**University of Strathclyde**

**Access to University Premises Policy**

1. **Introduction**

The following policy is aimed at controlling access to buildings belonging to, or occupied by, the University, in order to balance the need for access with considerations for the general and personal safety of users, the security of property, and economic considerations relating to energy and security staff costs.

1. **Normal Hours of Access**

From Monday to Friday the hours of 08.00 -18.00 are classed as the standard hours of access for University buildings. At all other times, including Saturdays, Sundays, Public holidays and Christmas / New Year have buildings will be closed and separate arrangements must be made by contacting Security Services. Appendix A outlines the access hours for buildings within the University on an individual building basis.

* Security staff are on duty 24 hours a day, 7 days a week. If you wish to contact a member of the Security team you should ring ext. 3333 from an internal phone or 0141 548 3333 from an external phone. 2222 is the Emergency number

During the normal opening hours **all University staff, partner organisations and students must carry staff identification badges**. Staff and students must be prepared to produce identification, if requested**.**

External access can be achieved without restriction between 08.00hrs and 18.00hrs.

**3.0 Out with normal hours**:

All University staff including partner organisations, have rights of access to their own departmental accommodation including communal accommodation out with normal hours subject to them informing Security Control (and having permissions from their departmental areas) of their intention to remain within or gain access to a building.

* Estates Services may enter in emergency circumstances. Routine operational activity will be arranged in advance with Security by a senior departmental lead.
* Information Services, routine operational activity will be arranged in advance with Security by a senior departmental lead.
* Safety, Health and Wellbeing- Routine operational activity will be arranged in advance with Security by a senior departmental lead.
* Postgraduate and undergraduate students can apply for essential (study based) [out of hours access](https://strath.sharepoint.com/sites/estates/Lists/Out%20of%20Hours%20Access/AllItems.aspx) to buildings via the online request to their Head of Department via the dedicated sharepoint Intranet site (red card system). The application will only be approved where the relevant departmental H&S arrangements have been met. Thereafter a red card will be issued and must be produced along with their University identification badge.
* Department Occupational Health and Safety Management Arrangements must make adequate provision for the health and safety of all persons using departmental premises out with normal hours of access. It is the responsibility of the Head of Department to ensure that visitors granted such access are fully aware of all appropriate University/Departmental Safety Regulations and Procedures, including evacuation procedures.
* Organisations who partner with the University may not have DS login credentials. This can be achieved by application to departmental IT support for a [limited DS account](https://www.strath.ac.uk/professionalservices/is/help/indepth/useraccounts/limitedaccessaccounts/). An approved application will then result in the issuing of a red card.

1. **Temporary Rights of Access for Visitors**

Individuals may be granted temporary access by a **letter of authorisation** from Head of Department, a copy of which will be lodged with Security Control and a time bound staff identification card issued. All other aspects of this policy will apply to visitors

##### Children

Children are permitted to enter what may be termed ‘low risk’ areas i.e. where the hazards present are similar to a domestic environment.  Examples include office accommodation, catering and sports and recreation facilities of the University during the normal hours of access 0800 – 1800 hrs.  Access to University premises is only permitted if accompanied by a parent or guardian providing **constant** supervision.  This duty cannot be delegated to another person.  This form of access should not be interpreted as permitting children access on a regular basis for the purpose of childcare.

For any other purpose this shall be subject to Risk Assessment.

1. **Pet Animals**

               With the exception of assistance dogs, pet animals are not permitted in University buildings,

**Appendix ‘A**’

**Normal Hours of Opening for University buildings. All times are Monday to Friday, unless otherwise stated.**

Sports Centre 09.00-22.00 (Sat 09.00-17.00, Sun 13.00-17.00)

Royal College 08.00-18.00(Access to RC out of hours is via JW entrance)

James Weir 08.00-2200

Thomas Graham 08.00-18.00

Henry Dyer 08.00-18.00

Stenhouse wing 08.00-18.00

Cathedral wing 08.00-18.00

Duncan wing 08.00-18.00

Curran Building 08.00-22.00

University Library 07.00-00.00 (Weekends 0900 – 2100, Exams open 24/7)

Hamnet Wing 08.00-18.00

Robertson wing 08.00-18.00

The Wolfson 08.00-18.00

John Anderson 08.00-18.00 (open to 2200 to facilitate classes)

Learning and teaching 08.00-18.00 (open to facilitate classes 1800 to 2200 if required)

Technology Innovation Centre 08.00-18.00

Graham Hills 08.00-22.00 (open to facilitate classes, 50 George St closes at 1800)

Livingstone Tower 08.00-22.00

McCance Building 08.00-22.00

Collins / Senate 08.00-18.00

St James Road 08.00-18.00

Lord Hope 08.00-18.00 (Sat 0800 – 1800 on swipe)

\* Term time is October-December, January-April and April-June

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