These are just Guidance Notes. Please refer to main policy document for further details
WHAT NEEDS TO BE DONE?

☐ Separate risk assessments and specific approval must be sought for those wishing to gain out of hours access to the following approved buildings:

- FOCAS Institute, Camden Row
- E-Block, Bolton Street

☐ Important: A Buddy (second person) must always be present in the event of out of hour access
WHO COMPLETES THE RISK ASSESSMENT?

- This is completed by the person seeking approval for out of hours access and signed off by their line manager.
- The line manager sends a copy of the completed risk assessment to the local Buildings Maintenance Manager and Occupational Health Officer for approval.

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WHAT HAPPENS THEN?

☐ Once the risk assessment has been approved by the Buildings Maintenance Manager and Occupational Health Officer, and all necessary structural and operational safety control measures are implemented, approval in writing can be forwarded to the person seeking the out of hours access by the Buildings Maintenance Manager (BMM).

☐ A listing of all those authorised for out of hours access will be submitted to the local Buildings Maintenance Manager by the line manager so that it can be submitted to a security company.
WHAT TRAINING IS REQUIRED?

- Induction for out of hours access
- Emergency Response Training
- Emergency First-aid Training

All training must be completed prior to commencement of access

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IS THERE ANY TIME I WILL NOT HAVE ACCESS?

☐ Out of hours access may be prohibited during periods of renovation/maintenance/building works or during shut down periods

☐ Authorisation for access may be withdrawn if breaches in policy occur

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WHAT IS REQUIRED OF ME?

☐ All authorised persons must work only in the area as specified in the risk assessment and carry out only authorised activities during authorised time periods.

☐ Out of hours access to each building is strictly limited to those authorised by the School/Function concerned.

☐ All authorised persons must ensure that all recommended controls are implemented.

For further information, please contact the

Health and Safety Office

01 4024192

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