POLICY
It is the policy of Technological University Dublin (TU Dublin) City Campus to facilitate out of hours access where absolutely necessary and no other alternatives are available.

SCOPE
This policy applies to all campus users for city campus buildings.

DEFINITION
Out of hours access (OHA)
This is defined as access to a building outside the normal hours of operation. Specific approval is required for this.

Approved Person
An Approved Person is a person who has been granted out of hours access to city campus building(s) by the Estates Office and the Health & Safety Office in addition to the Head of School/Function.
Please note: A Buddy* must always be present in the event of out of hours access.
*Buddy: A buddy is a second Approved Person. The buddy must be present in the building (or room/area depending on the risk) at all times during out of hours access.

Note: Lone working
Lone working is dealt with in School/Function risk assessments. Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employee, is classed as a lone worker.

Further information is available from this link.

STANDARD OPERATING PROCEDURE FOR RESPONSIBLE PERSONS

Person Seeking Out of Hours Access:

  • Seek initial approval from Head of School/Function and the Estates Office to determine if out of hours access is feasible for the building concerned;
• Submit completed out of hours access risk assessment to the Estates Office and Health and Safety Office for review;
• Update risk assessment where appropriate on advice of Estates Office and Health and Safety Office;

**Approved Persons:**
• Follow all controls identified in the risk assessment
• Attend/complete relevant training;
• Disclose details of any medical condition/disabilities to the Health & Safety Office;
• Only work in areas you are authorised to work in;
• Do not admit any unapproved persons to the building or provide their card to others; and
• Report any issues with access or access cards to the Estates Office.

**Heads of School/Function:**
• Review and approve initial request for out of hours access;
• Ensure the out of hours access (OHA) risk assessment is completed by the applicant;
• Review the applicant’s OHA risk assessment;
• Oversee the implementation of control measures where highlighted; and
• Review School/Function access requests and OHA risk assessment on an annual basis.

**Estates Office:**
• Confirm if out of hours access is feasible;
• Review completed risk assessment;
• Suggest and implement further controls identified;
• Grant approval if appropriate in conjunction with the Health and Safety Office;
• Give access to Approved Persons by updating the access rights on their access cards;
• Send list of Approved Persons to the Control Centre (Orchard House, Grangegorman)/Security Provider; and
• Monitor and audit access and control system for Approved Persons. Failure to comply with the policy or recommended control measures may result in withdrawal of out of hour’s access.

**Health & Safety Office:**
• Review out of hours access risk assessment in conjunction with Estates Office;
• Advise on further control measures where relevant;
• Grant approval to Approved Persons in conjunction with Estates Office and the Head of School/ Function; and
• Monitor the list of Approved Service Providers on an annual basis.

Staff Development Office:
• Provide training as recommended in the risk assessment.

Control Room/Security Company
• Monitor security, access and egress;
• Respond to any calls received;
• Document accidents; and
• Act as incident controller in the event of an emergency.

REVIEW
This policy will be reviewed annually and updated as required.