



Authorisation to access restricted locations

Standard

PRSG19.1 WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM							
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Introduction:

At the University there are many locations where, to keep people healthy and safe, access needs to be restricted to only those who are authorised to enter. This control measure is employed to protect untrained or unsupervised people from harm due to the nature of the processes, equipment, or substances used in a location. Authorisation to access restricted locations can be put in place on a permanent basis (e.g. for laboratories, plant rooms, workshops, roofs, etc.), or a temporary basis (e.g. work involving asbestos, building work etc.).

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 could cause harm to people who have not had relevant training or supervision.

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. a building site). Very occasionally there may be a location which is not fully physically defined - e.g. a strong magnetic field extending 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. This includes all staff, students, visitors etc. even for routine access.

Standard:

The University takes a management approach to the adequate control of risks based on the need for legal compliance, and expects that:

1. Access to any of the following locations managed by the University of Leeds, is restricted:
 - 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 gaseous fire suppression system(s),
 - f. Rooms with noise levels above 85 decibels,
 - g. Asbestos enclosures (erected for notifiable work on asbestos-containing materials),
 - h. Roofs,
 - i. Ducts,
 - j. Building sites,
 - k. Rooms with high magnetic fields (greater than 0.5 millitesla [5 gauss]),
 - l. Rooms where cryogenic gases are stored or used in quantities likely to cause asphyxiation.
2. Additional locations managed by the University of Leeds, where access needs to be restricted, are identified by the activity risk assessment.
3. A local decision is made to categorise restricted locations as either: 'limited access', 'restricted access' or 'highly restricted access' based on the level of significant hazards within the location, and on the Table attached to this protocol.
4. Access to all restricted locations is managed in line with the Table (see Table attached to this protocol).
5. The person nominated to authorise access has the necessary skills, experience, knowledge and authority.

Title:	Authorisation to access restricted locations Standard	No:	PRSG19.1 v2	Issue date:	July 2015	Page #:	Page 2 of 3
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6. In accordance with the Table (attached), where access to a restricted location has not been authorised, then entry is prohibited.
7. Locations where access is restricted are visibly identifiable and signed in accordance with the Table.
8. Where use of a restricted location is shared, a formal agreement is produced, the people nominated to authorise access are identified and information is shared.
9. The categorisation of a location may be amended if a competent person confirms that the hazard has been removed or the location made safe.
10. An individual may have their access authorisation amended or revoked by the person nominated to authorise access, if there are health and safety breaches, and this is recorded.
11. Any variation to this Standard and Table is formally agreed in writing by the Head of Health and Safety.

Relevant Legislation:

- Management of Health and Safety at Work Regulations
- Provision and Use of Work Equipment Regulations (PUWER)
- Genetically Modified Organisms (Contained Use) Regulations (GMO(CU)R)
- Control of substances hazardous to health (COSHH)
- Control of Noise at Work Regulations
- Ionising Radiations Regulations
- Control of Asbestos Regulations
- Electricity at Work Regulations.