2.1 Out of Hours working is defined as follows;

1. Any work activities undertaken in any campus facility outside of 8.30 am to 10.00 pm Monday to Thursday.
2. Any work activities which involve the use of live machinery/equipment or chemicals conducted in a workshop, a laboratory or a project room outside 8.30 am to 7.00 pm Monday to Thursday, after 6.00 pm on a Friday, any time on a Saturday or Sunday, a Bank Holiday or when campus facilities are closed (unless specifically time tabled as part of full or part time programme or planned as part of an approved event).
3. Any work activities undertaken in any campus facility outside of 8.30 am to 6.00 pm on a Friday or Saturday.
4. Any work activities undertaken in any campus facility on a Sunday, a Bank Holiday or when campus facilities are closed for Christmas and Easter.

2.2 Out of Hours access **may only** be granted to the following

- Full time staff
- Part time staff
- Research/Postgraduate staff/students
- Contract cleaning or catering staff
- Employees of company's who have a contract with the Innovation centre

2.3 Undergraduate students

Undergraduate students **are not** permitted Out of Hours access to campus buildings. In exceptional circumstances permission maybe given for Category 1 activities and only if the undergraduates work;

1. Has prior written approval from the Head of School and the work is
2. They are supervised by a member of staff

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3. Out of Hours access, when approved, may only be granted up to 23:59 hrs Monday to Friday.

2.4 Categories of Risk for Out of Hours Working for employees, researchers and Postgraduates

Risk Category	Type of Work Activity	Written Out of Hours Approval Required for Undergraduates	Written Out of Hours Approval Required for Employees
Category 1	Work undertaken in Low hazard areas such as office areas, computer rooms, project rooms or studios that do not have machinery, equipment or chemicals etc present	Yes	No
Category 2	Work undertaken in High or Moderate hazard areas such as laboratories, workshops or project rooms that have live machinery/equipment or chemicals etc present	Not Permitted	Yes

3. Reference Documents

- IT Sligo Framework Safety Statement
- Functional Area Safety Statements
- Employee Out of Hours Access Approval Form
- Undergraduate Out of Hours Approval Form

4. Duties and Responsibilities

4.1 Executive

- Process requests for Out of Hour access for Undergraduates in exceptional circumstances
- Ensure the undergraduate Out of Hours access work is supervised
- Forward the of “Undergraduate Out of Hours Approval Form” to IT Security at least two in advance of access being required

4.2 Departmental Heads

- Must ensure that they identify all Category 2 Out of Hours access requirements for their area
- Must ensure an “Employee Out of Hours Access Approval Form” has been completed for Category 2 work activities e.g. research activities
- Train the persons on Out of Hours Policy and have them sign the approval form
- Forward a copy of the signed “Employee Out of Hours Access Approval Form” to the Health and Safety Officer in advance of approval being required.

4.3 Employees and postgraduate students who wish to have Out of Hours Access (i.e before 8.30 am or after 7.00 pm Monday to Thursday, after 6.00 pm on a Friday, anytime on a Saturday or when campus facilities are closed) to conduct work activities which involves the use of hazardous machinery/equipment or chemicals (Category 2) must get approval from their Departmental Manger.

- Notify their Departmental Head in advance of any requirements for Category 2 Out of Hours activities
- Follow the requirements as detailed in the Employee Out of Hours Approval Form
- Follow the steps in 5.2 to 5.5 below for any Out of Hours Activities regardless of Category.

4.5 Estates Office

- Ensure that IT Sligo campus security is made aware of the requirements of the Out of Hours policy

4.6 Health and Safety Officer

- Must keep a record of all Out of Hours Access approval forms
- Review Out of Hours Approvals for Undergraduates and pass onto IT Security
- Investigate and incidents which maybe reported by IT Security
- Inform the Executive of any incidents which may occur

4 Procedure Description

5.1 Prior to Out of Hours activities being undertaken

- The Head of Department or Manager is responsible for issuing IT Security with a list of employees, researchers and postgraduates who have approval for Category 2 Out of Hours access
- The Head of Department or Manager is responsible for conducting a Risk Assessment for all Out of Hours activities which fall into Category 2
- If access is to be granted to undergraduate students, then the Head of School must issue the Health and Safety Officer with a signed copy of an "Undergraduate Out of Hours Approval Form" a minimum of two days in advance of access being required.

5.2 Procedure for employees, researchers and postgraduates remaining in a campus building after lock up time

- When a member of staff or undergraduate student with Out of Hours access permission wishes to remain in their place of work after the normal building locking up time, they must
 - Ring IT Sligo Security on **888** on any internal phone or **0876379470** and let them know where they will be working and how long they intend to be on campus
 - Go to the main reception or the reception area in the Innovation centre and sign the Out Of Hours Fire Register
 - When leaving inform IT Security that you are leaving and sign the Out of Hours Fire Register

5.3 Procedure for undergraduates and their supervisor (s) remaining in a campus building after building lock up time 10.00 pm.

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- If Out Of Hours Access has been granted to undergraduate students the Staff member who is responsible for supervising the students must ensure that all students sign the Out of Hours Fire Register
- He/she must notify IT Security that they are on campus
- Access will only be granted up to 23.59 Monday to Thursday
- The Staff member who is responsible for the undergraduate students must be the last to leave the building when work has been completed
- He/she must notify IT Security when they are leaving
- He/she must ensure that all the undergraduate students sign the Out of Hours Fire Register before they leave the building
- The Staff member must ensure that all students are evacuated safely to the nearest assembly point in the event of a continuous Fire alarm

5.4 Procedure for entering campus buildings when the building is locked up

- When you arrive on campus sign the Out of Hours Fire Register at the main Reception or the Innovation Centre Reception.
- Ring IT Sligo Security on **888** on any internal phone or **0876379470** and let them know where you will be working and how long they intend to be on campus
- When leaving the building sign the Out of Hours Register and notify IT Sligo Security that you are leaving

5.5 Employees duties when conducting Out of Hours Work

- Do not bring friends or guests into the premises or any undergraduate student unless permission has been granted by the Head of School
- Do not smoke or use a naked flame for cooking or other purposes
- Do not consume any alcohol or drugs (including medication) which may impair a person's capabilities to function safely
- Do not sleep on the premises
- Ensure you work in a "Buddy" system if this has been advised in a risk assessment
- It is advisable to make contact with security at 60 minute intervals to inform them that you are alright
- Inform IT Sligo Security of any incidents or problems particularly in relation to safety or security (water leaks, alarms, suspicious persons etc)
- Be in a position to call the emergency services in the event of an accident or upon discovery of a fire e.g. have access to a landline phone or mobile
- Evacuate the building immediately on hearing a continuous fire alarm and proceed to Fire Assembly point for the building you are in
- Remain at the Fire Assembly point until IT Sligo Security or the emergency services tell you it is safe to return to the building
- Clear away any food or drink before you leave
- Ensure all equipment is switched off before you leave
- Inform IT Security when they are leaving the premises
- Sign out on the Out of Hours Fire register
- Take care of their own personal security when going to your car or walking home

Where any member of staff, researcher or postgraduate is found to be abusing the Out of Hours facilities, access will be withdrawn immediately. The member of staff may also be subject to disciplinary procedures.

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Any undergraduate students who have been granted Out of Hours access must abide by the Students Charter in particular the Code of Conduct. Abuse of such will result in disciplinary actions.

5 Records Generated by this Procedure and their location

- All Out of Hours Access forms will be available in each Departmental Functional Area Safety Statement and on the IT Sligo Safety web page
- All completed Risk Assessments should be maintained on file by the School Secretary for 5 years

6 Revision History

Revision No	Description of Change	Issue Date:
000	New Procedure	20/10/10