OUT OF HOURS WORKING POLICY – BERRICK SAUL BUILDING

The purpose of this policy is to ensure health and safety arrangements are in place for staff and students working outside normal working hours.

1. The information in this document applies to all staff and students working in the Berrick Saul Building outside normal work hours i.e. before 8.00am and after 6.30pm Monday to Friday and at any time during the weekend.

2. Please note also that the building is closed over Christmas, and out-of-hours working regulations apply during the entire period of closure.

3. Access to the Berrick Saul Building out-of-hours is available only for working, studying and attending approved University/Department events.

4. Staff and students working alone in the building out-of-hours are strongly advised to contact the University Security Services on 4444 to notify them that they are in the building, which room they are in and the time they plan to leave (to be followed by a further telephone call to notify them when they are actually leaving the building). Ideally, staff should arrange to be in the building with a colleague. Security Services patrol the campus to minimise risk but this is not at set times.

5. People who are not members of the HRC or visitors attending approved events are not permitted to enter the building outside normal work hours, unless this has been approved in advance by the HRC Administrator, Helen Jacobs. It is important that you do not let people whom you do not recognise into the building and secure areas (study area, bicycle shed, first floor), and ensure that doors close behind you.

6. In the event of an accident or injury, telephone Security Services on 3333. All security staff are trained in First Aid. They will also arrange an ambulance or (if the injury is moderate) a taxi to A&E. All accidents out of hours, however minor, must be reported to Security Services on 3333.

7. In the event of a power failure out-of-hours, staff and students are strongly advised to leave the building. The emergency lighting fails after three hours.

8. Under no circumstances should entrance doors be wedged open outside normal work hours. Fire exits or fire doors must not be wedged open at any time.

9. The first floor of the building is alarmed outside working hours. The HRC Administrator will arrange an alarm code for staff and students based on the first floor, with instructions on how to unset and set the alarm. It is the responsibility of the last person to leave the first floor to set the alarm out of hours. Please note that alarm codes are assigned to individuals and should not be given out to anyone else, even colleagues or other students who use the building.

10. Panic buttons are located next to the entrance and fire escape doors in the postgraduate study area and next to the fire escapes on the first floor. They are wall-mounted white boxes with two rectangular red buttons on top, which must be pressed simultaneously. The alarm is silent but will transmit an alert to the Security Centre, whereupon a security guard will attend the area where the alarm was raised.