

# MMBE Lone and Out-of-hours Working Policy

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Version: 2.0

Date of Issue: September 2025

## Context

This policy operates within the framework of the University's Lone Working Policy (Rev 1.0, June 2020), supporting safe working practices for staff and students engaging in lone or out-of-hours work. It aligns with institutional health and safety standards, risk management practices, and duty-of-care responsibilities, ensuring compliance with occupational health and safety legislation.

## Purpose

To define the procedures and responsibilities for safely conducting lone and out-of-hours work in the Department of Mechanical, Manufacturing and Biomedical Engineering (MMBE), and to ensure alignment with University policy and regulatory standards.

## Benefits

- Enhances safety for individuals working alone or during out-of-hours periods.
- Provides clarity on required approvals, risk categories, and safety practices.
- Encourages consistent, transparent practices within MMBE.
- Supports implementation of digital safety tools such as SafeZone and the Lone Working man-down device.

## Scope

### Applies to:

- All staff and students (postgraduate and research) within MMBE.
- Visitors or contractors working in MMBE facilities.

### Does not apply to:

- Cleaning, Security or Estates & Facilities staff.

## Principles

- Safety-first approach to all lone and out-of-hours activities.
- Risk assessments must guide all decisions.
- Equity in access to facilities based on risk level and training.
- Responsibility and supervision must be clearly defined.
- Lone working should be minimised wherever practical.

## Definitions

**Lone Working:** Working alone without close supervision or the reasonable expectation of assistance within 15 minutes in case of an emergency.

**Out-of-hours Working:** Working outside of standard MMBE hours (8:30am–5pm, Mon–Fri).

**Risk Categories (A–E):** Risk levels assigned based on task, environment, and supervision required.

**SafeZone App:** A digital safety tool required for out-of-hours monitoring.

## Policy

MMBE aims to minimize lone and out-of-hours working. Where it is necessary, clear risk assessments and supervisory structures are required. Undergraduate students are prohibited from lone working. Undergraduates are only permitted to use the PC labs out-of-hours.

**Risk Assessment:** Any task above Risk Category A requires a documented Lone Worker Risk Assessment and approval from the PI and/or Department Safety Officer.

**Access Levels:** Refer to Table 3 for access levels per role (e.g., Level 1: Head of Department, Level 4: Postdoctoral Researcher).

**Supervision and Approval:** All work out-of-hours or in risk categories B to D requires prior approval, record of communication, up-to-date risk assessments (RA), and booking of workspace.

**Prohibited Activities:** No activity rated as Risk Category E may be performed.

### Use of Safety Tools:

- SafeZone App is mandatory for after-hours lab and office work, this has been implemented as a university-wide safety measure.
- Person-Down Devices may be required for higher-risk lone work.

### Facility Hours and Restrictions:

- MMBE Hours: 8:30am – 5:00pm, Monday – Friday.
- TBSI: 7:00am – 10:00pm, 7 days.

### Out-of-hours Access:

- Parsons & WATTS: 5pm – 9pm weekdays, 9am – 5pm weekends & holidays.
- TBSI: Case-by-case approval from Simon Carroll.

### All labs must be vacated:

- Parsons & WATTS: 9pm – 8:30am weekdays; 5pm – 9am weekends & holidays.
- TBSI: 10pm – 7am, 7 days.

## Policy Owner

Head of the Department of Mechanical, Manufacturing and Biomedical Engineering.

## Responsibility and Implementation

- Local Implementation: Principal Investigators and Technical Staff.
- Oversight and Monitoring: Department Safety Officer and Chief Technical Officer

- Approvals: Head of Department and PI for high-risk or out-of-hours work

## Related Documents

- [University Lone Working Policy Rev 2.0](#)
- [MMBE Department Safety Statement](#)
- [Risk Assessments](#)
- [SafeZone User Guidelines](#)

## Document/Version Control

Approved by:	Prof. Stephen Spence, Head of Discipline
Date policy approved:	8 <sup>th</sup> August 2025
Date of next review:	June 2027
Officer responsible for review:	MMBE Safety Officer

**Table 1: MMBE Risk Categories**

Risk Category	Risk	Risk Rating <sup>1</sup>	Work type	Location	Supervisor <sup>2</sup> / Buddy <sup>3</sup> Level Required for Access	
A	Low	1 – 2	Desk based/ 3D Printing (loading/unloading FDM prints only)	Office/PC lab/Seminar room	Not required	
B	Low – Medium	3 – 6	Desk based/3D Printing(monitored)	Laboratory	1 – 6	
C	Medium	8 – 12	Basic Experimental Set-up/Monitoring	Laboratory/ MakerSpace	1 – 3 <sup>2</sup>	1 – 5 <sup>3</sup>
D	Medium – High	15 – 16	Experimental Set-up/ Manufacturing	Laboratory/ Workshop	1 – 3 <sup>4</sup>	
E	High	20 – 25	No work permitted, add safety controls to reduce the risks involved.			

**Table 2: Lone/Out-of-hours Working Requirements**

Risk Category	Approval Required	<a href="#">Risk Assessment</a> <sup>5</sup>	Pre-booked Workspace	SafeZone App	Person-Down Device
<b>A</b>	✗	✗	✗	✓	✗
<b>B</b>	✓	✓	✓	✓	✗
<b>C</b>	✓	✓	✓	✓	✓
<b>D</b>	✓	✓	✓	✓	✓

**Table 3: MMBE Access Levels**

Level	Position
<b>1</b>	Head of Department, Chief Technical Officer, Department Safety Officer, TBSI Safety Officer
<b>2</b>	Principal Investigator
<b>3</b>	Experimental Officer, Technical Staff, Area Expert
<b>4</b>	Post-Doctoral Researcher
<b>5</b>	Research Assistant, PhD Student
<b>6</b>	MSc/MAI Student
<b>7</b>	Undergraduate Student

<sup>1</sup> [Use the IOSH 5 x 5 Risk Matrix](#)

<sup>2</sup> Applies to undergraduate students

<sup>3</sup> Applies to postgrads and staff

<sup>4</sup> Requires weekly approval from Safety Officer

<sup>5</sup> Refer to the [University Lone Working Policy Rev 2.0](#) (Appendix A) when completing your RA

