



Health & Safety

Access Out With Normal Working Hours

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<i>Review date</i> ¹	September 2025
<i>Authorised signature</i>	David Conner, Health & Safety Manager

¹ or earlier if change in legislation or on risk assessment

Amendment Control

Version	Date	Amendments
1.0	Aug 2015	
2.0	Oct 2018	
3.0	Sept 2022	

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Appendix 1 Authorisation Form

1. Normal Working Hours

Normal working hours for any given School or Service shall be determined by the Dean of School or Director of Service in consultation with senior management, Human Resources and other appropriate staff.

2. Authorisation for Access Out With Normal Hours

Access to a School or Service out with normal working hours shall be at the discretion of the particular Dean of School or Director of Service or their nominee and subject to such conditions as may be imposed by him/her to ensure the safety of the personnel concerned. The Authorisation Form (see Appendix 1) shall be completed for anybody planning on working on campus out with normal hours and will be managed by the School/Service.

3. Procedure

Any person in University premises out with normal opening hours for those premises shall sign in at the premises (security office) when they enter and leave, state their intended place of work, and be prepared to show proof of identity to Security or School/Service personnel.

4. Experiments

Experimental work of a potentially hazardous nature should not normally be carried out at night, weekends or other times when the University is closed. If it is essential that such work is carried out during this period written authorisation must be obtained from an authorised signatory in the School/Service.

5. Emergency Preparedness

Appropriate storage and emergency procedures in place to deal with emergency situations, e.g. spill control, first aid, fire, etc.

[University Emergency Response Procedures](#)

Use of the university hazardous database for recording all chemicals held and brought onto the university properties. If you require access to this system, please contact the [Health & Safety Office](#).

6. Research Students and Assistants

Full-time research students and assistants may not work out of hours unaccompanied unless given specific authority in writing by the Dean of School or their nominee. Part-time research students and other students must be accompanied/supervised by a member of staff.

7. Overnight Working

No person shall use non-residential University premises for overnight accommodation.

8. Risk Assessment Requirements

A risk assessment must be produced for all lone working or where experimental works are taking place ([risk assessment form](#)). This form requires to be held by the individual and a copy passed to the line manager for this area.

As part of the risk assessment, medical fitness and those covered by a PEEP for anyone working alone shall be taken into account.

Any additional assessments for the project must also be included, e.g. Control of Substances Hazardous to Health, Dangerous Substances and Explosive Atmosphere Regulations, Manual Handling, etc.

Authorisation to Work on Campus Outside Normal Access Hours

School/Service:	
Name:	
Staff/Student number:	

	Yes	No	N/A
Is it essential to work on your own out with the normal access hours of the School/Service?			
If Yes, has the Dean of School or Director of Service or their nominee given authorisation to work outside normal working hours?			
Have you received training in techniques or equipment you are using?			
Are you confident you can work safely without supervision or backup?			
Are you medically fit to be working alone?			
Has your work been subject to a recent COSHH or Risk Assessment?			
If Yes, please write the Risk Assessment/COSHH reference numbers below.			

If the answer to any of the above is 'No' please contact your relevant H&S contact in your School/Service for further advice.

If the answer to all the above is 'Yes' please give a brief summary of work activities to be conducted out with normal access hours.

Location:	
Date:	
Start/finish times on Campus:	
*Important <ul style="list-style-type: none"> You should always inform security when you have finished work for the evening and are about to leave the campus building. If access required outside campus opening hours, then Security Control should be contacted prior to sign-off of the authorisation form 	
Description of activity:	

Appendix 1

As you may be working on campus on your own it is essential you familiarise yourself with the Risk Assessment / COSHH assessment and the University's Fire and Emergency Procedures.

Fire & Emergency Procedures

On discovering a fire:

- Operate the nearest alarm call point
- Call the Fire Service: dial (9) 999 and state " Fire at Edinburgh Napier University..." and give campus address
- Follow instructions below for "on hearing the fire alarm"

On hearing the fire alarm:

- Leave the building by the nearest exit, closing doors behind you
- Do not stop to collect belongings
- Do not use lifts
- Go to the nearest assembly point
- Do not re-enter the building until informed it is safe to do so by a senior member of staff (security personnel) or attending Fire Officer

Please check all boxes and then sign and date below -

I hereby agree to follow all Health and Safety guidance put in place by the University and the School/Service	
I understand that University Management and Security personnel can monitor and record my time on campus as deemed appropriate	
I have read and understood the emergency procedures reminder above	
I have read and understood the Risk Assessment/COSHH assessment	

Name:	Signed:	Date:
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The person named above has authorisation to work out with normal access hours of the University

Name and title:	Signed:	Date:
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Copy of form to be sent to Security Office.