



University of
Salford
MANCHESTER

Entering a building out of Hours (Staff and Students)

Version Number 2.0

Effective from 05 December 2017

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Estates and Property Services

1.0 Purpose and Scope

The purpose of this document is to specify procedures for staff and students requiring access to University buildings out of core working hours Monday to Friday (excluding Bank Holidays) 8am-6pm.

2.0 Policy Statements

In advance

- a. Give the Security team 48 hours notice (in writing) for special arrangements for out-of-hours access to buildings – Estates-SecurityManagers@salford.ac.uk
- b. Those working alone are required to abide by the University Policy for Lone working and complete a lone workers risk assessment. The completed risk assessment must be submitted to the relevant Dean of School and the Security team. Risk assessment must include information about experiments in University laboratories (if relevant). [Health and Safety Policy and Risk Assessment Forms at http://www.salford.ac.uk/hr/health-and-safety/health-and-safety-documents](http://www.salford.ac.uk/hr/health-and-safety/health-and-safety-documents)

On the day

1. Contact the Security team 10 minutes prior to arrival at the building and 10 minutes before leaving to allow Security officers to unlock/lock up (Tel: 0161 2954773)/ Ensure that you have completed the following:
2. Use the University ID card as proof of ID
3. Sign the register and sign out when leaving (even for a short break) to maintain appropriate Health and Safety records.
4. Ensure use of audio equipment does not prevent the person from hearing the fire alarm (should it be activated).
5. Notify the Security team if you intend to remove equipment from buildings. Take reasonable action to prevent crime and incidents and to alleviate the fear of crime. Report any crime, incident or suspicious circumstance to Security. Security can assess and notify Police if required.
6. Do not take other people into the Building with you (unless notified in advance to the Security team).

Document Control Information			
Owner: Head of Security			
Revision History (published versions)			
Author	Summary of Changes	Version	Authorisation
R. Grundy	Updated document and formatting	V2.0	Head of Security: 01/12/2017
Review Due	October 2020 (maximum review period of 3 years)		
Location	University Policy pages: http://www.salford.ac.uk/policies		