

POLICY & PROCEDURE: LONE WORKING & OUT OF HOURS ACCESS



| | | |
|--|---|------------------------------------|
| File Name: Lone&OHAPP2013 | Revision: 0 | Date of Issue: FEB2013 |
| Person Responsible: Edel Niland | Document Control: Most recent version is available on website www.dit.ie/safework | Contact: edel.niland@dit.ie |

1.0 POLICY

Lone Working

Dublin Institute of Technology (DIT) will take into account the particular risks affecting employees, students, contractors/service providers working alone or working in isolation at remote locations, as part of the School/Function risk assessment process.

Heads/Assistant Heads of School /Function will ensure that all risk assessments take this into account. The Buildings Office and the Office of the Secretary to the Institute will ensure that all risk assessments and method statements received from contractors and service providers have included and evaluated this risk and provided appropriate control measures.

Out of hours access

Separate risk assessments and specific approval must be sought for those wishing to gain out of hours access to the following approved buildings:

- FOCAS Institute, Camden Row
- E-Block, Bolton Street.

DIT strongly recommends that in the interest of safety, health and security, out of hours access should only be granted when absolutely necessary and where no alternatives are available.

Important: a *Buddy (second person) must always be present in the event of out of hours access

*Buddy system: A system whereby two or more individuals working in separate areas of the building at the same time make an arrangement to check-in with each other at predefined intervals without compromising safety. A Buddy must be a staff/student member of the Dublin Institute of Technology and authorised for access.

2.0 PROCEDURE FOR OUT OF HOUR ACCESS

2.1 A specific risk assessment must be completed for out of hours access to the approved buildings.

2.2 This is completed by the person seeking approval for access and signed off by their line manager.

2.3 The line manager sends a copy of the completed risk assessment to the local Buildings Maintenance Manager (BMM) and Occupational Health Officer for approval.

2.4 Once the risk assessment has been approved by the Building Maintenance Manager and Occupational Health Officer and all necessary structural and operational safety control measures are implemented, approval can be granted and issued in writing by the BMM to the person seeking out of hours access.

2.5 All persons seeking out of hours access are strongly encouraged to disclose the details of any medical conditions or disabilities during the risk assessment process, especially where there may be particular risks to their health and safety, or that of another individual, whilst working alone.

2.6 A listing of all those authorised for out of hours access will be submitted to the Buildings Maintenance Manager by the line manager so that it can be submitted to a security company.

2.7 The Building Maintenance Manager will ensure that provision is made for the person seeking out of hours access to allow safe access and egress to and from the building. All keys and swipe cards must not be replicated and must be returned to the Buildings Maintenance Manager if no longer required in line with the Institute's Security Strategy.

2.8 All authorised persons must ensure that all recommended controls are implemented.

2.9 All authorised persons must work only in the area as specified in the risk assessment and carry out only authorised activities during authorised time periods. In order to secure the safety and security of persons working in buildings, out of hours access to each building is strictly limited to those authorised by the School/Function concerned.

2.10 Authorised persons must not admit any other unauthorised person to the building.

2.11 All authorised persons must have completed the following [training](#) programmes prior to commencement of out of hours access

- Induction for out of hour access
- Emergency Response Training
- Emergency first-aid training

2.12 The cost associated with the provision of out of hours access will be charged to the School/Function making the request. These costs will include heating, lighting, security etc. and whatever other costs are determined by the risk assessment to make the building safe for access such as personal “-man down” alarms, CCTV etc.

2.13 Out of hours access may be prohibited during periods of renovation/maintenance/building works or during shut down periods.

2.14 Authorisation for out of hours access may be withdrawn if breaches in the above policy and procedure occur, or if persons are found to be in breach of any health and safety policy/procedure.

| Version | Date | Name |
|---------|------|------|
| | | |
| | | |
| | | |