Out of Hours Code of Practice

A Copy of the document is to be issued to all Executive Deans of Faculty, Directors of Service, Heads of Departments, Faculty/Department Administrators, Tenants and to all staff and Post Graduate (PG) students who have been granted permission to work 'out of hours'.

Appendices:
A. Building Opening/Closing Times
B. Considerations for Deans/Heads of Departments
C. Health & Safety Policy and Security Procedures
D. Emergency Telephone Numbers
E. Staff Agreement and Approval for Out of Hours Access.

1. This Code of Practice retains its objective to restrict unsupervised access for undergraduate students, except in the common areas identified specifically for undergraduate access, whilst supporting the University’s need to facilitate 24/7 access for staff and PG students. Any member of staff or PG Student found on the premises out of hours where authorisation and risk assessment has not been carried out may be asked to leave by security staff and a report will be submitted to the Executive Dean / Director for investigation. Further details are contained within the Code of Practice. If you have any queries on access, please contact the Security Manager (X4670) or the Head of Health and Safety (X7318) for health or safety queries.

2. Your attention is drawn to Appendix E of the Code of Practice which is in effect, authorisation and agreement for staff/PG students and tenants to work out of hours and should be implemented by all Faculties and Departments for anyone who has been granted out of hour’s access.

3. Most staff and PG students should be able to complete their regular work during normal building opening times but it is recognised that certain staff or PG students may occasionally need to work late in the evening or at weekends, especially on urgent work, special projects or whilst carrying out research.

4. Where this need has been identified, the Executive Dean of Faculty or Director must arrange for a risk assessment to be carried out in accordance with guidance listed at Appendix B. Access to offices or other department facilities can then be made available for staff outside the normal building opening hours. During the working week, staff and PG students with out of hour’s access permission may remain at work, or may enter their building early at weekends or on University holidays. These timings have been considered in relation to the University’s overall responsibilities for health, safety and security of staff and buildings.

5. Out of hours access authorisation for PG students may be granted for up to one academic year. For auditing purposes, out of hours access will be reviewed each year. Executive Deans/Directors, or nominated deputies are requested to confirm authority for existing users. Failure to respond to the annual audit may result in access being withdrawn.
6. Out of hours access may only be granted to staff who have a current contract to work issued by Northumbria University. This includes:

   a) Full Time Staff
   b) Part Time Staff
   c) Postgraduate Students
   d) Agency and Temporary Staff

Contractors will be allowed access in accordance with Campus Services Contractors on Site Guidance.

Tenants who have formal contracts to use University buildings and have been fully briefed on emergency procedures and any other relevant University policies relating to access will be allowed access. A documented record of this briefing and or any training must be maintained by the Faculty or Service for audit purposes.

In accordance with the University Fire Safety Policy, unsupervised access for undergraduate students must not be allowed out of normal working hours except in the under-mentioned locations which have been risk assessed and can be supported by existing staff resource.

   a) City Library
   b) Coach Lane Library
   c) Coach Lane Clinical Skills
   d) Pandon Building Basement Open Access Area (OAA)
   e) The Zone – Ellison D Block
   f) City Campus East – 1&2 (pilot scheme)

7. Procedure to Obtain Out of Hours Access

   After the guidance and considerations listed at Appendix B have been made, permission for out of hours access may be authorised by the staff member’s/PG student’s Executive Dean or Director or their deputy. Permission must be on the Approval Form (see Appendix E), signed by both parties and a copy retained by the Faculty/Service. For generic office based work, where risk assessment has been carried out, a list of approved staff/PG students will suffice. Once completed, a copy of the agreement/approval should be forwarded to the Security Office at Sutherland House, City Campus.

8. Procedure for Remaining at Work after Closing Time

   When a member of staff with out of hours access wishes to remain in their place of work after the normal building locking up time they must:

   a) Ensure they have the necessary keys, their University Smartcard and, if applicable, the building intruder alarm code with them.

   b) Before the building lock-up time, inform the Security Control Room (X3999) of their intention to remain in the building, so that confirmation can be made on the setting of alarms etc.
9. Procedure for Entering University Premises Out of Hours

When arriving at work out of normal building opening times (see appendix A), the member of staff must;

a) Upon arrival on Campus, contact or report to the Security Control (x3999) in Sutherland House. Security staff will advise if the building intruder alarm is unset and which door can be accessed via access control. If the Building is secured and alarmed, a member of Security staff will accompany the individual(s) to the building, unset the alarm and ensure all emergency and fire exits are accessible.

N.B. Once the Risk Assessment has been completed and the approval form submitted on behalf of the Executive Dean or Director, a record will be retained in the Security Control Room and the area will not be alarmed or secured in order to facilitate access without the need for Security staff attendance. This procedure will be for staff and PG students only;

b) When they have entered their office, inform Security Control in Sutherland House (x3999) that they are in the building, in case of emergencies.

10. Procedures Whilst on the Premises

Please see Appendix C, which refers to Health & Safety at Work and Security procedures.

11. Procedures for Leaving University Premises

All staff and PG students are responsible for security and safety in the area they are working. When they leave they must:

a) Ensure all equipment in the working area is switched off, including office lights, fans, heaters, photocopiers, etc. and lock up – cupboards, key cabinets, and office doors.

b) Inform Security Staff that they are leaving the building.

c) Before leaving, any faults on equipment or services failure, etc. should be reported to the Security Control Room (x3999) who will contact the relevant on-call engineer for advice.

NB. Lights on stairs and in corridors should be left switched on.

12. Withdrawal of Privileges

Where any member of staff or PG student is found to contravene the Out of Hours Access Code of Practice or Procedures, access will be suspended immediately and a report submitted to the Executive Dean or Director for formal investigation from which the member of staff/PG student may also be subject to staff management or disciplinary procedures. Contravention of this Code of Practice includes allowing unauthorised persons
access by opening doors, or by loaning their University Smart Card, keys or alarm code Personal Identification Number (PIN).

13. Loss/Theft of Keys

Any loss or theft of keys or University Smart Cards must be reported to Security staff immediately for remedial action.

These regulations are subject to review and will be published on the University Campus Services website.
Appendix A

Buildings Opening / Closing Times

For the purpose of this document, outside normal working hours are:

Monday to Thursday  2200 - 0700
Friday               2200 - 0800
Saturday and Sunday  1700 - 0800
Public Holidays
Institutional Closure Days

Building Opening Hours

The up to date Building Opening Hours can be found here.

Please note City and CLC Library opening times will be as posted by Academic Services.

Closing times vary but all buildings should be vacated by **2200 hours**. Timings do change out of term time or sometimes for essential maintenance work. Staff can check the up to date information published on the Campus Services Web pages.
APPENDIX B

Guidance for Executive Deans & DIRECTORS - Before Authorising Out of Hours Access

Type of Work / Risk Assessment / Lone Worker Assessment

1. A full risk assessment of any proposed work must be undertaken by the Executive Dean/Director or their nominated deputy, taking into account the nature of the work, the environment, plant machinery, substances and chemicals, location of the work and the experience of the worker. This is particularly important if an individual seeks to work alone.

2. It is University Policy that all out of hours/lone working must be risk assessed to ensure lone workers do not undertake high risk activities which would normally require the presence of a second person. This restricts lone and out of hours work to specified low risk activities in locations where the worker could normally be expected to work safely unsupervised. It also prohibits the use of certain equipment, plant, machinery, substances, chemicals and access to locations other than those authorised by the Executive Dean/Director or nominated deputy. The applicant will also be restricted to work only in accordance with the instructions and training they have received, particularly with regard to using plant, machinery, substances and chemicals.

3. In general, out of hours access should only be granted for 'office work' or work assessed as 'Low Risk' (see below). If the work involves use of machinery (other than office equipment) or the risk assessment is 'Medium' or not adequately controlled or 'High Risk', the Head of Health and Safety should be consulted for further advice. In most instances a generic risk assessment for low risk activities accompanied by a list of authorised staff will suffice and individual risk assessment may not be required. In this instance the Head of Health and Safety should be consulted for advice.

4. Security staff deliver Lone Worker and Personal Safety Awareness training which is offered as part of Human Resources Staff Development programme. Training can also be arranged directly with the Security Manager.
## Risk Categories and Examples of Risk Activities

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Assessment</th>
<th>Example Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example of Low risk</td>
<td>People engaged in tasks they would normally undertake in their office and where the work does not involve the use of machinery or dangerous substances. For example administrative duties work at a computer, etc.</td>
<td>Out of Hours Access Code of Practice implemented. Lone working is permitted as provided and Security Control is aware of the first person’s location and they have access to a telephone. The fire safety arrangements have been brought to the attention of staff and students</td>
</tr>
<tr>
<td>Example of Medium risk</td>
<td>Work with members of the public (typically interviews/consultation). Handling cash, Working in areas where they may be isolated difficult to locate or reach in an emergency.</td>
<td>Out of Hours Access Code of Practice Implemented A second person must be sufficiently close &amp; available to render assistance and make occasional visits.</td>
</tr>
<tr>
<td>Example of High risk</td>
<td>Operation of plant, machinery, handling of dangerous substances and chemicals which could inflict serious injury or ill health (e.g. powered machines / acids etc.). Working at heights or in confined spaces. Violence at work - where a potential that the person may become a victim of violence at work.</td>
<td>Out of Hours Access Code of Practice Implemented <strong>Lone working not permitted.</strong> A second person with sufficient knowledge of the equipment processes and of the action to take in an emergency must be in the immediate vicinity.</td>
</tr>
</tbody>
</table>
5. Executive Deans and Directors must be in a position to demonstrate that discretion is exercised when considering authorising staff/PG students to have out of hours access and that staff/PG students agree to the conditions under which the authorisation is granted.

6. Monitoring - It may be necessary as part of the Lone Worker risk assessment to include additional control measures. This may include, as a contingency to help mitigate the risk, after consultation and agreement with the Security Manager a requirement to check, at least periodically, on the wellbeing of lone workers. The staff member or PG student may be required to make periodic phone calls to the Security Control. Areas identified as higher risk may need the installation and use of CCTV, additional access control and personal attack lone worker systems which are connected and monitored in the Central Monitoring facility in Security Control.

7. Health and Safety

General duties under the Health & Safety at Work Act 1974, Universities UK Guidelines and the University’s Health & Safety Policy are listed at Appendix C. Staff and PG Students permitted out of hours access must sign a pro forma “(appendix E) as having read this Code of Practice, that they have a good understanding of the conditions, and that they acknowledge the risk assessment limitations and all the relevant guidelines as listed.

8. Staff Welfare

The Executive Dean/Director must also give consideration to working time directives in particular to staff health and welfare in relation to the times and amount of hours worked by individuals. If staff are required to work excessive hours on a regular basis, a review of workloads should be undertaken.

Where the nature of the work requires occupational health surveillance or the applicant has a condition which may impair their ability to work alone safely, the University Occupational Health Service is to be consulted. Where an individual has disclosed that they have accessibility issues a Risk Assessment and a Personal Emergency Evacuation Plan (PEEP) must be carried out. A copy of the PEEP should be forwarded to Security Control.

Before authorising staff and PG Students to work out of hours, the Executive Dean/ Director must ascertain that the work cannot be carried out in the areas identified for 24 hour use. E.g. Library and Pandon OAA.

9. Hours of Work

For the purposes of this document, ‘Out of Hours’ working times are regarded as:

- **Weekdays**: Before 0700 hours (before building opening time) and After the building closing time, up to 2200 hours
- **Weekends**: Before 0800 and after 1700 hours
- **Public Holidays and University Institutional Closure Days**
APPENDIX C

HEALTH & SAFETY, SECURITY AND EMERGENCIES

1. The Health & Safety at Work Act 1974 must be brought to the attention of all staff that have out of hours access facilities. In particular:

   Section 2
   ‘It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health & safety and welfare at work of his employees and the provision of such information, instrumentation, training and supervision as is necessary to ensure, as far as is reasonably practicable, their health & safety.’

   Section 7
   ‘It is the duty of every employee while at work to take reasonable care for the health & safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed by the employer or any other person by, or under any of the relevant statutory provisions, to co-operate with the employer so far as is necessary, to enable that duty or requirement to be performed or complied with.’

   Section 1(a)
   The Management of Health and Safety at Work Regulations 1999 (Amended) regulation 4 requires that risk assessments are carried out for all significant risks to Health and Safety

2. ‘Universities UK’ – Guidance (originally published from ‘CVCP’)

   ‘Lone working should only be sanctioned after a thorough assessment of the risks has been carried out, taking into account the nature of the work, the hostility and location of the site and the experience of the worker(s). A safe system of work should then be devised in order, as is reasonably practicable, to safeguard the health & safety of the worker(s) as required by section 2 of the Health & Safety at Work Act 1974 and reduce risks from foreseeable hazards to an acceptable level.’

3. In addition to the above legislation, all Northumbria University staff, PG students and tenants authorised to work out of normal hours are responsible for their own, and others, health, safety & welfare, and for the security of the area in which they are authorised.

4. Whilst on the Premises Staff and PG Students Must:

   a) Before out of hours Access is granted Staff and PG Students must receive a full briefing from their line manager/Tutor and/or a member of the Health and Safety Team on University Fire Policy and Procedures. Staff granted out of hours access must have successfully completed mandatory online Fire Training and be confident of the procedures for raising the alarm in the event of a fire and for tackling small and confinable fires.

   b) Ensure Security Staff are aware that they are working on site by informing them by telephone.

   c) Have a copy of the emergency telephone contact numbers with them.
d) Carry their University smart card at all times.

e) Inform security staff of any incidents or problems, particularly in relation to safety or security (water leaks, alarms, suspicious persons etc.).

f) Clear away any food or drink.

g) Comply with any instructions given by Security Staff, or members of the Fire Response Team (FRT), (including requests to produce their University Smart Card).

h) Evacuate the building IMMEDIATELY on hearing the fire alarm and remain at the recognised assembly point until informed it is safe to return. Comply with other University fire procedures.

i) Inform Security Staff if an alarm is sounding and needs re-setting. NB. Fire Exit doors are alarmed and should not be used for normal egress but should be used as required in an emergency.

j) They must report any accident to the Security Control Room Staff and be confident of procedures for calling the emergency services if required. See appendix D for emergency telephone numbers.

Whilst on the Premises, Staff and PG Students **Must Not:**

a) Carry out any of the following unless part of academic research where prior risk assessment has been completed and permission granted by the Executive Dean/Head of Department. In those cases, Security Staff must be informed before such work starts and when it has finished.

b) Carry out any drilling, sanding, ‘hot work’ or work on any plant or machinery, work with any chemicals or dangerous substances.

c) Use any naked flame, for cooking or other purposes.

d) Smoke on the premises.

e) Bring any ‘friends’ or ‘guests’ into the premises, or any Undergraduate Student, unless written prior permission has been granted by the Executive Dean/Director.

f) Consume any alcohol or drugs (including medication that may have side effects, which may impair an individual’s efficiency to work.

g) Sleep on the premises.

h) Contravene any other University Policy or procedures.
## APPENDIX D

### EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>From a University Phone</th>
<th>From an Outside Phone or Mobile Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY SERVICES (Fire, Ambulance, Police)</td>
<td>9999</td>
<td>999</td>
</tr>
<tr>
<td>UNIVERSITY EMERGENCY Security Control (24/7)</td>
<td>3200</td>
<td>0191 227 3200</td>
</tr>
<tr>
<td>SECURITY CONTROL GENERAL ENQUIRIES (24/7)</td>
<td>3999</td>
<td>0191 227 3999</td>
</tr>
<tr>
<td>Sutherland House, College St</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:ea.security@northumbria.ac.uk">ea.security@northumbria.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT HELPLINE (24/7)</td>
<td>4242</td>
<td>0191 227 4242</td>
</tr>
<tr>
<td>POLICE GENERAL ENQUIRIES</td>
<td>(9) 0345 043043</td>
<td>0345 043043</td>
</tr>
<tr>
<td>CAMPUS SERVICES HELPDESK (0700 – 1700)</td>
<td>4070</td>
<td>0191 227 4070</td>
</tr>
</tbody>
</table>
APPENDIX E

NORTHUMBRIA UNIVERSITY STAFF OUT OF HOURS ACCESS APPROVAL

This form is to be completed, signed and submitted to the Security Office, Sutherland Building College Street for access rights to be assigned.

PERSON REQUIRING OUT OF HOURS ACCESS:
Prof/Dr/Mr/Mrs/Miss……………….(Name)
……………………………………………………..…………………………………(Faculty/Service Department)

Has requested access to their place of work: ……………..……………………….……..…………………… (Insert building name/room number) on a regular basis outside the normal working hours.

I confirm that a risk assessment has been carried out. ………………………………………………….(Insert name) and has been classed as 'Low Risk'. (If work is classed as higher than 'Low Risk', approval to work must first be obtained from the Health and Safety Advisor. Risk assessment attached.

I confirm that the employee/PG Student is competent to work alone out of normal working hours and has been briefed on all procedures. They have been issued with a copy of the ‘Out Of Hours Access Code of Practice’.

Their University telephone number is:………………………….….. and their alternative number is:…………………………………….  (Insert mobile number if applicable)

Please encode their University Smart Card and allow them access to their place of work, from ……………………………………..…….. (Insert date). I understand that access will be reviewed each year.

Should the nature of the employee’s work change during this period, a further risk assessment will be carried out. If the employee no longer requires out of hours access, or leaves the University's employment, my department will inform the Security Manager to cancel their access facilities.

AUTHORISED BY EXECUTIVE DEAN /DIRECTOR:

Name: …………………………………..…………… Signature: …………………………………..
Title:……………………………………………….…… Date: ………………………….………………….

TO BE COMPLETED BY THE EMPLOYEE:
I have been issued with and have read the ‘Out of Hours Access Code of Practice’ and have been briefed by my department on the procedures for out of hours access. I agree to comply with the Code of Practice and acknowledge that my access may be withdrawn if I am found in breach of any of the procedures. I will safeguard my access card and any keys issued to me and will return keys to the Security Staff if no longer required.

Signature: …………………………………..…………….. Date: …………………………………..