

# OUT OF HOURS PROCEDURE

## Out of hours refers to the following time periods:

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Monday to Thursday: before 8:30 and after 16:30

Friday: before 8:30 and after 16:00

Saturday and Sunday: all day

Public holidays: all day

The out of hours procedure applied to all tenant companies and their visitors (including contractors) throughout the periods listed above.

## Company responsibility for employees and visitors:

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It is the duty and the responsibility of the company to be fully aware of the proposed activities for those of whom they are responsible, particularly when working out of hours. Employers are responsible for the health, safety and welfare at work of their employees and visitors and must ensure adequate control measures are in place.

## Please ensure that all staff members:

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- Have the necessary keys/fobs/intruder alarm codes.
- Understand that they must lock the front door behind them when entering and exiting the building outside of reception opening hours regardless of whether it is locked when they arrive.
- Are aware that they are responsible for setting the alarm and locking the door. If you are unsure if you are the last person to leave, please set the alarm.
- Employees do not let anyone into the building if you are unsure of whom they are.
- All employees know the evacuation procedure and emergency exit points of the building and will evacuate the building IMMEDIATELY upon hearing the fire alarm.
- Understand that if they are the first to arrive in the morning, they should unset the alarm.

**Out of Hours - Contact University Security on 01904 324444 if you encounter any problems with the alarms, are unable to lock the door or have any security concerns.**

Please speak to our reception during office hours if you need reminding of any alarm codes

**To maintain security and fire safety in the building it is essential that the Out of Hours Procedure is followed by all tenants.**