ESE Lone and Out of Hours access times

Lone working

At times it may be necessary to work in the department by yourself (lone working). If this becomes necessary, it is important to consider any increased risks that may arise from lone activities. Risk assessments and departmental approval may be required when lone working results in significant increases in risk.

It is ESE policy that lone working should be avoided wherever possible.

What is lone working?

Lone working is any activity in a room or space where no one else is present. The absence of work colleagues means that if you have an accident, there is nobody to help you or call for assistance. This increases the risk of the activity. Where necessary you need to complete a lone working risk assessment and request departmental lone working approval.

When do I need lone working permission?

Lone working permission is required when you perform an activity whose risk is significantly increased when working alone. Typically, these are activities performed in high-risk areas such as laboratories and workshops. Low-risk activities, such as administrative and office work, do not require lone working permission. If in doubt, contact your departmental safety officer (Simon Davis).

Do I need lone working permission during normal working hours?

YES. Lone working occurs at any time of the day or night.

How do I apply for lone working permission?

Click here

Or visit

https://www.imperial.ac.uk/safety/safety-by-topic/lone-working/

ESE access times and out-of-hours permission

Access times to ESE buildings, office spaces, lecture halls and general areas are between 7 am and midnight. Access to higher-risk areas of the department, such as laboratories and workshops, is between 7 am to 7 pm. It is departmental policy that access outside these hours is avoided wherever possible. If you need to access the department outside the normal operating hours, it is necessary to apply for out-of-hours permission.
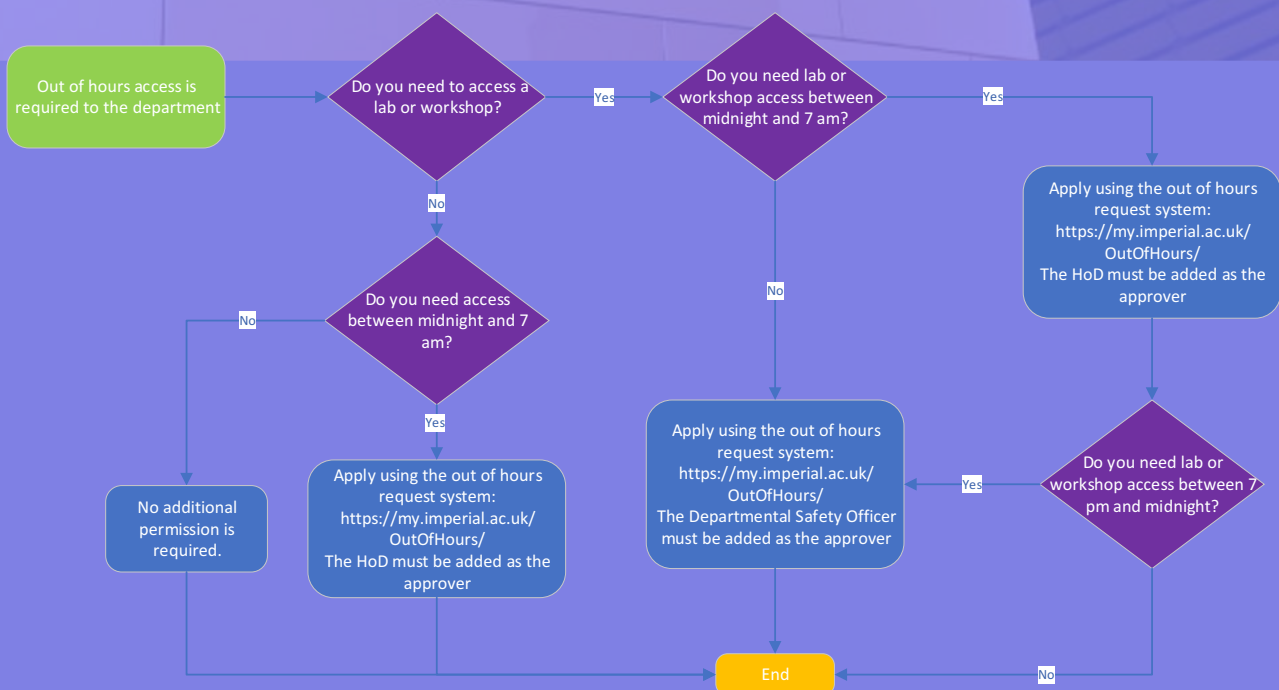
Office access times and required permissions

Midnight
7 am
Midnight

Laboratory and workshop access times

Midnight
7 am
7 pm
Midnight

- ▇ Normal working hours, no permission required
- ▇ Out of hours permission required, authorisation from Departmental Safety Officer
- ▇ Out of hours permission required, authorisation from Head of Department required

Process for applying for out of hours access

If you require out of hours access, you will need to apply through the out of hours portal. Use the flow diagram below to determine which permissions are required. Any questions, please contact the departmental safety officer.

```
Out of hours access is required to the department
   │
   ▼
Do you need to access a lab or workshop? ──Yes──▶ Do you need lab or workshop access between midnight and 7 am? ──Yes──▶ Apply using the out of hours request system: https://my.imperial.ac.uk/OutOfHours/ The HoD must be added as the approver
   │No                                              │No                                                                              │
   ▼                                                ▼                                                                               ▼
Do you need access between midnight and 7 am?      Apply using the out of hours request system:                                   Do you need lab or workshop access between 7 pm and midnight?
   │                                               https://my.imperial.ac.uk/OutOfHours/                                           
   │No──▶ No additional permission is required.    The Departmental Safety Officer must be added as the approver                   ──Yes──▶ (to the middle apply box)
   │Yes                                                                                                                            │No
   ▼                                                                                                                              ▼
Apply using the out of hours request system: https://my.imperial.ac.uk/OutOfHours/ The HoD must be added as the approver ──▶ End ◀── 
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ESE access times and out-of-hours permission

How long will approval take?

Approval is a manual process and may vary depending on the availability of the head of department (HoD) and the departmental safety officer (DSO). It is recommended that you apply for access at least five working days before it is required.

How will I know if my access has been approved?

You will receive an automated email confirming that you have the required out of hours permission.

Will my CID card access permissions be updated?

Once access has been approved, the card office will update your CID/security card. This will provide access to the College and, where necessary, laboratories and workshops.

Can I request group late access for multiple individuals?

Yes. Contact the DSO with details of the access required. Please ensure you apply at least five working days prior to the required access. The DSO will confirm once approval has been provided and the relevant CID card permissions have been updated.

How long will my late access permission be active?

All late access permissions allow 12 months of late access to the department. At the end of this period, you will need to re-apply. If you are unsure when your late access permission expires, contact the DSO.