



Authorisation to access restricted locations

General Guidance

PRSG19.6		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS	Approved by:	PV	Version number:	1	Issue Date:	July 2015

Introduction

This Guidance proposes one way to fulfil the Standard – which sets out University expectations on this topic. It is built upon the fact that the health and safety management systems in your area have been put in place by your Head of School/ Service, (see Head of School/ Service Guidance for specific details). If any role or part of the system is not yet in place please contact your Health and Safety Manager for further information and support.

Definitions

A restricted location is a physically defined area where access is controlled for reasons of health and safety. Access is controlled because the location contains varying degrees of risk which can cause harm for untrained or unsupervised people.

- In almost all cases the restricted location is fully physically defined – usually because it is a room (e.g. laboratories, plant rooms, workshops etc.), or because temporary barriers are put in place (e.g. barriers around a building site or where work is going on involving asbestos).
- Very occasionally there may be a location which is not fully physically defined - e.g. when a strong magnetic field extends beyond the boundaries of a room. Speak to your Health and Safety Manager or specialist (e.g. Radiation Protection Service) for more information.
- This protocol does **NOT** cover restricting access to a location for reasons *other* than health and safety. For example it does not cover **security** (e.g. I.T. cluster rooms to prevent theft or malicious damage) **or confidentiality** (e.g. Human Resources rooms where personnel records are kept). For further information on restrictions relating to these reasons contact FD Security or HR.

Access authorisation is a control mechanism which ensures that people have been given approval to enter a location which has been restricted for health and safety reasons.

Routine access is people's access to their day-to-day workplace (i.e. normal place of work).

Visitor is a person who does not ordinarily have routine access to the location but is authorised either through a process set in place locally or by being supervised throughout their visit.

Roles and proposed actions

General roles and responsibilities are set out in the University Health and Safety Policy. The roles and proposed actions below will help you to achieve the Standard.

Person nominated to authorise access

- Categorise (and amend categories of) restricted locations based on the significant hazards in the location.
- Authorise, manage and record access to the restricted location in line with the Table.
- Liaise with cleaning service provider/ maintenance provider/ FD Estates/ FD Estates' approved contractors in line with the Table.
- Prohibit access for people who do not have authorisation to enter a location.
- Check that correct signage is in place.
- For shared restricted locations, produce a formal agreement.
- If requested to do so by emergency services, provide them with relevant information on the hazards in the location.
- For highly restricted locations, put in place and approve a written process for emergency access for FD Estates staff or their authorised contractors.

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Staff and students

- Follow the instruction of the person nominated to authorise access in each restricted location.
- Prohibit access to people who do not have authorisation to enter a location.

Health and Safety Manager and relevant specialist (e.g. Biological Safety Manager, Radiation Protection Service, Fire Safety Manager)

- Be involved if a 'highly restricted' category level is to be set for a location.
- Offer advice on recognised industry quality standards for new 'highly restricted' locations.
- Agree physical restriction measures needed for old and new 'highly restricted' locations.

FD Estates or their authorised contractors

- Follow processes in line with the Table.
- If an emergency occurs out-of-hours, and access to a restricted location is required, contact the person nominated to authorise access, in line with the Table.

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GUIDANCE

1. Access to the following locations is restricted

Access to all of the following locations must be restricted only to authorised people. See the Table for more information. The University has identified these locations *either* because they contain hazards which may cause harm to untrained/ unsupervised people, *or* because there is a legal requirement to do so.

- a. Radiation and laser laboratories,
- b. Biological and chemical laboratories,
- c. Wood, metal, electrical and engineering workshops,
- d. Plant rooms including electrical switch-rooms and service risers,
- e. Rooms with a gaseous fire suppression system,
- f. Rooms with noise levels above 85 decibels,
- g. Asbestos enclosures (erected for notifiable works involving asbestos-containing materials – see the protocol on Management of Asbestos-containing materials at www.leeds.ac.uk/safety),
- h. Roofs,
- i. Ducts,
- j. Building sites,
- k. Rooms with high magnetic fields (greater than 0.5 millitesla [5 gauss]), e.g. a room containing an MRI (magnetic resonance imaging) scanner or NMR (nuclear magnetic resonance) machine,
- l. Rooms (e.g. cryo-stores) where cryogenic gases are stored or used in quantities likely to cause asphyxiation. Ask your Health and Safety Manager for more information.

2. Additional restricted locations

The list above identifies the minimum locations for which the University expects access to be restricted. However, your area may have other locations with extra hazards where the risk assessment process identifies that access should be restricted – e.g. a driving or flight simulator on hydraulic rams in motion in a room. If you believe an area should be restricted and it currently isn't please contact your Health and Safety Manager.

3. Categorisation of restricted locations

Each restricted area is categorised as either: **limited access** (orange/yellow label), **restricted location** (red label) or **highly restricted location** (red/ black striped label) depending on the level of hazard and in accordance with the Table.

To categorise a location as a '**highly restricted location**' the Health and Safety Manager and relevant specialist (e.g. Radiation Protection Service), will need to be involved, and this must be recorded.

4. Access is managed in line with the Table

The Table sets out the specific requirements for managing access authorisation to each category of restricted location. As the Table forms part of the Standard it will be audited against and therefore must be put into place. There is specific guidance for the Table at the end of this document.

5. People authorising access

The Head of School/ Service will have nominated people who can grant authorisation to restricted areas.

6. Prohibiting entry

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Occasionally access to a restricted location may not be granted. This could be because experiments or a research area need to be made safe before access can be permitted; the person trying to enter the location may have no legitimate right to be there; there is nobody available to supervise them, etc.

The nominated person makes the decision on access (from a member of the team who no longer needs supervision to a contractor wishing to gain entry to change a light bulb). If the nominated person is not available please contact your Health and Safety Manager.

7. Restricted locations are identifiable

Locations with restricted access must be clearly defined (e.g. a secure room or temporary barriers around a building site). Your Health and Safety Manager can advise.

Where access is restricted and authorisation needed, signage should be displayed at points of entry including contact details for the nominated person (see example signage attached). The signage needs to be up-to-date with accurate information. If you notice that the information is out of date, please contact the Nominated Person and let them know.

8. Shared restricted locations

Where usage of restricted locations is shared (e.g. between schools/ services, central teaching space and/ or external organisations e.g. NHS or spin out companies) the signage and arrangements to access the restricted location may differ but the signage should always be clear. If it is not, speak to your Health and Safety Manager or nominated person.

9. Amending the authorisation category

Sometimes you or others may need to ask for a location's categorisation to be temporarily amended - e.g. if notifiable asbestos removal work is being carried out a location may be signed as 'highly restricted' during the work when usually it is only a restricted location. In other cases when you are reviewing or developing a risk assessment the control measures may identify that the access restriction needs to change.

For any changes to the authorisation category, you will need to contact the Nominated Person.

10. Amending or revoking an individual's access

Occasionally it may be necessary to remove or reduce an individual's access to a restriction location (e.g. if they are in breach of health and safety requirements). If this is needed you should speak to the Nominated Person.

11. Variations to this Standard and Table

On very rare occasions a variation to this Standard or Table may be required for an individual school/ service. In these situations the Head of School/ Service would need to discuss and formally agree the variation in writing with the Head of Health and Safety and the relevant stakeholders (e.g. Head of FD Estates). Discuss this with your Health and Safety Manager if you think a variation may be needed for your area.

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Specific guidance for the Table

The Table forms part of the Standard and as such must be put into place.

<p>Physical measures</p>	<p>Highly restricted locations</p> <p>When constructing a new location (or one which is being significantly refurbished) to be categorised as a highly restricted location, there are a number of quality standards which may need to be met, as well as extra requirements from the relevant agency depending on the nature of the hazard. These agencies include the Police, insurance, Environment Agency, Home Office, Fire and Rescue, BRE – Building Research Establishment, Health and Safety Executive, Department for Environment, Food and Rural Affairs etc, and often stipulate the type of construction standard that is to be met (e.g. walls, doors, windows etc.).</p> <p>For both a new (or significantly refurbished) location and one which is currently in use (i.e. an old location), seek advice and gain agreement from your Health and Safety Manager, and, in the case of specialist areas, the relevant specialist – e.g. Radiation Protection, Facilities Directorate Authorising Engineer, Biological Safety Manager, Fire Safety Manager or Head of Security Services (or their delegated nominee).</p> <p>For restricted or limited access locations the types of physical measures could include locks, card swipe, proximity card reader or lock and key and other methods. Not all of these are suitable for all locations (e.g. lock and key would not (on its own) be suitable for a highly restricted radiation laboratory). Please consult with your Health and Safety Manager.</p>
<p>Signage</p>	<p>There are examples attached of how the signs <i>could</i> look in PowerPoint so you can change the content and format to meet your needs.</p> <p>For highly restricted locations in particular you need to consider which contact details of the nominated person to include in the signage (and the process to support this) for both working hours and out-of-hours emergencies. A system should be in place to deal with emergencies if that person is in a meeting, on leave, out of the office etc. This may be part of, or extra to, the school/ service Critical Incident Management Plan and Business Continuity Plan.</p>
<p>Person nominated to authorise access</p>	<p>For highly restricted locations – examples of nominated persons could include Principal Investigator (or directly delegated and competent nominee) for that location, Authorising Engineer, Radiation Protection Service. Their contact details need to be on the signage on the door of the location so that people asking for access can find them.</p> <p>For restricted and limited access locations – examples of nominated persons could include Location manager or supervisor (or delegated nominee), and Radiation Protection Service in the case of radiation and laser labs.</p>
<p>Written process for authorising and recording routine access</p>	<p>This doesn't have to be a new system – many areas already have effective written systems in place including information on the system for accessing the locations, as well as spreadsheets listing people who have had signed off induction, or who are signing to indicate they have received keys, cards, fobs etc.</p> <p>For highly restricted locations, this should be a formal documented process taking into account the required level of supervision and training.</p>
<p>Signing in and out</p>	<p>For a highly restricted location there is often a need for a signing in/ out process to be in place for each visit by each individual. This could be either through a log book or electronic system.</p>
<p>Access for Cleaners</p>	<p>Training given to cleaners for restricted or limited access locations needs to be relevant to the risk – e.g. an induction or briefing session giving instructions such as what can and can't be touched (e.g. in a laboratory, floors to be cleaned but not benches) and what to do in an emergency (e.g. if they find a spill).</p>

	A risk assessment will determine if the presence of a locally trained supervisor may be required.
Access for maintenance	For restricted locations – people who need access to the location for routine maintenance (including FD Estates, their approved contractors and any other maintenance providers) can't enter the location without following a previously agreed written process.

Support and Guidance

For more help and support on access authorisation and restricted areas please contact your Health and Safety Manager.