UCL School of Pharmacy

BRunswick Square

**cODE OF PRACTICE**

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| COP Number: | SoP 1.0 |
| **COP Title:** | UCL School of Pharmacy: Building Access |
| **Included:** | * Out of Hours & Lone Working * Visiting Scientists – Admission of Children |

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**1.0 Purpose**

The purpose of this code of practice is to provide details on normal working hours and out of hours working procedures within the School of Pharmacy. It will also detail our policy on lone working, visiting Scientists and the admission of children to the building.

**2.0 Scope**

This procedure applies to all UCL staff and students within the School of Pharmacy

**3.0 Responsibilities**

Director: Responsible for ensuring that suitable and effective safety and emergency systems are in place and working.

Operations manager: Responsible for granting additional access and out of hours access to staff and students working at the school.

Supervisors/Line Managers: Responsible for ensuring that all competence has been assessed and relevant paperwork is received in advance of required out of hours access. The Supervisor/Line Manager is responsible for ensuring all relevant risk assessments have been conducted and approved.

All staff: Responsible for their own safety and following the procedures for normal and out of hours working.

Out of hours worker: Responsible for obtaining permission, understanding control measures and being aware of all local safety and emergency arrangements before work commences.

**4.0 Definitions**

**Normal working hours**: This is 8am -6pm for the School of Pharmacy (SoP)

**Out of normal working hours**: This is when special access and working procedures are in operation.

**Lone worker**: A person working by themselves without close or direct supervision or contact with others, where in case of emergency immediate help may not be available.

**Buddy system**: A control measure used to ensure the safety of an individual who is lone working where they have planned contact at set intervals with another individual during the working period.

**Low hazard work**: Work that has minimal potential to cause harm to the individual (e.g. office work and some types of laboratory work).

**5.0 Procedures**

**Introduction**

Students have full access to most floors of the School during the **normal working hours of 08:00– 18:00 Mondays to Fridays in term time**. Students are allowed some access outside of these times but should be aware that the School is often booked for additional teaching or external events outside of normal working hours and at weekends.

Outside the normal working hours, undergraduate and taught postgraduate students will be allowed access at the times specified below to the following areas: the basement, ground floor and first floor, as well as the west end of the second floor for access to the IT suite. Rooms on Floors 2 to 5 are controlled by the Paxton card access system and are accessible only by staff, PhD and MRes students only. This access needs to be given in addition to access to the building. Access can be obtained through the Operations Manager

All students are required to sign in at the Lodge (front desk) if they are in the building any time

after 18:00 hours or at the weekends.

Staff have 24/7 access to the building.

**5.1 Security and access cards**

Access cards are granted by UCL security with basic access to the building when a member of staff or a student first joins UCL School of Pharmacy.

On your first day at the school of Pharmacy you will be given a Building Safety induction in order to familiarise you with our access policy and our emergency procedures.

**MPharm students:**

Term Time

Main entrance Mon-Fri: 0800 - 2300

Turnstiles Mon-Fri: 0800 - 2300, Sat: 0900 - 18.00 & Sun 12.00 - 18.00

Out of term

Mon-Fri: 0800-18.00

**MSc and MRes Students**

Main entrance & Turnstiles Seven days a week 08.00 - 23.00

**PhD Students**

Main entrance & Turnstiles Seven days a week 24 hours

PhD Students and MRes students are covered by our Out of hours/Lone working policy.

**Staff**

Main entrance & Turnstiles Seven days a week 24 hours

Staff are also covered by our out of hours/Lone working policy which requires their line manager to carry out a risk assessment to confirm their suitability for lone working

**5.2 Out of Hours Working - Staff and Students**

**Staff, PhD Students, MRes Students and Visiting Workers**

All of the above are permitted to work out of hours in labs and offices at SoP.

However written permission is required from the line manager or PI, using the form in **appendix 1.** The permission form must show that the tasks to be carried out have been assessed as being of low hazard. Other tasks may not be carried out.

The Lone Working section of this COP must be read and the form then signed by the line manager/PI and the individual concerned.

**Taught MSc Students**

Out of hours working is not permitted for taught MSc students. Laboratory work may not be carried out outside the hours of 08:00-18:00. However, given the requirements for monitoring this may be reduced to 09:00-17:00 at the supervisor’s discretion.

Lone Working. MSc students must be monitored by the supervisor and/or other competent persons at all times. The relevant risk assessments must contain the names of those persons involved in monitoring, plus the frequency and extent of the monitoring.

**MPharm, ERASMUS (MSc and undergraduate) and Work Experience Students**

These groups are not permitted to work in laboratories unsupervised. Out of hours work is prohibited even under supervision. This is because these categories of students are not covered for out of hours laboratory work by the university’s insurance.

**Office Working**

The risks of working in an office are generally less than those encountered in laboratories. It is still a requirement that persons working late must have the Lone working policy form signed by their line manager and registered with the Operations Manager (see below). This is primarily to enable the effective evacuation of the building in an emergency.

**Forgotten or lost access cards**

Staff/Students who forget their access cards will be required to sign in.Staff/students who lose their access cards will need to visit the UCL Security office (Andrew Huxley Building) and collect a replacement as soon as is possible. The lost card needs to be cancelled quickly.

**5.3 Lone Working:**

Supervisors and line managers must carry out a risk assessment to confirm the suitability of their student or staff member for lone working. Once the student/staff member has read and signed the lone working policy they must give the signed copy to the Operations Manager who will ensure they have the appropriate access.

A copy is also held at the lodge. Anyone found working out of hours without having read and signed the Out of hours/Lone working form will be asked to leave the building. This lone working agreement must be reviewed annually to ensure the risk assessment is still valid. If the work being carried out and therefore the risk assessment changes then the lone working form must also be resubmitted.

**5.4 Contractors**

Contractors will be given access to the site usually by UCL Estates/Security on production of a suitable and sufficient risk assessments and method statements (RAMS). A work permit for the duration of their work will be granted based on the RAMS given.

Contactors are also required to sign in at reception on arrival and sign out on departure.

Once they have signed in a member of the lodge team will give them details of Emergency procedures in the building.

**5.5 Visitors**

Visitors must sign in at reception and be collected by the member of staff they are visiting. They should wear their visitors badge at all times while on site. The visitor remains the responsibility of the member of staff at all times while onsite.

In case of emergency the visitor must be instructed how to leave the building safely with the staff member.

Any member of staff bringing in a visitor who has mobility issues i.e. cannot use the stairs

Must inform the Operations Manager in advance if possible. If not please inform the lodge staff at the time of the visitors arrival.

For more details please refer to SoP Code of Practice 2.0: Emergency procedures.

Students are not permitted to sign in visitors out of hours

Alumni on production of a valid Alumni card are allowed access to the Building during Library hours.

**5.6 Visiting Scientists**

All visiting scientists must fill out the form in **Appendix 2** and return to HR.

**5.7 Signing out of keys for pre-booked rooms**

All keys must be signed for at the lodge when picked up to access pre booked rooms. They must be signed back in on return. A clear name and contact number is required.

**5.8 Admission of Children to the School**

Children will be defined for the purpose of this Code of practice, CoP as people under the age of 18 years.

As a general rule it is expected that children will not need to enter the building. However it is accepted that on occasion this may be necessary, and also that older children may need to access the building as part of open day visits and similar events.

Our main aim is to protect children from activities and environments in the School which may be harmful to them, but also to enable sufficient flexibility to enable safe and controlled access for them when necessary. Please note any person bringing a child into the building without permission, or permitting them to enter a prohibited area, may be subject to disciplinary proceedings.

**Conditions for access to the building**

Permission must be obtained from the Head of research department HoRD, Departmental administrator DA, Director, or their deputy.

All those who are likely to bring children into the building must first obtain a General Access Permission form (See Appendix 3) it must then be signed by either HoRD, DA or Director. A signed copy of this form must then be emailed or a hard copy handed to the Lodge.

Children must not enter prohibited areas at any time, see below for details. Children must be under the supervision of a responsible adult at all times. Children are permitted to be in the building only during the hours 09:00-18:00, Monday to Friday.

Access will not be permitted outside these hours, or at any time during weekends, public holidays, or when UCL is closed. Entry and exit of children to and from the building must be recorded in the children’s sign in/out book at the reception desk.

**Prohibited areas**

Children under the age of 16 years are prohibited from entering the following areas at all times.

Laboratories

Workshops

Maintenance areas

Stores

Lecture rooms

**Permitted areas**

Children under the age of 16 years may be permitted into the following areas.

Office of parent or guardian Refectory, Square Lounge or Other public areas of the building such as toilets, corridors, lifts and the reception area.

**Exceptions**

These apply to children over the age of 16 and under the age of 18 years.

Work Experience Students

Access is permitted to public areas of the School and to laboratories, workshops and Stores. In such cases the UCL Guidance document, Young People at UCL will apply.

<https://www.ucl.ac.uk/safety-services/a-z/young-people>

Organised school trips, open days and similar events. Access is permitted to public areas of the School and also lecture rooms. Access to teaching laboratories may be permitted subject to a suitable and sufficient risk assessment which has been approved by the Chief Teaching Technician. Visitors will be under the supervision of a member of staff or student host at all times.

**Summer schools**

Access is permitted to public areas of the School and also lecture rooms. Access to teaching laboratories, where appropriate, is permitted. The UCL Guidance document, Young People at UCL will also apply.

<https://www.ucl.ac.uk/safety-services/a-z/young-people>

**Appendix 1**

**Out of hours/Lone working permission form**

**Definition**: **Out of hours working** is between 18:00-08:00 Monday-Friday, and /or at any time during a weekend, Bank holiday or University closure.

**Definition**: **Lone working** is a person working by themselves without close or direct supervision or contact with others, where in case of emergency immediate help may not be available

**Personal Details**

(Please print name clearly)

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Room number** |  |
| **UPI** |  |

**Description of Work**

|  |  |  |
| --- | --- | --- |
| **Task name or description** | **Assessed Hazard level (Low)** | **Monitoring required, (Y/N)** |
| Low-risk research, wet lab | Low | N |
| Office work | Low | N |
|  |  |  |

**Declaration:** I have read and understood the Code of Practice (CoP) for Building access to the School of Pharmacy which includes the School’s Lone Working policy, I agree to abide by this CoP. I understand that any breaches of the CoP may result in this permission being revoked.

Signed: …………………………………………………………………………………

Date: ………………………………………………………

**Authorisation**

Line Manager, Name: Prof. Matthew Todd

Line Manager, Signature: ………………………………………………………….

Date: …………………………………………

**Validity**: This permission is valid for 12 months from the line manager’s authorisation

**Appendix 2**

**Visiting Scientist Form**

*Please use this form to request Visiting Scientist/Visitor status.*

Please complete and return this form with a **CV** and **copy of passport** details attached to the relevant DA/SoP HR Office. (*Note: original passport will need to be presented prior to commencing visit*).

Personal Details:

Name: .......................................................... Title: Prof/Dr/Mr/Ms/Other: .......................................

Date of Birth: ............................................... Qualifications: ..................................................

Gender: Male 🞎 Female 🞎

Is ‘right to remain’ in the UK required? .................. If applicable, type of visa held: ................................

Contact Details:

Address: .........................................................................................................................................................

Telephone No: ..................................................MobileNo:...............................................................

Duration of Visit:(*maximum length six months in first instance - note that it is the responsibility of the DA to request a renewal of the term, if required).*

Start date: ................................................................. End date: ................................................................

Type of Visitor:

Visitor from another academic institution

Collaborator from another scientific institution

Visiting Scholar/Academic coming from another university

Visitor who was a former SoP employee

Visiting Student undertaking work experience (*may need to be referred to UCL Registry*)

Visitor who was a former SoP student *(may need to be referred to UCL Registry)*

Student (please specify Erasmus, PhD) *(may need to be referred to UCL Registry and there may be bench fees to charge)*

Work Experience

Other (please specify)

Please provide details/name of employer/university.....................................................................................

Activities undertaken:

Department affiliated to: .......................................................

Summary of duties: ............................................................................................................................................

Supervised by: ........................................

Access to UCL Facilities: *(please tick as appropriate)*

Email Account

UCL Access Card

Library borrowing rights (*Note: a charge will be made to the department)*

Visiting Scientist status authorised by HoD**:**

Signature: ........................................

Name: .............................................

Date: ...............................................

**Appendix 3**

**General Access Permission - Admission of Children to the Building**

|  |  |
| --- | --- |
| Name of member of staff: |  |
| Number of children,  and ages on the date below: |  |
| Declaration: | I understand that, in addition to this form, I must record my child/children’s entry and exit fo the building at the reception desk as defined by the School’s Code of Practice (CoP) Admission of Children to the Building. I agree to abide by this CoP at all times. |
| Signature: |  |
| Authorised by:  (HoRD, DA, Director, deputy)  Name: |  |
| Signature: |  |
| Date: |  |

**This form is valid for one year from the date above, and may be renewed by agreement with the HoRD, DA or Director.**