OUT OF HOURS ACCESS POLICY & STANDARD OPERATING PROCEDURE (SOP)

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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 (OOHA)

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 (OOHA) risk assessment is completed by the applicant;
- Review the applicant's OOHA risk assessment;
- Oversee the implementation of control measures where highlighted; and
- Review School/Function access requests and OOHA 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.

RISK ASSESSMENT GUIDANCE FOR OUT OF HOURS ACCESS

1.0 Introduction

Before completing this risk assessment please ensure that:

- You have read the Out of Hours Access Policy & SOP.
- You have contacted the Technological University Dublin City Campus Estates Office to ensure out of hours access is feasible for your area/activity/building.

This risk assessment should be completed by a competent representative from a School/Function/Other requesting out of hours access to a building. It should be sent to the Technological University Dublin City Campus Health & Safety Office and the Estates Office for review.

2.0 Guidelines for Completion of OOHA Risk Assessment

The following information is intended for guidance purpose.

Hazard Identification & Risk Assessment

- Identify known or foreseeable hazards associated with each work activity;
- Note also the particular hazards due to out of hours access;
- Evaluate the risks; and
- Describe all existing control measures and identify any further measures required.

Persons at Risk

Identify all those who may be at risk. It is important that these individuals (Internal/external stakeholders) are made aware of the outcome of the risk assessment and informed of all necessary control measures.

Ensure that vulnerable groups are accounted for:

- Pregnant employees;
- Those with medical conditions;
- Those with disabilities; and
- Young, old and inexperienced workers, visitors etc.

Some control measures to consider may include (this list is not exhaustive):

- Site-specific information, instruction and training
  - Emergency procedures

- o Assembly Point
- Increased communication systems / procedures (e.g. regular pre-arranged contact by e.g. mobile phone, telephone, radio);
- Increased supervision;
- Increased security (e.g. CCTV, secure access, personal alarms);
- Increased lighting at entrances, exits, car parks etc.;
- Controlled periodic checks by security provider;
- Buddy system (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;
- Automatic warning devices, e.g. panic alarms, no movement alarms, automatic distress message systems, i.e. pre-recorded message sent if not actively cancelled by operative etc.;
- Use of Personal Protective Equipment (PPE) and clothing;
- First-aid kits and training;
- Implementation of Standard Operating Procedures (SOP's);
- Locking and securing place of work/access area;
- End of task/day and returning of keys; and
- Implementation of correct reporting procedures e.g. accident, hazards, near misses/dangerous occurrence etc.

Supervision

The extent of supervision required will depend upon the level of risks involved and the ability and experience of the Approved Person (An Approved Person is a person who has been granted access to city campus building(s) by the Estates Office and the Health & Safety Office in addition to the Head of School or Function. A few examples of supervisory measures which may be useful in some circumstances include:

- Periodic telephone contact with Approved Persons;
- Periodic (site) visits to Approved Persons;
- Regular contact (telephone, radio etc.);
- Automatic warning devices, e.g., motion sensors, "man down" alarms etc.;
- Manual warning devices e.g. panic alarms etc.; and
- End of task / shift/day/access contact (i.e. returning keys).

Communication of Risk Assessment

It is vital that the results of this risk assessment are communicated to the Approved Persons by the individual's supervisor/Line Manager.

3.0 Details of Out of Hours Access

Name of School/Function/Other applying for out of hours access	
Head of School/Function/Other	
Exact Location(s) of Work Building Room number(s)	
Name of Assessor	
Date of Assessment	
Staff consulted in Health & Safety Office	
Staff consulted in Estates Office	

Brief description of work during access: Examples: desk-based research, administration activities, meetings, computer work, laboratory work etc.
Outline why out of hours access is __absolutely necessary:__

Outline what alternatives to out of hours access have been considered and exhausted:
Outline details of funding available from your School/Function/Other to support costs associated with out of hours access:

4.0 Risk Assessment Out of Hours Access for: _____ Date: _____

Hazard	Hazard Potential & Consequences	Control Measures		Risk H/M/L (with controls)	Person(s) Responsible	Target Date/ Status
		Mandatory controls: Ensure these are in place	Further controls required			

Access and Egress Security Personal Safety Supervision
 	
Who could be harmed:
• **Staff members**
• **Pregnant women**
• **Postgraduates**
• **People with disabilities**
	• Personal injury
	• Unwanted visitors
	• Accidents, incidents, dangerous occurrence
	•
		• Buddy system in place and adhered to
		• Access and egress SOP in place and adhered to
		• Inform Head of School/Function of any disabilities
		• Approved Person complete training:
		  • Out of hours induction
		  • Emergency Response Training
		  • Emergency First-Aid Training
			•	Risk rating (before controls): L/M/H
				
				Risk rating (after controls): L/M/H		

		- CCTV in place - Security company in place - Access to authorized areas only - Approved Persons have contact details for Control Centre, Orchard House - External lighting in place - Approved Persons all over 18 years of age - Approved Person report any accident, incident, near miss or dangerous occurrence to the Control Centre and the Health & Safety Office - First-aid kits in place - AED in place				

Welfare Facilities **Who could be harmed:** • **Staff members** • **Pregnant women** • **Postgraduates** • **People with disabilities**	•	• Drinking water available in the building •	• Detail what system will be in place for heating	Risk rating (before controls): L/M/H Risk rating (after controls): L/M/H		
Activities Taking Place **Work in a Laboratory** **Work in a Kitchen** **Work in a Workshop**	•	• Two Approved Persons in the laboratory/kitchen/ workshop at any time • Adequate and appropriate PPE used/worn as per relevant risk assessment e.g. School/Function/project risk assessment •	•	Risk rating (before controls): L/M/H Risk rating (after controls): L/M/H		
	•	•	•			

Health and Safety Office City Campus

The following risk categories apply to out of hours access. Please tick accordingly.

		Insert Tick
Category A	Activities carried out in a laboratory, kitchen, workshop or similar	
Category B	Desk-based/office-based activities	

Please note a buddy system is required for all out of hours access. A buddy is a second Approved Person.

Table 1
Details of Approved Persons

School/Function/Other	Name: Approved Person	Training completion dates			Signed Declaration
		ERT	First-aid	Out of Hours Induction	

5.0 <u>Signatures</u>

Approved Person		
I have read and understood this risk assessment, the Out of Hours Access Policy & SOP and the SOP for Access & Egress. I have completed Emergency Response Training, first-aid and Out of Hours, Induction Training. I am familiar with all procedures and security and emergency arrangements in place for out of hours working. If given permission for out of hours access, I agree to abide by all policies and procedures and control measures from this risk assessment. I agree not to access any unauthorised area of the building or allow any non-approved persons access.		
Name (Print)		
Signature	Date	