

OUT OF HOURS ACCESS & LONE WORKING

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1. Introduction

This document explains procedures for Out of Hours access and Lone Working in all buildings within the Wellcome Trust Centre for Human Genetics (WTCHG); Henry Wellcome Buildings for Genomic Medicine (HWBGM), Molecular Physiology (HWBMP), Particle Imaging (HWBPI) and Quad Offices. The procedure covers all staff, students and visitors and is effective from 1st September 2009 (*revised 06-2017*).

2. Core Building Hours

Core building hours are regarded as:

07:00 to 19:00 Monday to Friday, except Public and Centre holidays

Staff/students/visitors with a WTCHG door access card have access to the buildings during these hours. Other University staff granted access to the buildings following completion of a visitor form (see paragraph 7) also have access during these hours.

3. Out of Hours

Out of hours (extended access) working times are regarded as:

Between 19:00 and 07:00 Monday to Friday
Between 19:00 Friday and 07:00 Monday (weekends)
Public and Centre holidays

Staff/students/visitors with extended access may enter and work in the building out of hours following completion of a Lone Working Risk Assessment form (see section 6) and authorised by the WTCHG Health & Safety Manager, and where appropriate the FGF Manager for access to HWBGM Level 3.

Access to and departure from the building out of hours is via the revolving turnstile doors located at the HWBGM reception (main entrance) and the HWBMP lobby.

It is Centre policy that staff/students/visitors should not be in the building outside of normal working time (Monday-Friday, 07:00-19:00) where extended access has not been granted. Facilities on-call persons and/or University Security Services staff can request that staff/students/visitors leave the building where they do not have appropriate access privileges. Staff/students/visitors without out of hours authorisation must ensure they vacate the building before 19:00 Monday to Friday as their door access card will not operate the exit doors after this time, and they will be in breach of Centre policy.

Personnel without authorisation may continue to work out of hours, where the occasional need arises, if an accompanying member of staff (supervisor) is present and able to escort them from the building.

A member of the Centre's Building Facilities team is always on-call out of hours to deal with building related emergencies. Security Services has the mobile contact for the member of staff on-call. The Centre also has 24-hour, 7 day a week, service contracts with a number of suppliers including Interserve, the University's maintenance contractor, in relation to plant and some high priority equipment.

4. Reception Hours

The main reception (HWBGM) is covered by at least one person between 07:45 - 18:00, Monday - Friday, excluding public and Centre holidays.

5. Oxford University Security Staff (OUSS)

Oxford University's Security Services (OUSS) perform regular patrols of the Old Road Campus. Outside of the reception hours, a member of the security team will periodically patrol WTCHG buildings, checking on the wellbeing of out of hours workers, and may instruct unauthorised personnel to leave the premises.

6. Procedure to obtain out of hours access

Permission for out of hours access can be obtained by the completion of a Lone Working Assessment Form after they have been working in the Centre for one month. The form is found on the internal Health and Safety website under the heading [Risk Assessment Forms](#). The form must be signed by the Group Head, and by the FGF Manager for extended access to Level 3 or OPIC lab manager for access to HWBPI containment labs. The form should then be submitted to the WTCHG Health & Safety Manager for final authorisation and the Help Desk / Reception team will revise the access privileges; the individual and their card do not need to be present when changes are made.

7. Procedure to obtain out of hours access for visitors

The [Visitors Advance Notice](#) form that is on the internal web site includes an option for Visitors Access out of core working hours. All visiting workers within the centre must be notified to the HR office (00/006) before any proximity card will be issued.

You will need to collect and return the visitors proximity card from Duty Receptionist or the Help Desk office (00/004). Even with a card, visitors must be escorted at all times when working in the centre.

8. Procedure for entering WTCHG out of hours

Access to the building out of hours is via revolving turnstile doors (HWBGM / HWBMP). The revolving doors will only permit a single person through on each activation and will not operate if more than one attempt entry together.

The revolving door is not suitable for individuals carrying large packages. Staff/students/visitors should contact Building Facilities between 0900 and 1700 Monday to Friday to discuss special arrangements if they know they will have a large package to bring into/out of the building out of hours and cannot bring the package in during core hours. If large packages are to be brought into/out of the building and previous notification has not been given to Building Facilities, access can be gained by contacting OUSS.

9. Procedure whilst in WTCHG out of hours

- Staff/students/visitors must be aware of the OUSS and other emergency telephone contact numbers (see Appendix A).
- Staff/students/visitors must ensure they carry their WTCHG/University/visitor card with them at all times.
- Inform OUSS of any incidents or problems, particularly in relation to safety or security (water leaks, alarms, suspicious persons etc).
- Comply with any instructions given by OUSS (including requests to produce their WTCHG or University card), the on duty receptionist, facilities team or other person(s) managing any incident or emergency.

- On hearing the fire alarm, evacuate IMMEDIATELY via the nearest fire door and remain in the gravel car park until advised by Emergency Services, OUSS or facilities team that it is safe to return.

10. Whilst in the building during out of hours, staff/students/visitors must not:

- Use any lifts.
- Undertake any work which has not been authorised as part of the authorisation to lone work or that has not been authorised by the member of staff's line manager.
- Bring any children into the building.
- Bring any guests into the building unless authorisation has been granted via a visitor card.
- Sleep in the building.
- Consume any alcohol or drugs (including medication that may have side effects, which may impair an individual's ability to work safely).

11. Procedure for leaving the building out of hours

- Ensure all equipment in the work area is switched off if it is not being used. Office lights, fans, printers, photocopiers should also be switched off. Lock up cupboards, filing cabinets etc. Lights on stairs should be left switched on.
- Shut office/lab doors.
- Advise anyone else working in the area to let them know you are leaving.
- Exit from the building via the revolving door using the door access card.
- Revolving doors will only allow single persons to exit the building on each activation (section 8).

12. Review of out of hours access

For auditing purposes, out of hours access will be reviewed periodically and line managers will be requested to confirm that staff should continue to have out of hours access.

13. Withdrawal of out of hours access

Any abuse of out of hours access will result in the immediate withdrawal of out of hours access. The member of staff/student may also be subject to disciplinary procedures. This includes allowing unauthorised persons access by opening outer doors, forcing the revolving turnstile doors, and the loaning of, or using of, a University card to/from another person.

14. Loss / Theft of cards

Loss or theft of a University card must be immediately reported to the WTCHG Human Resources office and the Reception/Helpdesk team during core hours, or to Security Services if out of hours.

15. Car Parking Out of Hours

Staff must hold a valid University car-parking permit to park on the Old Road Campus at any time (including evenings and weekends). OUSS regularly patrol the car park, so it is very important that you display your permit where it can be seen.

Cars parked on campus without a valid permit or on double-yellow lines may be issued with a Civil Parking Notice and subject to a penalty fee charged by the University of Oxford enforcement partners.

Off-peak permits are valid before 07:00 and after 16:00 every weekday and all day at weekends in any University-controlled car park on the Old Road Campus and in central areas. The number of off-peak permits available is not limited.

Off peak parking permits can be ordered and paid for online. Application forms are available from the University website <http://www.admin.ox.ac.uk/estates/ourservices/travel/car>

There are 10 visitor parking permits (each day) available from WTCHG reception for use by visitors & contractors only. Staff may apply for a visitor permit by completing the online [Visitors Advance Notice](#) or by sending an Email to reception by 14:00 on the working day before the visitor is due to arrive. Weekend visitor permits must be requested by 14:00 on a Friday. Visitor permits must be requested in a timely manner. Where permits are not available the requestor is responsible for informing the visitor of alternative parking options.

Students are not eligible to apply for a parking permit under the University's car parking regulations.

APPENDIX A: EMERGENCY TELEPHONE CONTACTS

CORE WORKING HOURS EMERGENCY TELEPHONE CONTACT NUMBERS

	From WTCHG phone	From outside phone or mobile
WTCHG RECEPTION	87500	01865 2 87500
FACILITIES HELPDESK	87504	01865 2 87504
UNIVERSITY SECURITY SERVICES GENERAL ENQUIRIES	72944	01865 2 72944
UNIVERSITY SECURITY SERVICES EMERGENCIES <i>South Parks Road</i>	89999	01865 2 89999
EMERGENCY SERVICES	999	999

OUT OF HOURS WORKING EMERGENCY TELEPHONE CONTACT NUMBERS

	From WTCHG phone	From outside phone or mobile
UNIVERSITY SECURITY SERVICES GENERAL ENQUIRIES	72944	01865 2 72944
UNIVERSITY SECURITY SERVICES EMERGENCIES <i>South Parks Road</i>	89999	01865 2 89999
EMERGENCY SERVICES	999	999

APPENDIX B: LONE WORKING

Relevant Sections of University Policy

Risk Assessment: University Policy Statement S5/08

'Persons from higher risk departments (i.e. Science and Clinical departments) carrying out general office duties may do so on their own, with the permission of their departmental head. Laboratory or workshop activities involving any risk greater than those of general office duties must only be undertaken with others present or at least within earshot. This is to ensure that assistance is forthcoming in the event of an accident. Departments must consider carefully what first aid and other emergency provision is necessary for out of hours working taking account of the nature, scale and range of activities being permitted.

Although not a formal requirement, departmental heads may wish to continue with the procedure of recording the names of those present within the department out of hours, i.e. the signing in and out procedure. In the event of an emergency situation out of hours the attending services will need to know if the building is occupied and where any workers are likely to be.

Medium and high risk experimental work may not take place outside the department's normal working hours unless the supervisor is personally satisfied that adequate risk control measures are in place and that adequate numbers of personnel are available to deal with any emergency that may arise.'

Supervisors' Responsibilities: University Policy Statement S1/09

'...In particular, research supervisors must ensure that the appropriate classification of work has been carried out and communicated to those under their supervision, especially to define:

- (a) when work may not be undertaken without the supervisor being present
- (b) when work may not be started without the supervisor's advice
- (c) any low risk activities considered acceptable out of hours
- (d) when medium and high risk experimental work may not take place outside of working hours.

Out of hours working in research laboratories must be with the express agreement of the head of department and supervisors should report annually to the head of department that suitable safety arrangements are in place for individuals under their day-to-day control.

All supervisors must satisfy themselves that the emergency arrangements for out of hours or lone working are appropriate and that those under their supervision are fully aware of the systems in place for such work to be conducted....'