



Out of Hours Working Policy



Core Documentation Cover Page

Out of Hours Working Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jul 2008 SMT	To set out the BSO's policy regarding out-of-hours and lone working.	Corporate Services Director	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jul 2009
V2.0	Jan 2013 SMT	Annual Review Amendments to reflect current practice.	HR Officer	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2014
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Equality Impact					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					X
Negative equality impact (i.e. increasing inequalities)					

**If you have any feedback or suggestions for enhancing this policy,
please email your comments to: quality@uco.ac.uk**

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1. INTRODUCTION

- 1.1 This document sets out the University College of Osteopathy's (UCO) policy regarding out-of-hours and lone working and should be read in conjunction with the Health and Safety policy, Emergency Evacuation Procedures, and Fire Risk Assessments.
- 1.2 This policy applies to both the Borough High Street teaching site (BHS) and the Southwark Bridge Road clinical site (SBR).
- 1.3 The policy applies to all staff and students who are on site outside of core opening hours and aims to ensure they are not exposed to any health and safety risks.

2. OUT OF HOURS WORKING

- 2.1 Out of hours working is defined as work outside of the UCO's core opening hours. Core hours vary depending on the site, but essentially cover the hours when the buildings are fully staffed. For BHS this is 8:00am-5:00pm, Monday to Friday and for SBR this is 8am-6.30pm Monday to Friday.
- 2.2 Out-of-hours activities include, but are not limited to, evening and weekend opening at the clinic, Part-Time course weekends, Foundation Phase evening and weekend teaching, library and CPD courses.
- 2.3 Staff and students who wish to use the Borough High Street building between 6am and 8am may do so but must sign in at reception when they arrive. The reception will not be manned at this time and it is the responsibility of the individual to ensure they sign in.

3. LONE WORKING

- 3.1 Lone working is defined as work undertaken when there is a reduction in core services or when no one is in sight or earshot to provide assistance in the event of an emergency. It does not include low risk day to day activities which take place as part of the normal routine.
- 3.2 An employee should not undertake lone working unless it has been agreed in advance with their line manager. Staff should not attempt to undertake tasks that could pose a threat to health and safety while working alone.
- 3.3 Wherever possible staff should ensure they are always working with at least one other person.

4. HEALTH AND SAFETY

- 4.1 Lone working or working outside of normal hours should not pose any increase in risk to health and safety, but there is a reduction in the number of people available to respond in an emergency situation.
- 4.2 Working out of hours takes place regularly at the UCO and the majority of this work is scheduled, but there will also be some instances when staff choose to work outside of their normal hours or students attend site for private study.

- 4.3 Most work at the UCO is relatively low-risk. Higher-risk tasks that might be carried out outside normal working hours will be highlighted in the UCO's Health and Safety Risk Assessment and measures to manage such risks put in place. Where lone or out-of-hours work on a particular task would pose too high a threat to health and safety, and/or such a threat is unmanageable, such tasks will be prohibited in order to protect the health and safety of employees.
- 4.4 There are occasions when contractors attend site out of hours to complete works. All contractors must sign in at the front desk and should be made aware of the Control of Contractors policy. Any hot works require a permit to work.

5. PROCEDURES FOR LONE AND OUT-OF-HOURS WORKING

- 5.1 For unscheduled out-of-hours or lone work, staff should notify their line manager prior to commencing. Where the task to be undertaken is anything other than normal day to day working, a Risk Assessment should be carried out and procedures put in place to mitigate the risk where necessary.
- 5.2 All staff and students working within the building out of hours should sign in and out using the registers on reception at both sites. Staff and students planning to stay past opening hours into the evenings will need to sign in and out at reception.
- 5.3 The exception to this will be timetabled lessons which run after 5pm. Students will not be requested to sign in for the duration of their class, but will be required to sign in if they intend to stay in the building after this time. In the event of a fire alarm, the lecturer will ensure students evacuate.

6. FIRST AID

- 6.1 A wide range of staff are provided First Aid training in order to ensure there is at least one first aider on site at a time as far as is reasonably practicable. However, when work is being carried out outside of core opening hours, building users should be aware that there may not be a first aider on site.
- 6.2 There is a first aid kit available on reception in both buildings along with a basic first aid guide. In the event of an emergency requiring medical attention, building users should telephone for an ambulance and inform the receptionist/security officer of the situation.
- 6.3 Reduced or absent first aid provision out-of-hours will be taken into account during risk assessment and appropriate action taken.

7. EMERGENCY EVACUATION

- 7.1 The UCO's emergency evacuation procedures apply out-of-hours, with the exception that fire wardens will not usually be present on site to ensure individuals leave the building. In the event of an alarm, all building users should evacuate the building via the normal exit routes. Each individual should take responsibility for their own safety and should adhere to the UCO's emergency evacuation procedures. In the event of an alarm, the receptionist/security officer/cleaning supervisor will take the sign-in registers out of the building and will close the front doors to the building to ensure no one enters.
- 7.2 Teaching staff should act as they would within normal working hours to ensure (as far as reasonably possible, without endangering their own safety) that their students (whether these are UCO students or attendees at CPD courses) evacuate the building. Any missing students should be reported to the fire brigade.

8. ROOM HIRE

- 8.1 The UCO regularly hires out rooms to external groups. As part of the booking process, room hirers are required to give full details of the planned activity which is to take place on the UCO's premises. The UCO reserves the right to refuse to hire rooms to any group deemed carrying out activities which could pose a high health and safety risk.
- 8.2 Room hirers are given a health and safety information sheet at the time of booking. This must be signed by a responsible person, stating that they will be responsible for evacuating all parties within their group in the event of an alarm. They should inform all members of their group of the location of the emergency exits and emergency evacuation signage at the beginning of the session.
- 8.3 All room users must sign the signing in sheets on reception when entering and exiting the building.