

## **Creative Edge Out of Hours Access Procedure.**

Standard open timings:	Monday-Friday	0600-1900 open 1900-2300 Swipe Access only 2300-0600 Building Alarmed
	Saturday-Sunday	1000-1800 Swipe Access only 1800-1000 Building Alarmed
	Bank Holidays Closed	

### **Access Procedure:**

#### **Monday-Friday:**

##### **1900-2300**

- Building is locked down to swipe card access only. Entry to building via Lakeside doors.
- Staff/Student to swipe in individually at entrance and then use intercom to contact Campus Support Security for access through inner doors.
- Campus Support Security will confirm student Identity from Lenel access system and grant access.

##### **2300-0600**

- Students must book to use space through their Tutor/Head of department (Connect 2)
- Tutor must email [campus-support-security@edgehill.ac.uk](mailto:campus-support-security@edgehill.ac.uk) providing names and student numbers of those authorised to access the building out of standard open hours.
- Student must then swipe in individually at entrance and then use intercom to contact Campus Support Security for access through inner doors.
- Campus Support Security will confirm student Identity from Lenel access system and grant access.
- Students must use intercom to inform Campus Support Security when leaving the building.

#### **Saturday-Sunday**

##### **1000-1800**

- Building is locked down and alarmed to swipe card access only. Entry to building via Lakeside doors.
- Staff/Student to swipe in individually at entrance and then use intercom to contact Campus Support Security for access through inner doors.
- Campus Support Security will confirm student Identity from Lenel access system and grant access.

##### **1800-1000**

- Students must book to use space through their Tutor/Head of department (Connect 2)
- Tutor must email [campus-support-security@edgehill.ac.uk](mailto:campus-support-security@edgehill.ac.uk) providing names and student numbers of those authorised to access the building out of standard open hours.
- Student must then swipe in individually at entrance and then use intercom to contact Campus Support Security for access through inner doors.
- Campus Support Security will confirm student Identity from Lenel access system and grant access.
- Students must use intercom to inform Campus Support Security when leaving the building.

#### **Bank Holidays**

- Building will remain locked and alarmed

## **HEALTH & SAFETY, SECURITY AND EMERGENCIES**

### **Whilst on the Premises Staff and Students Must:**

- a) Before out of hours Access is granted Staff and PG Students must receive a full briefing from their line manager/Tutor and or members of the Campus Services Health Safety and Environment Team on University Fire Policy and Procedures.
- b) Ensure Security Staff are aware that they are working on site by signing in /out and or informing Security Staff by telephone or intercom.
- c) Have a copy of the emergency telephone contact numbers with them or be aware of the location of the numbers in the working area.
- d) Carry their Unicard card at all times.
- e) Inform security staff of any incidents or problems, particularly in relation to safety or security (water leaks, alarms, suspicious persons etc.).
- f) Clear away any food or drink.
- g) Comply with any instructions given by Security Staff. (including requests to produce their University Smart Card)
- h) Evacuate the building IMMEDIATELY on hearing the fire alarm and remain at the recognised assembly point until informed it is safe to return. Comply with other University fire procedures.
- i) Inform Security Staff if an alarm is sounding and needs re-setting. NB. Fire Exit doors are alarmed and should not be used for normal egress but should be used as required in an emergency.
- j) They must report any accident to the Security Control Room Staff and be confident of procedures for calling the emergency services if required. See appendix D for emergency telephone numbers.

### **During OOH Building, users Must Not:**

- k) Carry out any of the following unless part of academic research where prior risk assessment has been completed and permission granted by the Dean/Head. In those cases, Security Staff must be informed before such work starts and when it has finished.
- l) Carry out any drilling, sanding, 'hot work' or work on any plant or machinery, work with any chemicals or dangerous substances
- m) Use any naked flame, for cooking or other purposes.
- n) Smoke on the premises
- o) Bring any 'friends' or 'guests' into the premises, or any Undergraduate Student, unless written prior permission has been granted by the Dean/Head.
- p) Consume any alcohol or drugs (including medication that may have side effects, which may impair an individual's efficiency to work.
- q) Sleep on the premises.
- r) Contravene any other University Policy or procedures.

## EMERGENCY TELEPHONE NUMBERS

DEPARTMENT	From a University Phone	From an Outside Phone or Mobile Phone
CAMPUS SUPPORT	4227	01695 584227
EMERGENCY SERVICES (Fire, Ambulance, Police)	(9) 9999	999
<a href="#"><u>CAMPUS SUPPORTSECURITY</u></a>	4227	01695 584227
<a href="#"><u>CAMPUS SUPPORTSECURITY EMERGENCY</u></a>	2222	
IT HELPLINE	7444	01695 650444
POLICE GENERAL ENQUIRIES	(9) 101	101