**Laboratory Working Out of Hours Permission Form**

This form must be filled in to request laboratory out of hours working permission during extended working hours. Supervisors must first sign the form before it is sent to the Head of Department (HoD) for final approval. Working in labs out of hours without permission may result in disciplinary action. Work outside of the extended working hours will only be granted in exceptional circumstances.

Normal working hours are:

* 8:00 am to 7:00 pm - Monday to Friday.

Extended working hours are:

* 7:00 am to 8:00 am and 7:00 pm to 9:00 pm - Monday to Friday
* 9:00 am to 7:00 pm - Saturday, Sunday, and bank holidays.
* This form is for short out of hours work during extended working hours and is valid for **the approved dates and times**
* The form must be submitted **48 hours** before out of hours work takes place. **Forms requesting out of hours work during the weekend must be received by the HoD by 5pm on the Wednesday before.**
* **Risk assessments (RA)s must be adapted** to account for the additional risks in working out-of-hours (e.g. reduced security, first aid, or fire marshal cover on site and reduced ability to contact others in an emergency).
* There is **no lone lab work** **permitted** out of hours. A co-occupant (e.g. a full time UCL Chemical Engineering postgraduate student, PDRA or staff member) must be in the same room / laboratory with the researcher throughout.
* The **log book** at the Roberts Building reception must be used to **sign-in and sign-out**.
* **A security officer** at the Roberts Building reception must be made aware of your presence in the building.
* **No potentially highly hazardous work** may take place outside of normal working hours (e.g. handling large amounts of hazardous chemicals, work with toxic gases, or work in confined spaces).
* For **urgent out-of-hours work** (e.g. overrunning experiments), please request permission from the Supervisor (e.g. by MS Teams). The supervisor must then confirm the request with the HoD or their nominated person, who must email back if the request is approved. The work cannot take place until this approval has been received. In such cases, this form is not required, however, buddy work is still mandatory.
* **Office work may take place without permission during the extended working hours**, however, researchers must move to 203 if they are agile working.
* **All lab work during extended working hours requires permission via this form.** This includes work with analytical equipment (including microscopes and x-ray instruments) and analysing data using PCs in the lab.

**To be completed by out of hours applicant**

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| Name: Click or tap here to enter text. | Signed and Dated:Click or tap to enter a date.  |
| Work date, start time, and end time:Click or tap here to enter text. | Lab location & room number:Click or tap here to enter text. |
| Nature of work to be carried out:Click or tap here to enter text. | Main hazards as identified in the RA, accounting for out-of-hours work: Click or tap here to enter text. |
| RA reference number(s):Click or tap here to enter text. | RA Signed Off Date:Click or tap to enter a date. | RA Expiry Date:Click or tap to enter a date. |
| Justification for working out of hours, i.e. why the work cannot take place during regular opening hours:Click or tap here to enter text. |

**To be completed by co-occupant (no lone lab work outside normal working hours)**

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| Name: Click or tap here to enter text. | Signed and Dated:Click or tap to enter a date.  |
| Work date, start time, and end time:Click or tap here to enter text. | Lab location & room number:Click or tap here to enter text. |
| Nature of work to be carried out:Click or tap here to enter text. | Main hazards as identified in the RA, accounting for out-of-hours work: Click or tap here to enter text. |
| RA reference number(s):Click or tap here to enter text. | RA Signed Off Date:Click or tap to enter a date. | RA Expiry Date:Click or tap to enter a date. |
| Justification for working out of hours, i.e. why the work cannot take place during regular opening hours:Click or tap here to enter text. |

**Authorisation**

I give permission for this out-of-hours lab work to place for both the applicant and co-occupant.

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| Supervisor Name:Click or tap here to enter text. | Signed and Dated:Click or tap to enter a date. |
| Head of Department Name (or nominated person): **EVA SORENSEN** | Signed and Dated:Click or tap to enter a date.  |

For any questions please contact: Chemeng.safety@ucl.ac.uk