

Lone Working Policy for the Department of Archaeology and the McDonald

Institute for Archaeological Research

Working hours for the Department of Archaeology and MacDonal Institute are: 9.00 – 5.00 p.m. Monday to Friday. Outside these hours and at all times at weekends, the following conditions apply:

Courtyard and West Building outside doors

The outside doors of both buildings must be locked between 6.00pm and 8.30 am during the week and at all times at weekends. Staff and graduate students are issued with keys.

Signing in book

In the foyer of the Courtyard Building, West Building and Faculty Building there is a signing in book. Anyone working outside of normal working hours and at weekends must write down what time they enter the building, which room they are working in and sign out when they leave.

Offices and Labs.

If working in the Department late at night or at weekends, tell others of your plans and liaise with other people working late. Learn how the alarm system works. If you are worried about leaving late at night you can ring Security on 31818 and they will monitor your exit on CCTV. The Downing Site gate closes at 10.30pm and you will have to contact Security via intercom at the main gate on Tennis Court Road in order for them to let you out of the site. *You can contact Security who will check in regularly with you whilst you are working but you must conform to their instructions [“buddy” system].)*

Ring Security on 31818 when you begin work and leave them;

1) a contact number for you and details of the room where you are working

2) tell them the time you expect to be working to

*3) **ring them when you leave.** If you fail to do this they will instigate a search and if they cannot find you will then contact the department’s emergency keyholders.*

Equipment and Laboratories

Checks before leaving work at night and at weekends

It is important to double check laboratories before leaving at night:

- as much apparatus as possible should be switched off and unplugged
- doors and windows should be closed.

Equipment running at night and at weekends

The permission of the lab director or lab manager in charge of a facility must be obtained before apparatus other than freezers and computers are left running overnight. All appropriate procedures laid down in the Laboratory Standard Operating Procedures must be followed and a sign posted in a prominent position showing instructions for switching off the equipment in case of emergency.

Department and MacDonald Laboratories.

The laboratories on site are controlled by their individual managers, who will agree rules with the Department Safety Officer, Jessica Rippengal for any out-of-hours working. **Only low-risk assessment work will be allowed.**

- (a) **Working in laboratories out of hours** is restricted to the use of microscopes, computers and reference collections. **Use of cutting machines out of hours is strictly forbidden.**

Out of hours, it is preferred that a research worker is accompanied by another member of

the Department and must be made fully aware of:

- safety procedures of the laboratory concerned and be able to turn off and make safe equipment being used,
- emergency exits,
- location of first aid boxes,
- location of a telephone in case of an emergency,
- how to call for help in an emergency.

(b) **Out of hours Geoarch (MacBurney) Laboratory use**

In addition to all points in part (a) above:

- no use of any cutting devices,
- no decanting of crystic resin.

(c) **Out of hours Zooarch (Grahame Clark) Laboratory use**

In addition to all points in part (a) above:

- no use of any cutting tools,
- no use of the Post Mortem Room unless the Research Technician is present.

(d) **Out of hours Isotope Laboratory use**

In addition to all points in part (a) above:

- no lone working when handling 12M HCL.

(e) **Out of hours Genetics Laboratory use**

In addition to all points in part (a) above:

- to be confirmed.

(f) **Out of hours Bioarch (Pitt Rivers) Laboratory use**

As per part (a) above.