

LONE AND LATE WORKING IN LABS

Personnel should plan to carry out the bulk of experimental work within normal working hours. The School accepts that due to the continuous nature of some experimental procedures and the need to maximise use of resources, personnel may find themselves working alone in a particular room (lone working). When this is outside normal hours, without the benefit of First Aid cover and personnel nearby to assist in the event of any incident, the risks involved are a particular concern. This policy applies to staff and PG students. There is a separate policy for UG students (MD4002 and summer projects).

DEFINITIONS AND PROTOCOLS

1. **Normal working hours.** 08:00 to 18:00 on weekdays. No restrictions.
2. **Early, Late and weekend working hours.** 07:00 - 08:00 & 18:00 - 22:00 Mon - Fri and 08:00 to 18:00 on Sat & Sun

Restrictions:

- a. Individuals **MUST** fill in the Microsoft sign in/out form accessed via the QR code available on all entrances and exits to lab spaces. This form can also be accessed via the Medical School Lab Users Team.
 - b. Lab users must have notified someone (family member, friend, other half, fellow lab member etc...) that they are in the lab working and ensure they know who to contact if they are worried about their safety.
 - c. Lab users are obliged to follow the protocols list in paragraph 8.
3. **Silent working hours (22:00 - 07:00 Mon-Fri, 18:00 – 08:00 Sat & Sun) and shut down days.**

Restrictions:

- a. Access is discouraged unless research at this time is mandatory
- b. Permission required from medicinelab@st-andrews.ac.uk, PI/supervisor, CC'd to medicinesafety@st-andrews.ac.uk.
- c. Individuals **MUST** fill in the Microsoft sign in/out form accessed via the QR code available on all entrances and exits to lab spaces. This form can also be accessed via the Medical School Lab Users Team.

d. Individuals must contact the University’s Security and Response team (01334 46(8999)) upon entering and leaving the building. Individuals must provide the security and response team with their name, contact number, location in the building and expected time of departure. The security team will investigate if they have not been notified of the individual’s departure of the building within the time stated on the initial phone call.

4. Visual Summary of working hours

Monday - Friday



Saturday & Sunday



■ Normal working hours
 ■ Early, Late and weekend working hours
 ■ Silent working hours & shut down days

5. Permitted activities.

Routine. Permitted at all hours	<ul style="list-style-type: none"> • reading, writing and library work (only when actively working in the lab) • use of computers, spectrometers and other laboratory instruments • simple physical operations such as sample purification, blotting, centrifugation • microscopy, chromatography and all cell culture and microbiological work
Not permitted outside normal working hours	<ul style="list-style-type: none"> • use of pyrophoric, highly toxic or potentially explosive substances; • use of poisonous or incapacitating gases • changing gas bottles • dispensing from radioactive stocks. • Use of microtome, cryostat, vibratome or any other machine with a sharp blade

6. General Rules:

- a. Lone workers should disclose any physical or mental condition which is a hazard in a lone working situation.
- b. While lone workers may take rest if engaged in long / overnight working no member of staff or PG student should plan on sleeping in the building as an alternative to more suitable accommodation.
- c. Overnight experiments **MUST** be suitably labelled with a name and a contact number.

7. **Assurance.** The Lab Manager will instruct that occasional comparisons between the QR code sign in/out form and swipe card records are made to ensure that this policy is being adopted. Action may be taken against individuals who have neglected to sign in or out.

8. **What to do in an emergency or an unfamiliar situation:**

- a. Lone workers should follow the instructions on the 'what to do in an emergency' poster
- b. Call Claire Sneddon (Lab Manager - 07740310041) or Mike Fearon (Building Officer - 07879339291) between 07:00 and 22:00 who will advise or respond.
- c. Call the Security and Response Team 01334 46(8999) between 22:00 & 07:00.

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
3/7/2020	Published version	
3/11/2021	Updated to reflect post covid working	
12/07/2022	Update to reflect change to early hours and include graphic	