



Authorisation to access restricted locations

Table

PRSG19.2		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS	Approved by:	GT	Version number:	1	Issue Date:	Dec 2013

How to use the table

This Table needs to be read in conjunction with the Standard as both documents are fully auditable. Begin by deciding whether a location needs any access restrictions (many of these have already been identified for you in the Standard or in Section 1 below). If so, make a decision on the level of restriction required, using the information in Section 1. Sections 2 and 3 set out further requirements for each restriction category. If you have any questions ask your Health and Safety Manager or relevant specialist for advice.

	Highly restricted access	Restricted access	Limited access
1. Identify location and categorise:			
Location defined as:	Containing a hazard with a high level of risk which, if not avoided, would be likely to result in death or serious injury.	Containing a hazard with a medium level of risk which, if not avoided, could result in death, serious injury or ill health.	Containing a hazard with a low level of risk which, if not avoided, could result in minor or moderate injury or ill health.
Location identified by:	<p>Either listed in the Standard or identified through risk assessment and agreed with the Health and Safety Manager and the relevant specialist.</p> <p>This is limited to the most hazardous locations and includes Containment Level 3 labs, Radiation Controlled Area, asbestos enclosures and electrical substations.</p>	<p>Either listed in the Standard or identified through risk assessment. No agreement from Health and Safety Manager required. Agreement is required by radiation protection services for radiation supervised areas and labs with uncontrolled open class 3B or 4 lasers.</p> <p>This includes Containment Level 2 labs, locations with uncontrolled / open Class 3B or 4 lasers, Radiation Supervised Area.</p>	<p>Either listed in the Standard or identified through risk assessment. No agreement from Health and Safety Manager required.</p> <p>This includes Containment Level 1 laboratories.</p>
Location recorded and reviewed	This is recorded at school/ service level and includes location details (e.g. building, room number), level of restriction and contact details for the person nominated to authorise access. The validity of restriction is checked by routine health and safety and/or specialist inspections. Review if a significant change occurs.	This is recorded at school/ service level and includes location details (e.g. building, room number), level of restriction and contact details for the person nominated to authorise access. The validity of restriction is checked by routine health and safety and/or specialist inspections. Review if a significant change occurs.	No record required. Review if a significant change occurs.
2. How to restrict locations:			
Physical measures	<p><i>New location (or one which is being significantly refurbished) – constructed</i> to a recognised relevant industry standard.</p> <p><i>Old (currently in use) and new location</i> – physical measures in agreement with your Health and Safety Manager and University Security Services, and in the case of specialist areas, with the relevant specialist.</p>	Access controlled to prevent unauthorised access using one or a combination of the following depending on the risk assessment: digi-lock, card swipe, proximity card reader or lock and key.	Access controlled to prevent unauthorised access using one or a combination of the following depending on the risk assessment: digi-lock, card swipe, proximity card reader or lock and key.

	Highly restricted access	Restricted access	Limited access
Signage	The words ' Danger ' and ' Highly restricted location, No unauthorised access ' to be used on signs at points of entry to the physically defined area of the restricted location, along with at least the main hazard pictogram and work contact details of the person nominated to authorise access (or their delegated nominee) including out of hours. Red / black striped frame or background to the label.	The words ' Warning ' and ' Restricted location, No unauthorised access ' to be used on signs at points of entry to the physically defined area of the restricted location, along with at least the main hazard pictogram and work contact details of the person nominated to authorise access (or their delegated nominee). Red frame or background to the label.	The words ' Caution ' and ' Limited access ' to be used on signs at points of entry to the physically defined area of the restricted location, along with work contact details of the person nominated to authorise access (or their delegated nominee). Yellow / orange frame or background to the label.
3. Managing the process of authorising access			
The person nominated to authorise access	Competent person nominated by the Head of School/ Service (unless a radiation or laser lab) and recorded. Usually the location manager or supervisor (or delegated nominee). Their nomination to authorise access can also be revoked by the HoSS. In the case of radiation and laser labs the Radiation Protection Service authorise access.	Competent person nominated by the Head of School/ Service (unless a radiation or laser lab) and recorded. Usually the location manager or supervisor (or delegated nominee). Their nomination to authorise access can also be revoked by the HoSS. In the case of radiation and laser labs the Radiation Protection Service authorise access.	Competent person nominated by the Head of School/ Service (unless a radiation or laser lab) and recorded. Usually the location manager or supervisor (or delegated nominee). Their nomination to authorise access can also be revoked by the HoSS. In the case of radiation and laser labs the Radiation Protection Service authorise access.
Written process for authorising routine access	Written process in place for routine access by staff and visiting workers, decided locally as the requirements will need to match the type of hazards.	Written process in place for routine access by staff and visiting workers, decided locally as the requirements will need to match the type of hazards.	Written process in place for routine access by staff and visiting workers, decided locally as the requirements will need to match the type of hazards.
Authorisation recorded	A list is kept of people who are authorised to access a location.	A list is kept of people who have been given authorisation for unsupervised access to the location.	A list is kept of people who have been given authorisation for unsupervised access to the location.
Signing in and out	Local sign in/ out process every time anyone accesses a location	Risk assessment determines if a sign in/ out process is needed.	No need to sign in and out.
Induction and supervision	People entering the location receive a level of supervision and / or induction appropriate to the level of risk	People entering the location receive a level of supervision and / or induction appropriate to the level of risk	People entering the location receive a level of supervision and / or induction appropriate to the level of risk
Training, competency and unsupervised access	The process by which people are identified as being able to work without supervision (because they are deemed competent) is determined by risk assessment and/or a local training matrix based on their competency to work in the location.	The process by which people are identified as being able to work without supervision (because they are deemed competent) is determined by risk assessment and/or a local training matrix based on their competency to work in the location.	The process by which people are identified as being able to work without supervision (because they are deemed competent) is determined by risk assessment and/or a local training matrix based on their competency to work in the location.
Out of hours access	No 'out of hours' lone working access permitted. All other 'out of hours' work is specifically considered in the assessment.	As determined by the risk assessment.	As determined by the risk assessment.

	Highly restricted access	Restricted access	Limited access
Access for Cleaners	No access.	No routine access. Access can only be authorised by specific written arrangement between the cleaning service provider and the person nominated to authorise access, with a recorded process.	Trained and authorised cleaners working to an approved service level agreement.
Access for maintenance	Access only with authorisation and in the presence of the person nominated to authorise access for the location (or their delegated nominee).	Access only when authorised by a written process agreed between the person nominated to authorise access and the maintenance provider / FD Estates or their approved contractor.	For planned maintenance and equipment repairs, follow the written process for authorising access (see above).
Emergency access for Emergency Services	The Emergency Services will decide whether to enter a restricted location based on their own assessment process. If requested, provide them with relevant information to support their dynamic assessment process.	The Emergency Services will decide whether to enter a restricted location based on their own assessment process. If requested, provide them with relevant information to support their dynamic assessment process.	The Emergency Services will decide whether to enter a restricted location based on their own assessment process. If requested, provide them with relevant information to support their dynamic assessment process.
Emergency access for FD Estates' staff or their authorised contractors	Access for FD Estates' staff or authorised contractors is ONLY with authorisation AND in the presence of the person nominated to authorise access for the location (or their delegated nominee). Written process for emergency access in place, based on a risk assessment approved by the person nominated to authorise access.	Emergency access ' out-of-hours ' through University Security; person accessing the location must be on the FD Estates' callout rota or be FD Estates' authorised contractors following FD Estates' out-of-hours process. Emergency access ' in-hours ' through the person nominated to authorise access for the location (or their delegated nominee). If they are not contactable, the 'out of hours' process above is followed. When emergency out-of-hours access has happened the person nominated to authorise access for the location is contacted either in accordance with the local critical incident plan (if in place and communicated to FD Estates) or by the next working day, to inform them that this has occurred.	In an emergency FD Estates can enter location without authorisation following FD Estates' written generic process. When emergency out-of-hours access has happened the person nominated to authorise access for the location is contacted either in accordance with the local critical incident plan (if in place and communicated to FD Estates) or by the next working day, to inform them that this has occurred.
Access for other people not listed above	People requesting access not listed above are only allowed access whilst accompanied by the person nominated to authorise access (or their delegated nominee).	People requesting access not listed above are only allowed access if supervised or if they are deemed competent (and recorded as such) by the person nominated to authorise access for the location (or their delegated nominee). The risk assessment will determine the level of supervision/ competence that is needed.	People requesting access not listed above are only allowed access if supervised or if they are deemed competent (and recorded as such) by the person nominated to authorise access for the location (or their delegated nominee). The risk assessment will determine the level of supervision/ competence that is needed.