Out of hours access

arrangements

Safety, Health and Welfare Office

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Approved by: Head of Governance & Compliance

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# 1.Introduction

Technological University Dublin (TU Dublin) will facilitate out-of-hours access where absolutely necessary, and no other alternatives are available.

# 2.Definitions

**Out-of-hours access** is defined as access to a building outside the normal hours of operation. Specific approval is required for this.

**Lone working** refers to the situation where a person’s work involves a proportion of their time, in circumstances where there is no close, frequent, and regular involvement with other workers or supervision. This can lead to difficulties in accessing assistance in the event of an accident or ill health.

Lone working is addressed separately in School/Function risk assessments. Lone workers are those who work

by themselves without close or direct supervision. Further information available from this [link.](https://www.hsa.ie/eng/Topics/Hazards/Lone_Workers/)

**Approved Person** is a person who has been granted out of hours access to building(s) by the Campus and Estates Office.

**Buddy** is a second Approved Person. The buddy must be present in the building (or room/area depending on the risk) during out-of-hours access.

# 3. Scope

This process applies to all staff and postgraduates. Undergraduate students are not permitted out of hours access.

# 4.Responsibilities

## **Person Seeking Out of Hours Access**

1. Seek initial approval from Head of School/Function and the Campus and Estates Office to determine if out of hours access is feasible for the building concerned.
2. Submit a completed out of hours access risk assessment to the Campus and Estates Office and the Safety, Health, and Welfare Office for review.
3. Update risk assessment where appropriate on advice of the Campus and Estates Office and the Safety, Health, and Welfare Office.

## **Approved Persons**

1. Follow all controls identified in the risk assessment.
2. Attend/complete relevant training.
3. Disclose details of any medical condition/disabilities.
4. Only work in areas you are authorised to work in.
5. Do not admit any unapproved persons to the building or provide access card to others.
6. Report any issues with access or access cards to the Campus and Estates Office.
7. Failure to comply with the safety arrangements or recommended control measures may result in withdrawal of out of hour’s access.

## **Heads of School/Function**

1. Review and approve request for out of hours access.
2. Ensure the out of hours access risk assessment is completed by the applicant.
3. Review the applicant’s risk assessment.
4. Oversee the implementation of control measures where highlighted.
5. Review School/Function access requests and risk assessment on an annual basis.

## **Campus and Estates Office**

1. Confirm if out of hours access is feasible.
2. Review completed risk assessment.
3. Suggest and implement further controls identified.
4. Grant approval if appropriate.
5. Give access to Approved Persons by updating the access rights on their access cards.
6. Send a list of Approved Persons to the Control Centre (Orchard House, Grangegorman)/Security Provider.
7. Monitor and audit access and control system for Approved Persons.

**Safety, Health & Welfare Office:**

1. Review out of hours access risk assessment in conjunction with the Campus and Estates Office.
2. Advise on further control measures where relevant.
3. Provide/facilitate training as recommended in the risk assessment.

## **Control Room/Security Company**

1. Monitor security, access, and egress.
2. Respond to any calls received.
3. Document accidents, near misses and dangerous occurrences and inform the Safety Health & Welfare Office.
4. Act as Incident Controller in the event of an emergency.

# 5.Process

1. Avoid lone working where possible. Any hazardous work must, as a minimum, be conducted in pairs and appropriately supervised.
2. Arrange appropriate training in advance.
3. Arrange appropriate communication system.
4. Ensure the equipment is in good condition. Hazardous work such as using high hazard equipment e.g., confined space work or hazardous electrical work shall not be conducted alone.
5. Appropriate safety equipment, e.g. first-aid kit, torch, etc., to be available.
6. Appropriate training to include specific hazards of lone working and their prevention.

# 6.Review

The arrangements will be reviewed regularly and communicated to key stakeholders.