

## DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING

### OUT OF HOURS AND LONE WORKING POLICY

Normal Working Hours are:  
7am – 7pm Monday to Sunday\*  
Extended working Hours:  
7pm – 9pm Monday to Friday\*

Work outside of the times listed above is considered out of hours.

#### Office Work:

**Work in offices should be kept within normal working hours where practicable.** In some cases, i.e., international calling/meetings some **extended working hours** may be necessary. You must install and use the [SafeZone App](#), to check in and out with Security, so they are aware when you are in the building. This applies to all staff and students.

In exceptional circumstances out of hours work may be required, in these instances, please seek the permission of your line manager. Your line manager/supervisor will arrange out of hours access with the technical Services Manager. If you are working out of hours you must let someone know when you travel to and from campus, and you must periodically confirm with them that you are OK.

If you find yourself regularly working out of hours, please contact your manager or supervisor to discuss suitable alternative arrangements.

#### Laboratory/Workshop Work:

**Work in labs/workshops should be carried out in normal working hours.** In some cases, i.e. experiments with a long running time, some **extended working hours** may be necessary. You must install and use the [SafeZone App](#), to check in and out with Security, so they are aware when you are in the building. This applies to all staff and students.

Lab work must always comply with any restrictions on lone working required by the risk assessment, irrespective of the time and day it takes place and are in line with [UCL Lone Working Activities Guidance](#) and [UCL's Personal Safety when Lone Working and Travelling Guidance](#).

In exceptional circumstances there may be some **out of hours** work as a one off.

In these instances, you will need to:

- Have a risk assessment in place for the work you will be planning.
- Your supervisor must sign off on the work.
- Inform security of your presence by signing in at the front desk.
- Your lab manager or lab safety coordinator must be informed and sign off on the work.
- No lone working can take place out of hours; you must have at least one buddy with you at all times. This can be any staff or student who is aware of emergency procedures and has done the lab induction for the area you wish to work in.

- You must be aware of the out of hours emergency procedures on the departmental website.
- You MUST complete the form on page 3 of this policy, keep a copy for yourself and forward a copy to the DSO via [eee-safety@ucl.ac.uk](mailto:eee-safety@ucl.ac.uk). The DSO will arrange access for you with the Technical Services Manager.

**NO HIGH HAZARD LAB WORK (HAS A RATING HIGHER THAN 'D' OR 'E' ON YOUR RISK ASSESSMENT) MAY BE DONE OUT OF HOURS**

**Anyone Working Out of Hours:**

- Install and use the [SafeZone App](#), to check in and out with Security,
  - Note there will be no catering services available
  - Be aware that some of the building areas may not be heated or cooled out of hours.
- Any Questions? Please contact the Departmental Safety Officer - [eee-safety@ucl.ac.uk](mailto:eee-safety@ucl.ac.uk)

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**OUT OF HOURS REQUEST FORM**

**To be completed by out of hours applicants working in labs and workshop**

Work date/s:	
Start time:	End time:
Lab location and room number:	
Nature of the work to be carried out:	
Risk Assessment Reference number (s):	
Justification for working out of hours:	

Name: ..... Date: .....

Signature: .....

**To be completed by co-occupant (lone lab work is not permitted outside normal working hours)**

Nature of work to be carried out:

Risk assessment reference number(s):

Justification for working out of hours:

Name: ..... Date: .....

Signature .....

**Authorisation**

I give permission for this out-of-hours lab work to place for both the applicant and co-occupant.

Supervisor's Name: .....

Signature: ..... Date:.....

Keep a copy for yourself and forward a copy to the DSO via [eee-safety@ucl.ac.uk](mailto:eee-safety@ucl.ac.uk) 48hrs prior to when access is required.