

implemented before work commences. They should also ensure that the findings of the risk assessment are communicated to those carrying out the work and the assessment is regularly reviewed.

Persons occupying a University building ONH, which includes staff, students and other building occupants, e.g. tenants and members of the public, must ensure that they are aware of the risk assessment covering the planned activity and its findings and apply the control measures that have been implemented by their Manager/Supervisor. They must comply with emergency procedures and any restrictions, identified by the risk assessment covering the activities taking place ONH. They must inform their Manager/Supervisor or Researcher responsible for the risk assessment covering the activities if they have any medical or health problems or disability that could place them at additional risk when lone working out of hours, or which would mean that they require assistance to evacuate. They must ensure that they are aware of:

- What the fire alarm sounds like

- The emergency evacuation routes and fire assembly point

- The location of fire alarm call points

- The location of emergency telephones

- First aid arrangements

- The phone in/out procedure

Procedures must be in place to:

- Define normal working hours for the building/function and ensure that this is reflected in the local Health & Safety Code.

- Risk assess any work activities that take place ONH

- Limit activities to those that do not involve significant or high risk, or otherwise ensure that effective assistance is available to manage any foreseeable incident or emergency

- Provide staff and students, and if necessary third parties including contractors, with information on procedures for out of hours working, including any restrictions placed on activities and emergency procedures. This can be achieved by inclusion in the Health & Safety Code

Appendix 1: