

September 2016
Guidelines for Out of Normal Working Hours Building Access

To: all staff and postgraduates of the School of Environment, Education and Development

To ensure your safety in our School buildings (Arthur Lewis, Ellen Wilkinson and Humanities Bridgeford Street) during all periods of 'out of hours' access, we ask you to observe the following if you are working in the building before 8am or after 6pm on weekdays, or during weekends and public holidays/University closure periods. It is in your own personal interest to follow these guidelines.

If it is necessary to access your normal work place, please adhere to these measures for your own safety:

- Ensure the building entrance is locked i.e. door closes, after you have gained access. In particular ensure that no one follows you into the building without presenting their University ID card to you. If this happens politely request that they present their ID and if this is not done then please inform security at the earliest opportunity by telephoning 69966;
- If you do follow someone into the building, as a courtesy and to avoid security being contacted please present your ID card without this being requested;
- Sign in (and out when exiting) using the out of hours register - registers are located at the ground floor reception desk of the Arthur Lewis, Ellen Wilkinson and the Humanities Bridgeford Buildings;
- Inform someone else of your location and expected time of return (this is in case you are injured e.g. slip on the stairs);
- If possible keep a mobile phone with you at all times;
- The use of the laboratories during 'out of hours' periods is not permitted except by permission of Senior Research Technician for specified 'low risk' approved procedures.

Please note the University Security/Emergency number of 69966. Emergency services (Fire, Ambulance, Police) can be obtained by dialling 9999.

Please note the heating is limited/off during weekends and vacation closure so rooms will be very cold in the winter months and there will be minimum IS maintenance.

University Closure periods and semester dates are listed at:

<http://www.manchester.ac.uk/aboutus/dates/> and

<http://www.staffnet.manchester.ac.uk/employment/leave-work-arrangements/bank-holidays-closure-dates/>

Yours sincerely

Tim Allot
Head of School