


ESTATES SERVICES PROCEDURE		
Subject:  AUTHORITY TO ACCESS	ESP 01	Rev. 02
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	Owner: T Tomlinson	



UNIVERSITY OF  
LINCOLN

## 1.0 PURPOSE

The purpose of this procedure is to control access to University of Lincoln premises in a manner that is simple, time efficient and productive.

## 2.0 GENERAL

### 2.1 Aims of Procedure

The aims of this procedure are to reintroduce a simpler format that can be filled in quickly and sent to the Contractor/sub-contractor or consultant to identify individuals and companies who are authorised to work on University of Lincoln premises for non-hazardous works.


It can also be used as an authority to draw keys for access to University of Lincoln non-hazardous controlled premises.

## 3.0 PROCEDURE

- As soon as terms of work and dates have been agreed between a Contractor/sub-contractor/consultant and a member of the technical team or a project manager within the Estates Department, then the attached template (page 3) should be filled in and A **PDF** copy emailed to the company concerned.

A copy should also be sent to the Estates Support Desk [estatesupport@lincoln.ac.uk](mailto:estatesupport@lincoln.ac.uk) and the security supervisor [securitysupervisor@lincoln.ac.uk](mailto:securitysupervisor@lincoln.ac.uk) to ensure they are also aware that the sub-contractor or consultant is authorised to be on our premises.

- The contractor should bring a copy of the authority to access as proof that they are authorised to be working on University of Lincoln premises, also showing who they are actually working for.
- The form can also be used as the authority to draw keys to non-hazardous installations.
- At the end of an individual project task in each location would be a good time to end the authority and thus prove that the University of Lincoln Estates Department are controlling their contractors.

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#### **4.0 General Duties/Responsibilities**

Any member of the Estates Department can authorise a Contractor/sub-contractor or consultant access to University of Lincoln premises for non-hazardous work.

Hazardous works as shown in the list below will still be controlled via a permit to work:

01. Working with or adjacent to asbestos containing materials.
02. Working on fire alarm systems
03. Work within an identified confined space.
04. Work on LEV or Fume cabinets, (including fumigation).
05. Access to HV electrical installations.
06. Hot works.
07. Permit to dig.
08. Working at height
09. Handover control of a site/area to a contractor

#### **5.0 NOTIFICATION**

The attached format should be prepared in advance for known work, it is however recognised that for non-hazardous works the sub-contractor may well turn up unannounced on the day to carry out the work, due to its simplicity it can be filled in at the point of issue, and printed out.

- This process is part of the signing in process which from post authorisation becomes an electronic signing in process that is live and displayed at key points across the campus.


#### **5.1 Responsibilities and Enforcement**

It will generally be the responsibility of the Planon Administrator to ensure that the issued authority notes are recorded correctly for auditing purposes

This email is your authority to access University of Lincoln premises to carry out non-hazardous works, please print this page, and bring it with you when you attend site to work.

It is also your authority to draw keys from security in the Minerva building, please note that you are not allowed to hold University of Lincoln keys over night, they must be returned to security at the end of each day.

**Please note parking is restricted on site; make your presence known to security to ensure your vehicle does not get a parking ticket.**

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1.1 LIMITATION OF ACCESS					
Issue to (company name):					
Room/Space and Building:					
Authorised from	Time	Date	Authorised to	Time:	Date:
Permission is given for the work to proceed subject to the conditions specified above:					
Authorising Person	Sign:	Print:	Date:	Time:	Company:
					University of Lincoln

**Fire Safety Rules.**

- It is up to the contractor to acquaint themselves with the local fire rules and note where the nearest fire exits are and where the fire assembly point is, to where they will be working.
- The fire alarm sounders are tested in each building for approx. 5 to 10 seconds on Wednesday mornings, longer than that **MUST** be treated as a fire drill and you must evacuate the building with the building occupiers.
- At no point during your work are you to increase the fire risk where you are working for example blocking or restricting access to fire exits or fire escape routes.
- Fire alarm call points and fire extinguishers are located next to each exit on a fire escape route.
- Actions in the event of discovering a fire are:
  1. Raise the alarm
  2. Attempt to tackle the fire if it is safe to do so and you have been trained how to use the fire extinguishers.
  3. Evacuate the building and report to the fire assembly point.

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