

# University of Strathclyde

## Access to University Premises Policy

### 1.0 Introduction

The following policy is aimed at controlling access to buildings belonging to, or occupied by, the University, 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.

### 2.0 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 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 Security team member, 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](#) 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](#). An approved application will then result in the issuing of a red card.

#### **4.0 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

#### **5.0 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.

#### **6.0 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	07.00-22.00 (Sat 09.00-18.00, Sun 09.00-18.00)
Royal College	08.00-18.00 (Access to RC out of hours is via JW entrance)
James Weir	08.00-22.00
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