

**ACCESS TO LABS BY STUDENTS**

<b>Working Hours</b>	From 8.30am to 5.00pm on weekdays, with the exception of the Christmas vacation. It is assumed that during these hours a full time staff member is always close by.
<b>Out of hours</b>	From 9.00am to 5.00pm on Saturdays and Sundays and from 5.00pm to 10.00pm on weekdays. During these times there may be no one else in the building and no janitorial cover.

1. After initial induction MSc students are expected to work unsupervised. MSc students are not usually granted out-of-hours access.
2. Before granting permission to work unsupervised 'out of hours' this process should be used to check that students are fit and safe to be left to work unsupervised. The student's PI / supervisor should check that the student has a requirement to work in the building out of hours and that this is based on volume of work or time critical work and not just personal convenience. If this is the case then the PI must assess whether the student:
  - a. Has proven that they can work safely; obeying published safety protocols, being diligent and alert to potential hazards.
  - b. Recognises the limits to their own abilities and the responsibilities with lone working.
3. If these criteria are met then the PI should check that the student knows:
  - a. What the published [fire safety strategy](#) is and where the fire escapes are.
  - b. What the [common security measures](#) are.
  - c. What alarms might sound; fire, security and the appropriate response to these alarms<sup>1</sup>.
  - d. The location of the landline 'phone and who to call for help (out of hours / PI).
  - e. What to do if feeling unwell, if injured or anxious about security.
4. The PI should sign off this form and send a paper copy to the teaching administrator.

*I am satisfied that this student has a valid reason to work out of hours, they are fit to work unsupervised and they comprehend the key safety information. I am satisfied that the student is fully competent to perform the experiments and that no communal equipment or equipment from other PIs will be used without the agreement of the DoR and relevant PI respectively. Permission is given to work in the research labs from 8.30am to 10pm on weekdays and 9 to 5 on Saturdays and Sundays for the dates listed.*

Student's name \_\_\_\_\_ Course or project \_\_\_\_\_

From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Supervisor's signature / date \_\_\_\_\_

*I confirm that I will read and comply with the safety and security rules and will only use the labs at the times set.*

Student signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> It is important that lone workers do not wear earphones as they cannot hear alarms.