

School of Engineering

Obtaining Authorisation for Out Of Hours Laboratory Work

The normal working hours are defined in the School's Safety Handbook to be 08:00 – 18:00 Monday to Friday.

In exceptional circumstances, for example if equipment is rationed or for a legitimate experimental procedure, it may be necessary to conduct laboratory based work outside of normal working hours.

In the case of post-graduate students and research staff, permission must be obtained from their supervisors.

In the case of under-graduates the protocol below must be followed.

In all cases the risk assessments must include out of hours working and appropriate supervision must be set in place. No lone working is permitted other than for the most menial of tasks such as data processing.

Procedure For Undergraduate Students

Under-graduates will not normally be permitted to undertake laboratory procedures outside of normal hours. If, after following the protocol below, an undergraduate receives permission to work in a laboratory out of hours it will be incumbent on the academic supervisor to provide adequate supervision throughout and to ensure no lone working is undertaken.

To obtain permission for out of hours working by undergraduates the following procedure must be followed:

1. The under-graduate must first discuss the reasons preventing working during normal hours with his/her academic supervisor. Frivolous reasons such as difficulty in getting up in the morning are unacceptable.
2. If after these discussion out of hours working is deemed necessary then the risk assessment must further address: Supervision, Lone Working, Training, First aid & Emergencies.
3. Once the risk assessment is approved by the academic supervisor the academic supervisor must submit the risk assessment, along with an explanation, to the School Safety Adviser. The Safety Adviser will consider the application and will permit or deny the request and/or ask for amendments to the risk assessment. The safety Adviser may, on occasions, refer the request to the Head of School.
4. On no account should the under-graduate contact the Head of School directly on these matters. All communications should be through the academic supervisor.