



**RCSI**

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Working **outside normal business** hours or **lone working** at any time can involve high risks for staff in laboratories. **Normal levels of supervision and internal emergency response are not available in laboratories outside normal business hours.** Adequate supervision is an integral component of risk management and compliance with Health and Safety law. This document outlines the procedures and practices, which must be followed by all personnel in RCSI premises to ensure the safety of personnel and RCSI buildings.

This document applies to all RCSI staff including temporary staff, contract staff, post-graduate researchers, post-docs etc.

#### Building Out of Hours times – September to June

	123 SSG & York House	BEAUMONT SMURFIT BUILDING
Monday to Friday	7:00pm – 10:00pm	8:00pm – 11:00pm
Saturday	8:00am – 7:00pm	All day
Sunday	10:00am – 3:00pm	All day
Bank & College Holidays	All day	All day

#### Building out of Hours times - July & August

	123 SSG & York House	BEAUMONT SMURFIT BUILDING
Monday to Friday	7:00pm – 10:00pm	8:00pm – 11:00pm
Saturday	8:00am – 1:00pm	All day
Sunday	10:00am – 3:00pm	All day
Bank & College Holidays	All day	All day

If you need access to any building after its official closing times above, please explain the reason on an email to your line manager, [safety@rcsi.ie](mailto:safety@rcsi.ie) and [security@rcsi.ie](mailto:security@rcsi.ie) (SSG) or [briancasey@rcsi.ie](mailto:briancasey@rcsi.ie) (Beaumont).

**NOTE:** This out of hour's procedure does not apply to undergraduate students. Hours of work for undergrads is from 9am – 6pm only.

#### Lone Working Definition

Any employee (or visiting researcher etc.) working on their own (out of sight or earshot of other persons) where lone working may pose a hazard. In general, this would include laboratory work and other activities in isolated work areas e.g. walk-in-fridges, basement, changing gas supplies, external chemical storage etc. but excludes computer work.

Activities that include 'high risk' activity must introduce a 'buddy system' (two persons are required to be always present). **No lone working when conducting 'high risk' work.**

#### High Risk Activities



RCSI


- Handling concentrated acids or bases or any other agents, which could cause serious burns such as liquid nitrogen;
- Handling >500mls (about 16.91 oz) of flammable or highly flammable chemicals;
- Handling concentrated toxic or reactive chemicals;
- Handling chemicals, which could cause asphyxiation such as liquid nitrogen;
- Use of pressurised equipment such as autoclaves or use of vacuum apparatus;
- Use of naked flames such as Bunsen burner.

**RESPONSIBILITY**

Department Heads have the ultimate responsibility of ensuring the safety of staff in their Department. They must also ensure that all of their staff follow the safety practices outlined in this document and receive the necessary supervision and operational training when carrying out their work.

Manager / PI's are responsible for supervising and training staff in their area and reporting non-compliance with procedures to Department Heads. They must also lead by example and ensure that all staff they supervise follows the safety practices outlined in this document and provide additional training to staff as necessary.

**OUT OF HOURS / LONE WORKER RISK ASSESSMENT**

<b>ST. STEPHENS GREEN CAMPUS</b>	<b>BEAUMONT SMURFIT BUILDING</b>
Complete for all out of hours & lone work <a href="https://forms.office.com/e/FLNq8px2C">https://forms.office.com/e/FLNq8px2C</a>	Complete for all out of hours & lone work <a href="https://forms.office.com/e/IE9F0UcXiG">https://forms.office.com/e/IE9F0UcXiG</a>
Scheduled activities must be approved by your Line Manager / PI	Scheduled activities must be approved by your Line Manager / PI
Your form will be sent to Health and Safety for approval and cc'd to Security.	Your form will be sent to Health and Safety for approval and cc'd to Security.
<b>Buddy system in place for all high-risk lab work</b>	<b>Buddy system in place for all high-risk lab work</b>
Visitors not permitted in labs out of hours	Visitors not permitted in labs out of hours
Undergrad students, transition year students etc. not permitted in labs out of hours.	Undergrad students, transition year students etc. not permitted in labs out of hours.
All staff must <b>sign in and out</b> at Security Control Room in 123 SSG (this applies to staff working in York Hse labs also) during your out of hours / lone working.	All staff must <b>sign in and out</b> at Reception Desk during your out of hours / lone working.
<b>For Emergencies</b> , call 191 on any landline phone in RCSI or 01 402 2219 from a mobile phone. This will reach RCSI Security in 123 SSG Control Room who will respond to your emergency immediately.	 <b>For Emergencies only</b> , where you need help immediately in the lab, press the red fire break glass unit on the wall. This will call Beaumont Hospital Security and show up your location. They will respond to your location and the rest of the building will go into full evacuation.

Note: Out of Hours Risk Assessment forms must be updated every 6 months to ensure work has not changed in any way. Please review the form and update.

**EMERGENCIES**



A key element of ensuring personnel safety is Security being able to monitor the location and numbers of people who may be in the building outside of normal business hours. In particular, in the event of a fire, emergency personnel will need to know where people are and whether they have safely evacuated the building. For this purpose, a **sign in and out register** is in place at Security Control Office in 123 St. Stephens Green and Smurfit building Reception Desk. Any person working outside normal business hours in a laboratory must sign the register in the respective RCSI building and confirm when they are leaving the building.

Any persons working outside normal business hours should be aware of evacuation procedures and internal emergency response. The in-house **Emergency Numbers** are:

	<b>ST. STEPHENS GREEN CAMPUS</b>	<b>BEAUMONT SMURFIT BUILDING</b>
Landline / Extension Line	01-402 2219 / 191 (from landline phones)	<p><b>Reception:</b> Ext 3700 or 01 8093700 from mobile (7am – 5pm Mon – Fri)</p> <p><b>ERC Security:</b> Ext 8653 or 01 8528653 from mobile (7am – 23pm Mon – Fri)</p> <p><b>Weekends / Hols and all times outside above:</b> Ext 2110 or 01 8092110 from mobile - Hospital Security</p> <p><b>For Cardiac Arrest:</b> Press Cardiac labelled button on landline phone &amp; then #</p>
External Emergency Services Landline / Mobile	999 / 112	999 / 112

Make yourself familiar with notice boards, emergency and fire point signs for further emergency information for Smurfit Building and SSG.

### NON-LABORATORY WORK

All staff that are working out of hours / lone working in other environments than labs do not need to complete HSF-08; however, you **must sign in and out** of the building at Security Control Room in 123 SSG for SSG Campus and Smurfit Building Reception Desk.