

## **Table 2. Guidelines for personal safety when accessing Facilities After Hours**

University Facilities may hold items of value or be attractive to others, who may gain forced entry or wait for a Member to arrive with keys or access codes After Hours i.e. "tailgating". Examples of items which are attractive include: cash, pharmaceuticals, chemicals, apparatus, machinery, artwork, valuables, AV and computing equipment, research material, intellectual property. The attraction may be to gain an item for alternative use, or ideological such as disrupting research.

When Members are working or accessing a Facility After Hours, it is preferable to have at least two Members working together if possible. In Moderate and High Risk situations access to a Facility shall be conditional on a personal set of actions/guidelines.

When working after hours, Members (and especially any disabled Member) should notify UniSafe of their location when they arrive and of their departure. This is particularly important for those operating in isolated work areas.

Persons who have a physical impairment or disability e.g. visual or hearing, who could not evacuate from a Facility unaided or would need to be alerted to an emergency situation shall;

- Arrange to be accompanied by a buddy who would be able to respond to any alert for the duration of their visit.
- Log in the building's register and prior to their visit notify the Head of Department and UniSafe of their visit.

The purpose of this procedure is to ensure that during an emergency situation that a person who needs assistance is supported and accounted for. This condition will not be imposed for accessing the Library, Computer Lounges/study area, recreation centre or where a programmed timetabled class is operating where staff would be present. However the person is requested to notify the onsite duty staff of their attendance and any need of assistance during an emergency.

Security needs to be informed when alarms are deactivated After Hours. If they are given fair notice, Security can provide escort for Members who have concerns to their vehicles when access has finished, or Members should relocate vehicles or transport to facilitate safe exit from a Facility.

### **Measures to enhance safety for After Hours and Working Alone are:**

- Ensuring the building can be adequately secured from the inside.
- Keeping doors locked to prevent casual entry, if appropriate.
- Knowing location of help point locations, or arranging a remote control device, that can be used to activate an audible alarm and alert Security, if safety is threatened.
- Being familiar with safety procedures for the Facility and all Exits/Fire Exits and University publications on Safety and Security.

### **If you access Facilities After Hours:-**

- Check for any sign of forced entry or persons loitering in the area.
- Where any signs of force or persons loitering are observed, the Facility should not be entered. Unisafe or the Police should be called, and any other Members advised to await the arrival of Unisafe or the Police.

- Be aware of "unusual" occurrences such as the presence of suspicious parcels, objects or mail items. Treat these as an Extreme hazard! Call Security immediately.

**If you will be finishing your access late or when the University is not in full operation i.e. After Hours:-**

- Park as near to your Facility as possible in an area that will be well lit at night.
- Consider other transport options if the only parking available is at an isolated location.
- Let someone who can check on you know you will be working After Hours – as a minimum security measure.
- Check that you are secure inside the Facility and that no doors or windows have been left open or unlocked.
- When leaving the Facility check the immediate area outside for any people loitering, before opening the door.
- Use the best lit route to your car and have someone walk with you if possible.

**Off campus activities and appointments:**

Some activities require meeting other persons in other person's homes or visiting or being in non-University premises or in other isolated situations, for example deep sea diving or other field activities. If you have responsibility for this kind of activity or as a Member participate in it, consider what practices you could adopt to reduce any potential or actual risks to your safety and as a Supervisor what rules and procedures you should insist on so you and any Members are safe.

For example:

- Leave a written record at work or with someone responsible of where you are going, the person or place you are visiting or going to, and the estimated time of your return.
- When visiting a house or other place, be guided by your instincts. If the person opening the door has a manner which makes you feel uneasy or uncomfortable, don't go inside. Make an excuse and leave immediately.
- If you enter a place and later start to feel uncomfortable with the person you are talking to, leave as soon as possible. Be aware of potential escape routes.
- Carrying a mobile telephone will enable you to advise a colleague of your arrival in the presence of the client. Any person posing a potential threat to your safety would be deterred by the fact that others are aware of your location, and identity of the person you are with.
- You can also arrange a distress code word for telephone use which lets your office know if you are in a risk situation.
- When responding to any requests for a meeting, job advertisement, or similar situation, consider the time and place for the proposed appointment.
- If you feel that the situation is potentially unsafe, arrange to take a colleague with you.
- Check for obvious Hazards. Do not, for example, use unsafe vehicles or go into unsafe premises.
- If in hospitals, schools or similar environments, ensure you are informed about the hazards and safety procedures of those premises.
- Make yourself familiar with and comply with all relevant requirements relating to equipment, Facilities processes and procedures (e.g. Boating:

lifejackets, flares, chemicals, machinery).

<b>Table 1 Indicative risk level and types of approvals</b>		
Risk Level	Suggested type of approval	Notes
Low	<p>"General Approval" would normally be given for this type of work/ access e.g.;</p> <ul style="list-style-type: none"> <li>• work in an office environment,</li> <li>• using a computer laboratory,</li> <li>• studio work <u>not</u> involving hazardous substances, hazardous machinery, high work requiring use of lifting devices, ladders, scaffolding or "wet lab" work,</li> <li>• interview / survey work with communities except high risk groups,</li> <li>• working alone where other suitably skilled and experienced support is readily available,</li> <li>• readings or observations from low risk experiments,</li> <li>• work in seminar rooms, study areas, libraries, and information commons facilities,</li> <li>• work in fully operational Halls of Residence.</li> </ul>	<p>Office work hazards are generally low. Members should arrange a contact to advise safe return.</p> <p>It is advisable to have arrangements to ensure safety if Working Alone especially at night, such as parking near office or security escort to vehicle.</p> <p>What may in substance be Low risk work, in a laboratory or studio may be deemed as a <u>moderate</u> hazard due to the surrounding hazards, as may "tailgating" in secure areas.</p> <p>Access for children, even accompanying Members, shall be deemed a "moderate" hazard.</p>
Moderate	<p>"General Approval" may be given for this type of access/work e.g. a competent Member who is:</p> <ul style="list-style-type: none"> <li>• working or dealing with at risk persons or for example in clinical situations,</li> <li>• undertaking low risk work in a moderate risk laboratory,</li> <li>• working in a remote area.</li> </ul>	<p>Some moderate risk activities require appropriate supervision e.g. Members undertaking work with hazardous substances, radiation, or operating workshop machines or where Working Alone. If a hazard cannot be safely handled by a <u>Member</u> on their own, conditions must apply.</p> <p>A "General Approval" is not appropriate for any person Working Alone or After Hours. Any person Working Alone during No-access Time shall obtain an Individual Approval.</p>
High	<p>Individual Approval may only be given to a Member provided the hierarchy of controls is used and adequate controls have been implemented and documented. An example list of high risk activities for laboratories is shown in Table 3 below. Equivalent other examples are given in Table 4.</p>	<p>Members shall not undertake work or be granted access where the risk is identified as high without an Approval which is subject to conditions including supervision. Every effort shall be made to reduce the level of risk.</p> <p>Where a Member is alone After Hours, contact shall be made on a regular and planned basis. The frequency shall be dependent on the nature of the activities and the perceived hazards. Contact might take the form of periodic visits by the Supervisor or regular communication by telephone or radio or security staff.</p>
Extreme	<p>No approval. Every effort shall be made to reduce the level of risk</p>	<p>No staff or student shall undertake extreme risk activities.</p>

## Access to Facilities during Closure Period

### SECTION 1 - TO BE COMPLETED BY APPLICANT

Department

Building

Applicant Name

ID No.

Staff     Student     Visitor

Access Card No.

Specific reason for requiring access

Description of activity

Are you working alone?     YES     NO

Location(s) of activity

Requested dates/times of access

Supervisor/P.I. approval (mandatory for student applicants)

Name (in block capitals) and signature of Supervisor/P.I.

### SECTION 2 - ADMIN USE ONLY

LOW RISK     MOD TO HIGH RISK (approved Safety Plan required)

- If the request is approved and deemed as low risk, the applicant must follow the standard conditions of approval (see over page)
- Low risk activities conducted in moderate to high risk environments will be considered as moderate risk
- All activities deemed as moderate to high risk must be accompanied by a detailed risk assessment and safety management plan appropriate to the level of risk. This must be scrutinised and approved by relevant staff experienced in the work being undertaken and manage the facility being accessed.

HoD/Manager approval

Signed and dated

**APPROVED**     **DECLINED**

Please return a copy of the completed and signed form to the Facilities Co-ordinator

## Risk Ratings

(NB: Special consideration must be made for those working alone)

LOW	Highly unlikely to cause injury No proximity to hazardous substances, equipment, machinery or animals (e.g., basic office work, computing work)	Approved access application required
MODERATE TO HIGH	Unlikely/likely to cause moderate injury Unlikely to cause extensive injury Working close to or directly with hazardous substances, equipment, machinery or animals	Approved access application and safety plan required
EXTREME	Very likely to cause moderate injury Moderate chance of extensive injury Working with highly hazardous substances, equipment, machinery or animals	No approval will be granted

## Standard conditions of approval for after-hours access

- You will advise Campus Security on each occasion that you will be accessing the Facilities prior to entry and upon leaving.
- You must hold, and use, your electronic access card to access (and exit After Hours) the building at all times, and display that card and/or any ID that Security staff may request.
- You must notify a buddy of when and where you working at the University during after-hours and provide them with the Campus Security phone number (09 923 5000) should they be concerned of your whereabouts.
- You will ensure you are able to communicate with Campus Security in an emergency and that you are familiar with the location and operation of First Aid kits, fire extinguishers, fire safety exits, and fire alarm procedures.
- You will not undertake activities or access areas beyond the scope of your after-hours access approval.
- You keep your approved *Access to Facilities during Closure Period* form on you at all times.

### SECTION 3 - APPLICANT DECLARATION

*I have read and will abide by the information stated above and The University of Auckland Policy on Access to University Facilities.*

Signed and dated

## Risk Assessment and Safety Management Plan for After-hours Access to Facilities

<b>SECTION A – SAFETY PLAN</b>	
<b>IDENTIFIED RISKS</b>	<b>SAFETY MANAGEMENT MEASURES OR PROCEDURES</b>

**Approvals on opposite page**

**SECTION B - APPROVALS**

**Declaration**

- The applicant’s risk assessment and safety management plan are appropriate for the work.
- The applicant will have the necessary direct supervision to undertake the work, or has demonstrated the necessary skills, knowledge and experience to undertake the work competently and safely,
- The applicant has the resources and support to undertake the task safely.
- The applicant has received the necessary safety inductions and has approval to access the locations requested.

**Approvals from Lab Managers, Technical Manager, Supervisor as appropriate**

Name (block capitals)	Position/role	Signature

**Special conditions of this approval**

**SECTION C - APPLICANT DECLARATION**

*I will:*

- *adhere to all the guidelines and procedures proposed in the safety management plan,*
- *undertake only those activities within the scope of the safety management plan.*

Signed and dated

**SECTION D - HoD/Manager approval**

Signed and dated

**APPROVED**       **DECLINED**

Please return a copy of the completed and signed form to the Facilities Co-ordinator