

School of Engineering Out of Hours Running of Equipment

The nature of the University requires that some laboratory equipment must run overnight to complete a process. Laboratory equipment can use services such as gas, electricity, and water. Before such equipment can be left running overnight or at weekends an Out of Hours Running of Equipment card must be completed, approved by a supervisor, and affixed or placed adjacent to the equipment.

OUT OF HOURS RUNNING OF EQUIPMENT	
SCHOOL - Engineering	LAB
DESCRIPTION OF EQUIPMENT	
USER NAME (Print) *Do not include telephone no or address.	SERVICES IN USE <input type="checkbox"/> Gas (specify)
SUPERVISOR NAME (print) *Do not include telephone no or address.	<input type="checkbox"/> Electricity <input type="checkbox"/> Water <input type="checkbox"/> Other (Specify)
ACTION TO BE TAKEN IN AN EMERGENCY	
Date From:	Date To:

Further to this a secure Register of emergency contact details (i.e. names and telephone numbers of the *User and *Supervisor) must be maintained and made available to Security. No out of hours running of equipment will be permitted until the Supervisor has approved and provided their emergency contact details. The procedure is as follows:

1. The User makes initial request to the resident/named technician(s) or, for labs without a resident or named technician, the Laboratory Coordinator.
2. The resident/named technician - or the Laboratory Coordinator for labs without a resident or named technician - will advise the User if this is practicable taking into account the availability of equipment, consumables (eg gas) or other circumstances.
3. The User will then request approval from their Supervisor who will then provide a written response accepting or declining the request. If the Supervisor accepts the request they will also provide their own emergency telephone number.
4. On being advised that the overnight running can go ahead the User must complete the Out of Hours Running of Equipment card electronically.
5. For the ACTION TO BE TAKEN IN AN EMERGENCY a colour code (Red, Yellow or Green) is used in the Register to indicate to Security or the person discovering a problem, the actions that can safely be taken. The User or Supervisor should discuss this with the resident/named technician - or the Laboratory Coordinator for labs without a resident/named technician - to agree the appropriate action.

Action Key	Safe to take described action
	Contact User before any action
	Only User should take action

6. The User should then print the card and cut it out before giving to the resident technician who will apply the card and update the register. For laboratories without a resident or named technician the User themselves will apply the card to the equipment and advise the Lab Coordinator and the TRO who will update the Register. A minimum of 24 hours' notice must be given at this stage.
7. When the equipment is no longer being run out of hours, the user will remove the label and advise the technician - or for labs without a resident/named technician, the Lab Coordinator and the TRO – who will arrange for the Register to be updated.

***It is the responsibility of the User and Supervisor to ensure that equipment left running out of hours is documented in a risk assessment and that all precautions against any hazards identified in the risk assessment have been put in place. The risk assessment will help in identifying the colour code to be associated with the Action.**