

**Physics and Astronomy Out-of-hours and Weekend Working**

Out-of-hours (OOH) requests must be signed by your PI/line manager, and confirms that they have reviewed the risk assessment and are satisfied that lone working and out-of-hours issues have been suitably addressed, and that this work cannot be rescheduled to be completed during normal working hours. Only low-risk activities can be performed beyond normal opening hours.

**Here are the operating hours for Physics and Astronomy:**

* Core opening hours: 08h00 – 17h00 Monday to Friday
* Extended Opening: 07h00 – 19h00 Monday to Friday\*
* Out-of-hours: 19h00 – 22h00 Monday to Friday (needs OOH request)
* 09h00 – 17h00 Weekends (needs OOH request)

Restricted out-of-hours: any other time\*\* (needs special approval)

\*Additional safety considerations are required to capture changes in environment and emergency arrangements when outside 08h00-17h00 core hours. An OOH request does not need to be completed for the extended opening hours.

\*\* Work during these hours is discouraged and should only be carried out in exceptional circumstances.

**Out-of-hours Procedure**

1. Read and complete the [Out of Hours Risk Assessment](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/physics/Physics-Out-of-hours-(OHH)-RA.docx). (Edit / update the parts highlighted in yellow.)

2. If the work involves lone working, read and complete the [Lone Working Risk Assessment](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/physics/Physics-lone-working-RA.docx). Elements from the out-of-hours risk assessment can be repeated across. (Fill the parts highlighted in yellow.)

3. Ensure your supervisor/line manager has signed off and are satisfied that lone working and out-of-hours issues have been suitably addressed.

Notes:

* Ideally, two users should be working in the area at once in order to avoid lone working.
* The risk assessment(s) must be completed by each individual.
* All aspects of any proposed out-of-hours work must be risk assessed before any work commences.

Postgraduate students and PDRAs must first speak to their line manager/supervisor. The PI or line manager must decide if these activities can take place safely during out of hours.

* PIs and line managers are responsible for the health and safety of their activities and researchers. They must ensure that all members of their team when on campus achieve good practice and high levels of compliance for all aspects of health and safety.
* No weekend access is permitted for UG students.

Following Approval

As per the out-of-hour risk assessment, you must sign in and out the register form in the building’s foyer whenever you access the P&A buildings out of hours. If you are already in the building, you have to sign in if you stay after hours. This is to ensure we know who is in the building in the case of an emergency.

A copy of the risk assessment(s) must be kept near the person, ready to be shown to staff checking the building.

For access to campus during the restricted out-of-hours, permission must be requested on an individual access basis. The PI and Worker must email the School Safety Advisor to request such an access, approval will also be required through the Head of Department.

Non-compliance with health and safety measures will result in disciplinary action highlighted in the Department H&S policy.

Lone Working Guidance

A lone worker is anyone at any time that has no immediate audible or visual contact with a second person able to provide assistance in the case of emergency. Generally, this applies to out-of-hours working, but may also apply during normal working hours when a person is working within an internal lab with no vision panel. In situations where a person may be lone working, the risk assessment must clearly state what measures are in place to ensure the persons safety. This may include ensuring that other group members know where the person will be working (and for how long), having designated check in times (and investigating if the check in is missed), etc.