I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request permission to carry out office work outside normal working hours in the School of Biological Sciences for the period from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

As the person undertaking this work I hereby certify the following:

1. I will always complete the **Out of Hours Log book** when working out of hours.
2. I have no known medical conditions which may be dangerous for a lone worker.
3. On each occasion when I am working alone/out of hours I will make others aware of my working times and have a means of contacting them should an emergency occur e.g. landline/mobile phone.
4. I am aware of the arrangements for evacuation and emergency procedures out of hours (Call Security on 2222) and know what to do in the event that the fire alarm sounds.

Permission granted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor/PI) Date \_\_\_\_\_\_\_\_\_\_\_