

Department of Chemistry

After Hours Working Permissions

(for work in the Department between 20.00 and 07.00 and at weekends)

Name	
Academic Supervisor	
Date of Work	
Expected Arrival Time	
Expected Departure Time	
Supervisor aware of dates and times of work (Y/N)	
Area of Work (room/lab)	
Nature of Work Intended*	
Names of others involved	
Arrangements for two hourly phone checks made with Security (Y/N)	
If N, give reasons	
Number of the Nearest Internal Telephone to place of work (or mobile phone number)	
Supervisor Signature	
HoD signature	
* Permission will only be given for out of hours working if it is essential that the work be undertaken out of hours. The application for carrying out the work must be approved by the relevant academic supervisor and a full description of the work must be provided with an accompanying risk assessment.	