**Fogg and FBB insectary Lone working/Out of Hours Policy**

QMUL Lone Working and Out of hours - See attachment for college guidance

QMUL Lone Out of Hours working RA form – See attachment for college risk assessment form

Normal working hours for Fogg and FBB Insectary are 8 – 6pm Mon – Fri. Anyone working outside of these hours, or lone working, is required to have:

1. **Read and signed the appropriate LW/OOH RA for their floor/area.**

One of these has been prepared for office occupants (contact your floor/lab manager to access this document). Administrative staff need to discuss and agree with their line manager (contact SBCS receptionist to access this document).

For laboratory work, lead academic should complete and sign a LW/OOH RA specific to their group (stored in the COSHH folder in each laboratory). This must be read and discussed with lab members before signing.

1. **Signed the LW/OOH record sheet displayed at the entrance to each floors**.

This records who on each floor has been authorised to lone work and or work out of hours. Each signature is valid for 1 year. Please ensure you resign this as necessary.

Please note that anyone lone working must inform someone that they are lone working and when they have finished lone working. This could be a colleague/friend or security staff.

No new experiments or work of a hazardous nature is to be undertaken out of hours

Security frequently patrol the School – they will be informed that only people on the LW/OOH record sheets have been authorised to be in the building out of hours. Anyone not on this list may be questioned by security.

**Fogg/FBB Hours of work**

Fogg opening hours: 8 – 6pm M-F

UG project hours: 9 – 5pm M- F. Undergraduates must be supervised and are not permitted to work alone or out of hours

MSC: 9 – 5pm (work outside of these hours is arranged on case by case basis with your supervisor).

PhD students/All Staff – 24/7 access

Interns – assessed on a case by case basis dependant on qualifications and experience)