SC 1905

Access Control to University Laboratories, Workshops and Critical Infrastructure Areas
Policy✓ Code of Practice… Guidance… Procedure…
Organisation-wide✓ Local…
Approved by the University Health & Safety Committee
Chairperson Dr Manuel Alonso Date 05/02/2024 Review date 2027
The purpose of presenting this document to the University Health & Safety Committee Standard 3 year review✓ Changes in practice and/or legislation… New policy document…

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1. Introduction

There are a number of reasons why Brunel needs to control access to certain areas, including:

- Safety – to prevent exposure to hazardous substances and procedures;
- Research continuity – to prevent accidental damage to expensive or sensitive equipment or data; and
- Security – to prevent theft of, or interference with, high risk materials, equipment or information.

The following policy will also reinforce the current procedure for "*overnight workings"* as they are linked to access issues.

2. Scope

This policy applies to the Uxbridge Campus as a whole and where staff of students work or study off campus they shall be subject to the local rules of the named workplace.

3 Definitions

3.1 Authorised personnel

These are personnel who are specifically authorised by the person responsible for the area to enter to undertake work/study. The area represents their normal place of work/study and they have received an induction, this may include staff and/or postgraduate students. Undergraduate students may enter these areas only if supervised by an authorised user.

3.2 Cleaners and other support staff

Cleaners and other support staff (such as maintenance workers) may only be considered as authorised personnel (in YELLOW, Limited access areas) when they have received appropriate induction and information and are working to an agreed written protocol. Authorisation must be recorded in all cases.

4 Responsibilities

4.1 Executive Board /Leadership Team (*This group typically consists of the Vice-Chancellor and President, Secretary, Chief Operating Officer, Executive Deans and Directors).*

The Executive Board/Leadership Team is responsible for supporting the *Vice-Chancellor and President* in the implementation of this policy within their areas of responsibility.

4.2 Senior Managers *This group may include Deans/Directors, Subject/Divisional Leads and Directors of Research*)

Senior Managers are responsible for supporting the Executive Board/ Leadership Team in implementation of this policy within their areas of responsibility by;

- Bringing this policy to the attention of those within their areas of responsibility via the communication and induction channels established; and
- Ensuring a system is in place to identify where access control is required.

4.3 Line Managers (Individual managers, technical managers, supervisors and those in charge of laboratories, workshops and Data Centres)

Line Managers are responsible for providing a suitable induction to authorised personnel. Line Managers must also ensure that appropriate instruction has been agreed with SITE Services to cover cleaners and support staff if required. Records of authorised persons must be kept and they are responsible for ensuring Permits to Access (**Appendix 1)** are issued when required.

In amber and red areas, the person in charge of the laboratory or workshop must ensure that suitable emergency plans are in place and they must also ensure that arrangements are in place to maintain good housekeeping e.g. for emptying bins, routine cleaning etc are in place and that these are followed.

4.4 Employees / Students (Laboratory, Workshop Users and Data Centres)

Such individuals are responsible for adhering to the access control system and not entering areas unless authorised to do so. Users must follow any requirements set out in a permit to access issued for the area and must not allow access to engineers maintenance or cleaners without a permit to access.

4.5 Other members of staff and contractors

Such groups must not enter controlled access areas unless specifically authorised to do so. In limited access areas (yellow areas), depending on the work, this may be in the form of an induction by individual managers, technical managers and supervisors or by a permit to work issued by the person in charge of the area. In (highly) restricted access areas (red/amber) entry will be strictly by a permit to access.

5 Practical Arrangements of identification of restricted areas

All laboratories, workshops and research areas (not including offices) should be categorised into one of the following three categories:

- **Highly restricted access**
- **Restricted access**
- **Limited access**

Areas will be defined by Access Control signage on the outside of laboratory and workshop doors. All **highly restricted** and **restricted areas** must be agreed by, and registered with the Health & Safety Team and Security Services, and details of the nature of the hazards and control measures recorded.

All laboratories and workshops must clearly show a colour-coded Access Control sign, indicating the level of access control to the room. This gives guidance to other staff, service providers and contractors about whether or not they can enter the area, and under which conditions (routine work, non-routine and emergencies).

The colour coding system is described in **Appendix 2** and this signage is in addition to the safety signage required to identify specific hazards and mandatory instructions.

5.1 How access control is achieved

In addition to signage, control of access to laboratories and workshops must be achieved by a variety of means dependent on the safety and security needs of an area. As the majority of buildings in the University are open access during normal working hours, all laboratories and workshops should be locked by a key, keypad, swipe or proximity access card when unoccupied.

Areas requiring higher security or restrictions may require more security controls such as additional swipe card or PIN code access, unique (non master-suite) keys and keypad locks. Colleges, Directorates and Institutes should ensure that Security Services have copies of all keys and codes in case of emergencies and that Colleges, Directorates and Institutes nominated personal are available for advice on access control.

Critical area access can only be granted via the Sateon access control system as outlined within the process map as at **Appendix 3.**

6 Emergency access

In emergency situations non-authorised staff (security/ maintenance) may need to access controlled areas, for example in the event of a fire signal, a flooding or a medical emergency, in such cases the following levels of access shall apply.

6.1 (Yellow) Limited access areas

Security, maintenance or emergency services can enter the areas to make the area safe (e.g. stop the leak, turn of isolators) and then leave the area immediately. The person responsible for the area must then be contacted as soon as possible.

6.2 (Amber) Restricted access areas

In the event of an emergency, Security, maintenance or emergency services will follow a pre-established (room specific) protocol. In most cases the person responsible for the lab identified in the emergency procedures will be contacted prior to access. Emergency services should enter these areas only after receiving information on the hazards present.

6.3 (Red) Highly Restricted access areas

Security or maintenance will not enter even in the event of an emergency. The emergency services will not enter these areas unless in life-threatening circumstances. Contact should be made with the responsible person identified for the area.

7 Overnight experimental workings

Any experimental apparatus left on overnight, containing hazardous material or carrying out a hazardous process, requires approval. The person conducting the experiment must complete the **Overnight Form (Appendix 4)** and the Supervisor or a deputy must sign this, signifying that he or she is satisfied that the experiment can be safely left unattended.

An overnight form must contain instructions as to how the experiment can be turned off, by Security, in an emergency as well as the contact details of the individual responsible. It must be set up and stable before 5:00pm and if it is not signed approved by the supervisor or a deputy the technician has the right to terminate the experiment.

A Postgraduate or Undergraduate worker wishing to leave an experiment running overnight must first obtain permission from his or her supervisor. Experiments found running outside normal working hours (**08.00hrs – 20.00hrs**) with no form or an incomplete form may be terminated without warning. The form shall be placed at the entrance to the workfare and/or placed near to the experiment, where it can be easily found.

Appendix 1 **PERMIT TO ACCESS**: Laboratories, Workshops and Critical Infrastructure Areas

PERMIT NUMBER: text

1. PERMIT ISSUE DETAILS – to be completed by the Lab/Workshop Manager (or other authorised person)

Title of work/nature of Job:

Description of work: text

Location of Work Area:

Building: text School/Institute: text Room: text

Timescale of Work:

Date of access required: text Time required: text Completion date: text

Services affected:

☐ None ☐ Electrical ☐ Piped Gas ☐ Steam ☐ Water ☐ Other (specify) text

Hazards:		**Description:**	**Precautions:**
Biological	☐	text	text
Chemical	☐	text	text
Radiation	☐	text	text
LASER	☐	text	text
Compressed gases/cryogenics	☐	text	text
Other	☐	text	text

2. PERMIT ISSUE – this declaration must be signed by the Lab Manager (or authorised person)

I confirm that the above work can be carried out and that I have informed all local staff whose work may be affected and work shall be suspended.

Lab Manager's (or authorised person's) name: text Signature: _____

Date: text Time: text

3. PERMIT RECEIPT – this declaration must be signed by the operative or contractor

I have read and understood the precautions required and the restrictions placed on the time and place of work. I am satisfied that the work areas have been sufficiently cleared to allow the work to be carried out safely. I also understand that this permit deals with the control of laboratory, workshop and critical infrastructure hazards alone and other permits may be required for, example, pipework isolations or hot works.

Name of Operative/Engineer: text Staff: ☐ Dept/School: text

Company: ☐ Name: text

Signature: Date: text Time:

4. WORK COMPLETION – this must be completed by the person named in Section 3

The work described above has been completed and all personnel, materials and equipment have been withdrawn.

Signature: Date: Time:

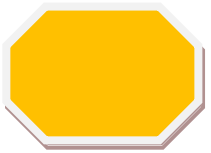
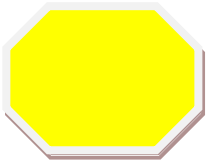
5. WORK ACCEPTANCE AND PERMIT CANCELLATION – to be completed by the person named in Section 2

I accept that the work has been completed and that the laboratory areas affected can now be returned to normal operation. The permit is now cancelled.

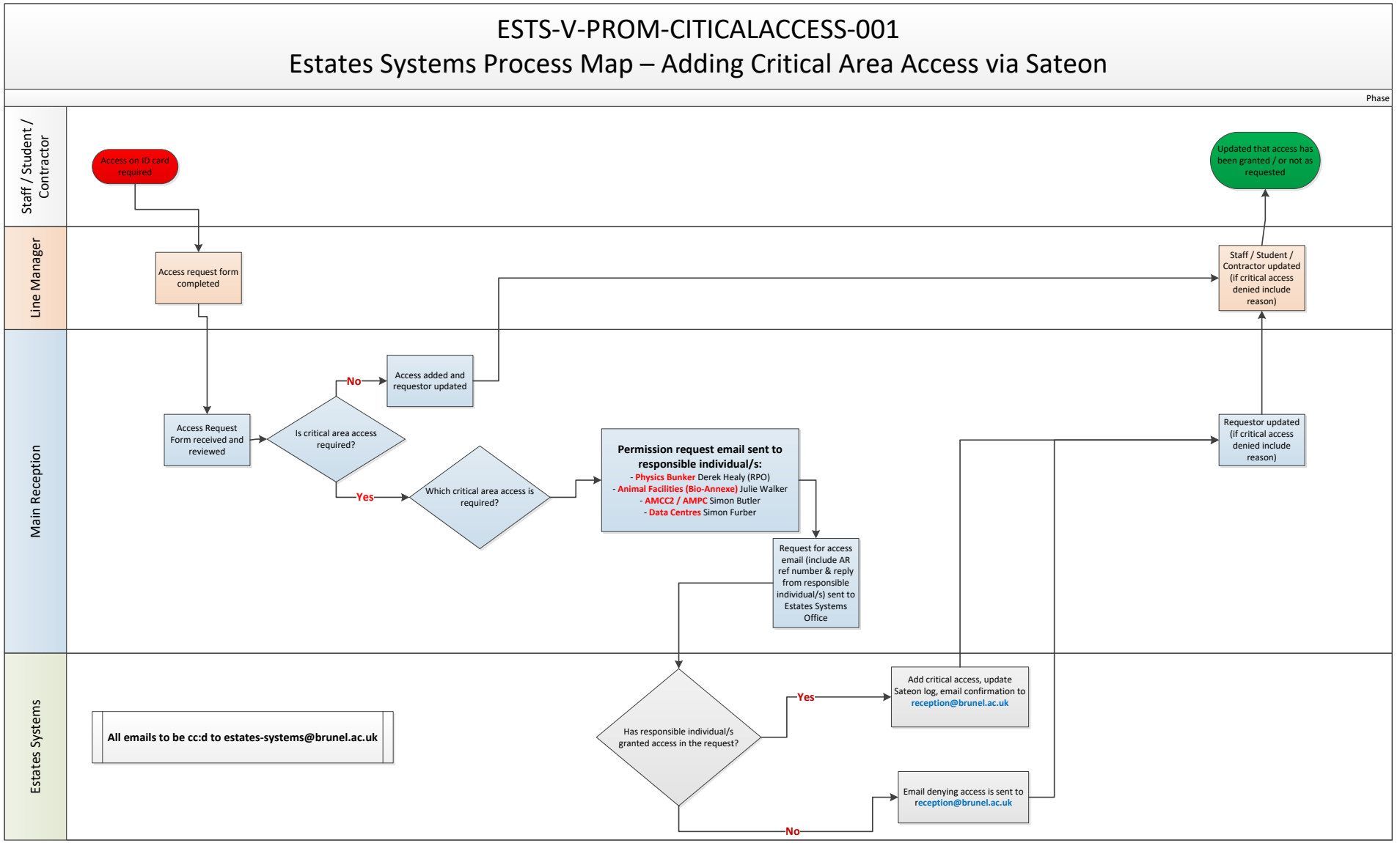
Signature:	Date:	Time:

The Lab Manager and the contractor / operative MUST retain a copy of the completed form.

Appendix 2 Access Control to Laboratories, Workshops and Critical Infrastructure Areas Colour Coding System

Access Level	Examples of areas	Routine Access	Non-routine access	Emergency access
Highly restricted 	Labs containing highly sensitive or hazardous equipment;	Access to named authorised and inducted personnel only	Along with the Permit to Access, other Permits may be required for other works such as isolation and hot work.	Estates or Security cannot enter these areas. Contact must be made with identified responsible person.
Restricted areas 	Areas such as Radiation laboratories, laser laboratories; Data Centres; and Power and transformation rooms;	Access to named authorised and inducted personnel only	Along with the Permit to Access, other Permits may be required for other works such as isolation and hot work.	Response by Estates or Security can be facilitated without the users but only by room specific pre- established protocol.
Limited access 	Areas such as Containment Level 2 laboratories and other general laboratories e.g. chemistry and workshops.	Access to named authorised and inducted personnel; Supervised or specifically authorised and inducted U/G students' and Access to authorised and inducted cleaners for pre-defined tasks.	Permit-to Access required for all non-emergency works and non-routine cleaning.	Response by Estates or security can be facilitated without the users. Generic response protocols will apply.
Areas with no colour	As offices and corridors are not colour coded as they are usually present little risk.	No restriction	Maintenance work in these areas is covered by job tickets and where necessary by Permit to- Work	No restriction

Appendix 3


ESTS-V-PROM-CITICALACCESS-001
Estates Systems Process Map – Adding Critical Area Access via Sateon
Phase
Staff / Student / Contractor
Line Manager
Main Reception
Estates Systems
Access on ID card required
Access request form completed
Access Request Form received and reviewed
Is critical area access required?
No
Access added and requestor updated
Yes
Which critical area access is required?
Permission request email sent to responsible individual/s:
- Physics Bunker Derek Healy (RPO)
- Animal Facilities (Bio-Annexe) Julie Walker
- AMCC2 / AMPC Simon Butler
- Data Centres Simon Furber
Request for access email (include AR ref number & reply from responsible individual/s) sent to Estates Systems Office
Has responsible individual/s granted access in the request?
Yes
Add critical access, update Sateon log, email confirmation to reception@brunel.ac.uk
No
Email denying access is sent to reception@brunel.ac.uk
Requestor updated (if critical access denied include reason)
Staff / Student / Contractor updated (if critical access denied include reason)
Updated that access has been granted / or not as requested
All emails to be cc:d to estates-systems@brunel.ac.uk

Appendix 4 Overnight Form

Apparatus _____

Location _____

Requested by :

Print Name _____ Signature _____

Authorised by: (Supervisor)

Print Name _____ Signature _____

PLEASE LEAVE ON OVERNIGHT

from	Date (dd/mm/yy)	Time (24:00)
until	date (dd/mm/yy)	Time (24:00)

If ongoing please give appropriate review date;
either enter a specific date or approximate time e.g. 6 months, 1 year

DESCRIPTION OF REACTION if applicable; Please highlight any potential hazards e.g. gas or vapour given off, potentially explosive is heated, etc.

Please do not touch this apparatus or controls

IN CASE OF EMERGENCY OR POWER FAILURE Special Instructions or Specific Risks

Isolate;	
Electricity at:	Compressed gas(es):
Gas at:	Compressed air:
Water at:	Vacuum:
Other services – specify:	at:

IN THE EVENT OF AN EMERGENCY CONTACT

1

Name	Telephone number	Position

2

Name	Telephone number	Position

Print and sign where required. Please place the original either on the equipment being used or on the closest wall (dry labs or processing hall) or on the lab door notice boards (wet labs).