

Title	Security and Public Access – HS05
Version	v08.0
Effective	20 April 2020

SECURITY AND PUBLIC ACCESS

General changes:	
<ul style="list-style-type: none"> Appendix I added to provide clarification on what are recognised as assistance dogs (section 4.1.4, refers). Amendments made to reflect changes in organisational structures or to provide further clarity. References to other UPRs have been updated. 	
Section:	
See text in italics	

(Amendments to version 07.1, UPR HS05 are shown in italics.)

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1 INTRODUCTION

(NOTE:

A Although the University will make reasonable efforts to provide appropriate facilities, amenities and services, students should note that such provision may be affected by conditions beyond the University’s control which prevail from time-to-time. In such circumstances, the University cannot accept responsibility for a level of service which may be less comprehensive than that normally provided.)

1.1 Security arrangements may differ between campuses and sites but it should be noted that the rules and regulations which are set out in sections 4 - 7 of this document, the University’s general parking and traffic management regulations (UPR ET01¹, refers) and the regulations on smoking in the University (UPR HS06²) apply across the institution.

1.2 This document contains:

- i the University’s general rules and regulations relating to security which apply throughout the institution to staff, students and visitors, together with general information and advice about security matters (sections 4 - 7, refer);
- ii information concerning the security arrangements which apply on individual campuses or sites, together with any additional rules or regulations which are applicable:
 - a Bayfordbury site (section 8.1, refers);
 - b College Lane and de Havilland campuses (section 4.4.2, 8.2 and 8.3, refer);
 - d Fielder Centre (section 8.4, refers);
 - e Meridian House (section 8.5, refers);
- iii the procedures for obtaining a University Identity Card (section 7.2, refers);
- iv information concerning the management and administration of the Electronic Access System and access permissions (section 4.3, refers).

2 INSTRUCTIONS TO MANAGERS

2.1 Managers must ensure that members of staff and students for whom they are responsible are conversant with and observe all of the University’s security regulations and arrangements.

¹ UPR ET01 ‘Parking and Traffic Management’
² UPR HS06 ‘No Smoking Policy’

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2.2 Managers are required to obtain the prior written consent of the Group Finance Director, via the Director of Estates, to the purchase/installation of security equipment and systems, including security cameras and electronic access control systems. Prior to seeking such consent, Managers are required to consult with and seek the advice of the Head of Security and *Resilience*. The Director of Estates and the Group Finance Director will also be advised by the Head of Security *and Resilience*.

3 **MANAGEMENT OF SECURITY WITHIN THE UNIVERSITY AND STUDENTS' UNION**

3.1 **Head of Security and Resilience**

3.1.1 Responsibility for the day-to-day management of security rests with the Head of Security and *Resilience* who is, in turn, responsible, through the Director of Estates to the Group Finance Director, for ensuring that, as far as reasonably possible, the University provides a safe and secure environment for its staff, students and visitors.

3.1.2 The Head of Security *and Resilience* is responsible for directing and implementing the University's security policy and its general security regulations, including the management and control of all electronic access arrangements (section 4.3 refers), the rules and regulations governing public access to University grounds (section 4.1, refers), the University's general and local parking and traffic management regulations (UPR ET01¹, refers), the regulations on smoking in the University (UPR HS06², refers) and for the direction of contracted security staff.

3.2 **Control Room**

The Control Room is located on the de Havilland campus:

Telephone: 01707 281010 (internal 1010).

3.3 **Closed circuit television**

All University of Hertfordshire sites are protected by overt and covert closed-circuit television cameras (UPR HS04³, refers).

3.4 **Emergencies**

Members of staff should be conversant with the University's emergency procedure (UPR HS08⁴, refers).

4 **GENERAL SECURITY AND PUBLIC ACCESS REGULATIONS AND PROCEDURES**

(NOTE:

B The General Security Regulations and Procedures (section 4) may be supplemented by additional requirements which apply specifically to particular University campuses or sites. These supplementary regulations, together with information concerning the security arrangements which apply on the campus or site in question, may be found elsewhere to this document (section 1.2, ii, refers).

C It should be noted that where it is suspected that a criminal offence has been committed, University management may refer the matter to the Police.)

³ UPR HS04 'CCTV Code of Practice'
⁴ UPR HS08 'Corporate Health and Safety Policy'

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4.1 Public access to University grounds

- 4.1.1 Save to the extent permitted by law, access to University grounds is restricted to staff, Students, visitors and legitimate users of University facilities such as the clients of the University’s subsidiary companies *and* their clients.
- 4.1.2 Other individuals and organisations not associated with the University are not permitted on any site without official sanction in writing.
- 4.1.3 Where permitted, access to any University site does not imply access to the buildings. The right to enter buildings on any site is restricted to staff and students of the University and to people who have legitimate business with the University (sections 4.1.1 and 4.1.2, refer).
- 4.1.4 Access to University grounds and premises is subject to the following prohibitions:
- NO Vehicles including cycles (save as permitted otherwise by University regulations);
 - NO Horses other than on Bridleways;
 - NO Dogs (other than guide or assistance dogs *as defined in Appendix I, UPR HS05*)⁵;
 - NO Litter;
 - NO Weapons (section 4.9, refers);
 - NO Camping or lighting of fires;
 - NO Cutting of timber or damage or removal of plants or turf;
 - NO *Unauthorised Social & Recreational Activities*;
 - NO Flying of *Small Unmanned Aircraft (SUA)* (drones);

the carrying out of any action likely to cause nuisance to members of the University or to authorised contractors working on the site or to any person authorised to be on site at the time.

- 4.1.5 Members of staff of the University or organisations working for the University are duly authorised to ask any member of the public contravening these regulations to leave the University. In case of refusal, they will seek the assistance of the Police to enforce their request⁶.

4.2 Entry to University premises

- 4.2.1 All persons entering University premises may be challenged and required to provide satisfactory proof of identity and/or evidence that they have been authorised to enter University premises.
- 4.2.2 The University, at its absolute discretion and at any time, reserves the right to refuse entry to any member of staff or other person, regardless of whether they can provide satisfactory proof of identity and/or satisfactory evidence that they have been authorised to enter University premises.

⁵ Certain individuals may be permitted to bring dogs onto the Bayfordbury site with the prior written consent of the Secretary and Registrar (or nominee). **Board of Governors Minute:** 767, 15 March 2005, refers

⁶ **Board of Governors Minute:** 454.3, 19 October 2000, refers.

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4.3 **Electronic Access Control**

4.3.1 **Unlimited access, including access to restricted areas**

The following members of staff are permitted unlimited access to all areas, including access to restricted areas where access must be authorised specifically by the Secretary and Registrar:

- a Members of the University Gold Emergency Team;
- b Head of Security *and Resilience*;
- c Members of staff and other individuals to whom the Secretary and Registrar has authorised access on a temporary basis.

4.3.2 **Access, excluding access to restricted areas**

The following members of staff are authorised to access all areas, other than restricted areas:

- a Director of Estates;
- b *Security Services and Contracts Manager*;
- c *Director of Health, Safety and Sustainability*;
- d Security Patrol Master Cards;
- e Holders of Estates, Maintenance Master Cards;
- f Head of Internal Audit;
- g Members of staff and other individuals to whom the Secretary and Registrar has authorised access on a temporary basis.

4.3.3 **Access to areas controlled by Head of Strategic Business Units**

With the exception of those staff whose access requirements must be authorised by the Secretary and Registrar (section 4.3.1, refers), all access must be approved by the relevant Head of Strategic Business Unit (**SBU**) or nominee for any area that falls within his or her area of responsibility.

4.3.4 **Electronic access system and electronic access cards (University Identity Cards)**

i **Head of Security & Resilience**

- a The Head of Security *and Resilience* is responsible for controlling the electronic access system and for authorising University Identity Cards with approved levels of access. University Identity Cards are programmed and issued by Student Services located within the *Ask Herts Student Administration Service Hub*.
- b Where 4.3.1 and 4.3.2 apply and temporary access by a member of staff or another individual is required, access must be approved by the Secretary and Registrar, or where section 4.3.3 applies, the request must be made to the Head of Security and *Resilience*.
- c *The Security Manager – Security Systems* will either programme the temporary access requirements onto a University Identity Card of the member of staff concerned or, where appropriate, will issue a Temporary Electronic Access Card and programme it with the level of access approved.

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- d Where a Temporary Electronic Access Card is issued, it will be valid for **30** (calendar) days up to a maximum of **60** (calendar) days. The Temporary Electronic Access Card may be extended or reactivated by the *Security Manager – Security Systems* for periods of up to **30** (calendar) days provided that he or she has received confirmation of further authorisation from the Secretary and Registrar or the Head of SBU (or nominee), as appropriate.
- e The Secretary and Registrar or, as appropriate, the relevant Head of SBU (or nominee), will be personally accountable for the security of any Temporary Electronic Access Card during the term of its activation and will ensure that the Card is returned to the Head of Security & Resilience when the agreed period of access concludes.
- f Where a Temporary Electronic Access Card is lost or stolen, the holder must report this to Head of Security *and Resilience* immediately. The Head of Security *and Resilience* will delete the Card from the Electronic Access System and where appropriate, issue a replacement.
- g **UNIVERSITY IDENTITY CARDS**
Where temporary access has been approved and assigned to a University Identity Card, the holder will, in the event that the card be either lost or stolen, inform the Head of Security *and Resilience (or nominee)* immediately. The Head of Security *and Resilience* will, where appropriate, inform the Secretary and Registrar/Head of the relevant SBU, and delete/remove the access assigned to the Card from the Electronic Access System.

4.4 Identification

4.4.1 UNIVERSITY IDENTITY CARDS

- i All employees and students must obtain a University Identity Card. This is a personal responsibility for all employees and students.
- ii The University may also issue University Identity Cards to other individuals, for example, members of the Board of Governors or to certain contractors.
- iii With the exception of individuals living in the University's student residential accommodation, for whom different arrangements apply (section 4.3.2, refers), employees, students and contractors to whom they have been issued are at all times required to wear their University Identity Cards whilst they are on University premises. Cards must be visible at all times.
- iv University Identity Cards will be programmed with the levels of access authorised by the relevant Head of SBU.
- v Only the Head of Security *and Resilience*, the *Security Manager – Security Systems and the Security Services and Contracts* Manager, and authorised members of Student Services are permitted to programme University Identity Cards with access permissions.
- vi All University Identity Cards will be programmed automatically, at the point of issue, with access to communal and public areas.
- vii For the proper administration of the University, employees, students and contractors are required to produce their University Identity Cards when requested to do so by Security or other members of staff.

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- viii The Head of Security *and Resilience* is required to conduct regular reviews and audits of the access rights assigned to individual University Identity Cards.
- ix Any attempt to reproduce or to forge a University Identity Card or to use a card in a way that is inconsistent with the purposes for which it has been issued or to allow a card to be used other than by the person to whom it has been issued, will be regarded as a breach of discipline.

(Sections 6 and 7 also refer.)

4.4.2 UNIVERSITY ACCOMMODATION

Persons resident in the University's student residential accommodation should note that, whilst they are not required to wear their University Identity Cards whilst in University accommodation, they must present, on request, satisfactory proof of identity and/or satisfactory evidence that they have been authorised to enter University premises.

4.5 **Attendance at the University during weekday evenings, at weekends, on public holidays, University statutory holidays and other periods of closure**

4.5.1 LIBRARY AND COMPUTING SERVICES

Members of the staff of Library and Computing Services should note that they are required to comply with the regulations set out in section 4.5.1 in cases where the following circumstances apply:

- i the member of staff intends to work on University premises - other than within a Learning Resources Centre - on a weekday evening from 20.00 hours onwards or at any time during weekends, public holidays, or University statutory holidays and/or
- ii the member of staff intends to work within a Learning Resources Centre after that facility has closed.

The information required under the terms of section 4.5.3 will be provided by the relevant manager within Library and Computing Services.

4.5.2 TEACHING ACCOMMODATION SERVICE

- i The Teaching Accommodation Officer will advise the Head of Security *and Resilience* at the earliest opportunity of all bookings of University accommodation which will operate wholly or partly between 20.00 and 07.30 hours and will provide him or her with the following information:
 - a the name of the hirer;
 - b a contact name and telephone number for use in the event of an emergency;
 - c the date of the hire and the times at which the hire will commence and cease;
 - d the dates and times during which access is permitted where these differ from 4.5.2, i, c;
 - e the location of the accommodation which has been hired;
 - f the areas to which the hirer may have access;
 - g the approximate number of individuals who are expected to attend;
 - h any relevant health and safety issues.
- ii The Teaching Accommodation Officer may provide the required information up to three (3) months in advance.

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4.5.3 LECTURES, CLASSES, LABORATORY AND GROUP ACTIVITIES

- i Prior to the commencement of each term, each School will provide the Head of Security *and Resilience* with a list of those lectures, classes, laboratory and group activities which are scheduled to take place on weekday evenings from 20:00 hours onwards or at any time during weekends, public holidays or University statutory holidays, during the next term.
- ii Schools will ensure that the Head of Security *and Resilience* is informed at the earliest opportunity of any amendments to this list.

4.5.4 ATTENDANCE BY INDIVIDUAL MEMBERS OF STAFF OR RESEARCH STUDENTS 20.00 – 22.30 HOURS

(NOTE:

- D** Different arrangements apply on the Bayfordbury site (section 8.1, refers).
- i Members of staff and research students wishing to work - other than in lectures, classes, laboratory or group activities (section 4.4.3, refers) or in Learning Resources Centres (section 4.4.1, refers) - after 20.00 hours on any weekday or at any time during weekends, public holidays or University statutory holidays may be permitted to do so subject to their Head of SBU/Head of Research Centre (or nominee) providing prior written notification to the Head of Security *and Resilience*.
 - ii The Head of SBU/Head of Research Centre (or nominee) will specify the dates and times during which access is permitted, the areas to which the member of staff or research student concerned may have access and will notify the Head of Security *and Resilience* of any relevant health and safety issues, for example, hazards or restrictions that may be relevant when working alone.
 - iii The member of staff or research student is required to inform the Control Room (**1010**) as soon as possible if he or she intends to work at the times and in the areas authorised by his or her Head of SBU/Head of Research Centre (or nominee) and to report any incident to the Control Room (**5555**) immediately.)

(NOTE:

- E** **Heads of SBU/Heads of Research Centre (or nominees) may provide the required information** up to three (3) months in advance.)

4.5.5 WORKING AFTER 22.30 HOURS

(NOTE:

- F** Different arrangements apply on the Bayfordbury site (section 8.1, refers).)
- i With the exception of those carrying out their normal duties for the University, members of staff and research students should leave University premises by no later than 22.30 hours.
 - ii Where, in exceptional circumstances, a member of staff or research student wishes to be present after 22.30 hours, he or she must obtain the prior approval of his or her Head of SBU/Head of Research Centre (or nominee). Where such approval is given, it is the responsibility of the employee's or research student's

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Head of SBU/Head of Research Centre (or nominee) to lodge prior written notification with the Head of Security and *Resilience* and with the Control Room (**1010**).

- iii The Head of SBU/Head of Research Centre (or nominee) will specify the dates and times during which access is permitted, the areas to which the member of staff or research student concerned may have access and will notify the Head of Security and *Resilience* and the Control Room of any relevant health and safety issues, for example, hazards or restrictions that may be relevant when working alone *and/or out of hours*.
- iv The member of staff or research student is required to inform the Control Room (**1010**) as soon as possible if he or she intends to work at the times and in the areas authorised by his or her Head of SBU/Head of Research Centre (or nominee) and to report any incident to the Control Room (**5555**) immediately.)
- v *The member of staff or research student is to maintain regular welfare checks (not to exceed 1-hour intervals) with the security control room on ext 1010 throughout the period of work.*

(NOTE:

- G** Head of SBUs/Heads of Research Centre (or nominees) may provide the required information up to three (**3**) months in advance.)

4.5.6 UNIVERSITY ACCOMMODATION HIRED VIA CONFERENCE HERTFORDSHIRE

- i The Assistant Director (Property and *Development*) (or nominee) will ensure that the Head of Security and *Resilience* is notified in advance where University accommodation has been hired. The information provided will include:
 - a the name of the hirer;
 - b a contact name and telephone number for use in the event of an emergency;
 - c the date of the hire and the times at which the hire will commence and cease;
 - d the dates and times during which access is permitted where these differ from 4.5.6, i, c;
 - e the location of the accommodation which has been hired;
 - f the areas to which the hirer may have access;
 - g the approximate number of individuals who are expected to attend.
- ii The Assistant Director (Property and *Development*) (or nominee) will notify the Head of Security and *Resilience* of any relevant health and safety issues.
- iii The Assistant Director (Property and *Development*) (or nominee):
 - a will comply with the University Prevent Strategy/Guest Speaker Policy;
 - b ensure that all relevant checks have been conducted and
 - c should notify the Head of Security and *Resilience* of any relevant concerns.
- iv The Assistant Director (Property and *Development*) (or nominee) may provide the required information up to three (**3**) months in advance.

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4.5.7 PUBLIC HOLIDAYS, UNIVERSITY STATUTORY HOLIDAYS AND OTHER PERIODS OF CLOSURE

- i The dates of Public Holidays, University statutory holidays and other periods of closure are set out in the Calendar for the relevant Academic Year.
- ii The University is closed during these periods.
- iii Other than in exceptional cases where they have obtained the prior written permission of the Secretary and Registrar, given at his or her absolute discretion, access to University premises by staff and students is not permitted in any circumstances.
- iv This restriction does not apply to staff listed on the Critical Incident Rota who may be required to attend the University during periods of closure.

4.6 **Contractors**

4.6.1 GENERAL REGULATIONS

- i 'Contractor' badges must be displayed at all times.
- ii Contractors who fail to comply with this requirement may be challenged and may be asked to leave University premises if they are unable to produce a valid 'contractor' badge.

4.6.2 COLLEGE LANE AND DE HAVILLAND CAMPUSES

- i With the exception of telephone engineers who are required to report to Reception, all contractors must report, on arrival, to the Department of Estates where they will be required to register.
- ii The Department of Estates will provide each person who will be working on University premises with a 'contractor' badge together with any other documentation which may be required.
- iii The Department of Estates will provide appropriate information to the *Security Department* and to the Control Room concerning the contractors who have been authorised to work on the site.
- iv In his or her capacity as Head of SBU, The Director of Estates (or nominee) will request any electronic access requirements for their contractors to the *Security Manager – Security Systems*.
- v Contractors requiring temporary Electronic Access Cards should refer to section 4.3.
- vi **WORKING OUTSIDE NORMAL WORKING HOURS**
 - a The contractor will provide the Department of Estates with the names of those of its employees who will be on University premises outside normal working hours, together with information about their location on the site and the hours during which they are likely to be working. This information will be passed to the Head of Security and *Resilience* and to the Control Room by the Department of Estates.
 - b Contractors should inform the Control Room (**1010**) when they are leaving the site.

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- c Contractors arriving on the College Lane or *de-Haviland campus* outside normal working hours must contact the security control room on 01707 284010, internal extension 1010.

4.7 Personal security

4.7.1 Members of staff and students who have reason to believe that they may be in danger must inform the Head of Security *and Resilience* (**4505**). Such information will be treated in confidence unless the member of staff or student indicates otherwise.

4.7.2 IMMEDIATE PERSONAL DANGER

Members of staff and students who find themselves in immediate danger should seek assistance from the Control Room (**5555**).

4.8 Security of University property

It is the personal responsibility of members of staff and students to take all reasonable precautions to ensure the security of University property. These precautions should include:

- a ensuring that equipment and materials are stored securely;
- b turning off lights;
- c shutting/locking windows and doors at the end of the working day and/or when an area containing valuable equipment or materials and/or confidential or sensitive information is to be left unattended and
- d alerting the Head of Security *and Resilience* in circumstances where University property might be at risk.

4.9 Weapons

For the purposes of University regulations, Weapons include, but are not limited to:

- a firearms (licensed or unlicensed); cross-bows; air pistols; martial arts weapons; replica weapons (inclusive of all Air Soft Weapons); and knives, unless they are required for curriculum purposes;
- b any instrument or item on University premises used by an individual with the intention of causing damage or harm, or used in a threatening manner or in a manner that could reasonably be perceived as threatening;
- c any other instrument or item brought onto University premises by an individual with the intention of causing damage or harm or used in a threatening manner or in a manner that could reasonably be perceived as threatening.

Save as permitted by law, Weapons may not be used, carried or possessed by an individual on University premises at any time or at any time during a University activity whether that activity is conducted on University premises or elsewhere.

(NOTE

- H For the purposes of the regulations in section 4.9, 'University premises' include all campuses, sites and buildings owned or occupied by the University or its subsidiary companies, University student residential accommodation and vehicles operated by University Bus Limited and its subsidiaries.)

4.10 Removal of equipment and materials from University premises

4.10.1 Vehicles leaving the University's premises may be searched at any time.

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4.10.2 LOANS OF EQUIPMENT AND MATERIALS

Any loans of equipment and materials which are the property of the University, and their removal from University premises, must be approved in accordance with the requirements of UPR FR06⁷.

4.10.3 MOVEMENT OF EQUIPMENT AND MATERIALS BETWEEN CAMPUSES AND SITES

- i It is recognised that within certain areas of the University, such as Library and Computing Services, it is necessary for equipment and materials to be moved between campuses. In the case of student residential accommodation, equipment and materials may be moved between University residences. Any such removal will require the prior written approval of the appropriate Budget Officer. This written approval must be made available, on request, to Security staff.
- ii Security staff are authorised to conduct checks of individuals transporting equipment and materials within the University and between University Campuses and sites.

4.10.4 EQUIPMENT AND MATERIALS WHICH HAVE BEEN PURCHASED FROM THE UNIVERSITY

When members of staff, students or other persons who have purchased equipment or materials from the University remove these from the premises, they must be in possession of a receipt for the goods which are to be removed and must present this receipt to Security staff when requested to do so.

4.11 Unattended baggage

4.11.1 Baggage, packages and other items must not be left unattended.

4.11.2 The University reserves the right to remove and, where necessary, to destroy any item which has been left unattended. The University of Hertfordshire does not accept any liability in respect of loss or damage to any such item which is damaged or destroyed.

4.12 Political and public meetings

The organiser of any activity, event or public meeting, political or otherwise, which is to take place on premises owned or occupied by the University or its subsidiary companies (including the Students' Union) which may attract publicity and/or may be controversial, is required to notify the Secretary and Registrar not less than ten (**10**) working days prior to the event (UPR EQ04⁸, refers). The Secretary and Registrar will inform the Head of Security and *Resilience and/or the Dean of Students* at the earliest opportunity.

4.13 Security fences

Attempts to climb, or non-accidental damage to, security fences will be regarded as a breach of discipline and may be a criminal offence.

4.14 Emergency Telephones

The misuse of, or damage to, emergency telephones will be regarded as a breach of discipline and may be a criminal offence.

⁷ UPR FR06 'Corporate Governance and Financial Regulation'

⁸ UPR EQ04 'Freedom of Speech'

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4.15 **Disturbance and/or damage to University grounds**

Disturbance and/or damage to University grounds will be regarded as a breach of discipline and may be a criminal offence. ‘University’s grounds’ include, but are not limited to, all woodland areas and the lake at Bayfordbury.

5 **LEAVING VEHICLES ON UNIVERSITY PREMISES OVERNIGHT, AT THE WEEKEND, ON PUBLIC HOLIDAYS OR ON UNIVERSITY STATUTORY HOLIDAYS**

5.1 Members of staff who wish to leave a vehicle unattended on University premises overnight or during the weekend, on a public holiday or on a University statutory holiday, may do so only with the prior approval of the Director of Estates (or nominee).

5.2 The University of Hertfordshire does not accept liability for any loss or damage to vehicles parked on University premises and the granting of permission by the Director of Estates (or nominee) (5.1 (above), refers) does not constitute any admission of liability by the University.

5.3 In granting permission, the Director of Estates (or nominee) may stipulate where on University premises the vehicle must be parked. It should be noted that permission will be conditional on this and any other conditions which may be imposed by the Director of Estates (or nominee) being met by the member of staff.

5.4 A vehicle may be left on University premises only where this will not, at any time, constitute a breach of the University’s parking and traffic regulations and procedures as set out in UPR ET01¹.

5.5 A vehicle may be left on University premises for no more than five (5) consecutive days. Any exception to this regulation will require the prior approval of the Secretary and Registrar (or nominee). Such permission will be conditional on the member of staff meeting any conditions which the Secretary and Registrar (or nominee) may impose.

6 **SANCTIONS AND PENALTIES**

6.1 The University reserves the right to take disciplinary action against members of staff and students who fail to comply with the regulations and procedures set out in this document.

6.2 Breaches of discipline will be dealt with in accordance with the relevant University disciplinary procedure.

7 **UNIVERSITY IDENTITY CARDS**

(Section 4.4.1, also refer.)

7.1 A University Identity Card will be programmed with the holder’s levels of permitted access and may have certain user rights associated with it by the *Ask Herts Student Administration Service Hub*.

7.2 The University Identity Card should be shown upon request of a member off the University’s security staff.

7.3 **How to obtain a University Identity Cards**

a Cards may be obtained from *an Ask Herts Student Administration Service Hub* (Telephone: 4800).

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- b Employees and students applying in person for an ID card will have a photograph taken at the *Ask Herts Student Administration Service Hub*.

7.4 **Validity**

- a Employees' identity cards are valid for the duration of their employment.
- b Students' identity cards are valid for the duration of the programme for which they have registered.

7.5 **Leaving the University**

- a At the end of their employment, employees are required to return their identity cards to *an Ask Herts Student Administration Service Hub*.
- b At the conclusion of their programmes, students are required to return their identity cards to *an Ask Herts Student Administration Service Hub*.

7.6 **Loss of a University Identity Cards**

- a Individuals who have reason to believe that they may have lost their University Identity Cards or that their identity cards have been stolen, must notify *an Ask Herts Student Administration Service Hub* or the Control Room (**1010**) and Learning and Information Services, immediately.
- b Employees and students are required to obtain a replacement card from *an Ask Herts Student Administration Service Hub* immediately and may be required to pay an administration charge determined from time-to-time by University management.

8 **INDIVIDUAL CAMPUSES AND SITES – SECURITY ARRANGEMENTS AND ADDITIONAL LOCAL RULES AND REGULATIONS**

8.1 **Bayfordbury site**

- 8.1.1 The attention of staff, students and visitors is drawn to the isolated location of the site and to a consequent need for vigilance particularly by individuals who work there outside normal working hours.

8.1.2 **ADDITIONAL GENERAL RULES AND REGULATIONS**

- i During the University's normal working hours (08.30 to 17.00 hours Monday to Thursday, 08.30 - 16.00 hours Friday), access to the site will normally be restricted to appropriate staff and students of the Department of Biological and Environmental Sciences and the School of Physics, Astronomy and Mathematics, bona fide visitors, members of staff from other areas of the University engaged on University business, members of the security staff and to those other persons or groups whose presence has been authorised by the Head of Department, Biological and Environmental Sciences or the Dean of School, Physics, Astronomy and Mathematics (or nominees).
- ii At all other times, access to the Bayfordbury site will normally be restricted to appropriate staff and students of the Department of Biological and Environmental Sciences and the School of Physics, Astronomy and Mathematics, in accordance with the regulations and procedures described in sections 4 and 8.1.5 of this document, and to members of the security staff, unless permission has been given by the Head of Department, Biological and Environmental Sciences or the Dean of School, Physics, Astronomy and Mathematics (or nominees).

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- iii Staff and students authorised to work alone on the site during or outside normal working hours are required:
 - a to notify the Control Room (01707 284**010** (internal **1010**)) when they first enter the site and provide the Control Room with their mobile telephone number;
 - b at that time, to agree with the Control Room the frequency of the check calls that will be made between the member of staff/student and the Control Room and who is to make those calls during the period in which the member of staff or student is on-site;
 - c to notify the Control Room (01707 284**010** (internal **1010**)) when they leave the site.
- iv The presence of contractors on the site must be authorised, in accordance with the requirements of the regulations set out elsewhere in this document (UPR HS05).
- v Members of staff and students must at all times comply with:
 - a the Corporate Safety Policy and those sections of the Safety Policies of the Department of Biological and Environmental Sciences and the School of Physics, Astronomy and Mathematics which apply to the area in which they are working (refer to relevant School Handbooks) and
 - b the regulations set out in this section (8.1).
- vi It is the responsibility of the last member of staff on site to ensure that the alarm is set and that all external doors and the gates are locked.

8.1.3 ASTRONOMY

- i NORMAL WORKING HOURS
 - a Normal working hours - term time:
08.00 - 22.00 HOURS MONDAY TO FRIDAY.
 - b Normal working hours - vacations:
08.00 - 17.30 HOURS MONDAY TO FRIDAY.
- ii Where research, lectures, practical classes or other work involving an undergraduate or postgraduate class led by a member of the academic or research staff are carried out in the Observatories beyond normal working hours, the Control Room (01707 284**010** (internal **1010**)) must be notified. Thereafter, the Control Room must be contacted at regular intervals and immediately prior to the group's departure from the site.
- iii All Observatory domes are equipped with telephone lines and may be used outside normal working hours. However, users are advised to carry a 'Lone Worker' alarm or mobile telephone.
- iv FIRST YEAR UNDERGRADUATE STUDENTS

First year undergraduates may not work on the site **unless** they are supervised by a member of staff.

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v SECOND, THIRD AND FOURTH YEAR UNDERGRADUATE STUDENTS

- a Appropriate second, third and fourth year undergraduate students may be classified as being 'authorised users' after having received appropriate safety and security training from the Dean of School, Physics, Astronomy and Mathematics (or nominee).
- b All second, third and fourth year undergraduate students must be accompanied by at least one (1) other responsible person (who need not be a member of staff) but whose presence has been authorised by the Dean of School, Physics, Astronomy and Mathematics (or nominee), unless the student has been recognised as an 'authorised user' (section 8.1.3, v, a, refers).
- c Second, third and fourth year undergraduate students working outside normal working hours:
 - 1 must comply with the regulations and procedures set out in section 8.1.2, ii, and
 - 2 must at all times carry a 'Lone Worker' alarm or a mobile telephone.

vi ACADEMIC STAFF AND POSTGRADUATE STUDENTS (TAUGHT COURSES AND RESEARCH)

- a Academic staff and postgraduate students may work on the site outside normal working hours subject to the regulations given in this section.
- b Members of staff and postgraduate students wishing to work on the site outside normal working hours must obtain the prior approval of the Dean of School, Physics, Astronomy and Mathematics (or nominee) and must comply with the regulations and procedures set out in section 8.1.2, ii.
- c They must at all times carry a 'Lone Worker' alarm or a mobile telephone.

8.1.4 ENVIRONMENTAL SCIENCES

i NORMAL WORKING HOURS

throughout the year are:

08.30 - 17.30 HOURS MONDAY TO THURSDAY
08.30 - 16.00 HOURS FRIDAY.

ii UNDERGRADUATE STUDENTS

With the exception of final year project students (section 8.1.4, iii, refers), undergraduate students may only work on the site during normal working hours and must be supervised by a member of staff.

iii FINAL YEAR PROJECT STUDENTS, TAUGHT POSTGRADUATE STUDENTS AND PLACEMENT STUDENTS

- a These students may work on the site during normal working hours without staff supervision and must comply with the regulations and procedures set out in section 8.1.2, ii.
- b Outside normal working hours the following arrangements apply:
 - 1 Science Block and Glasshouses:
these students are allowed to work in these areas only if a member of staff is present. An Authorisation Form must be signed by the member of

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staff who will be present whilst the student is working. The member of staff will be responsible for contacting the Control Room (01707 281010 (internal 1010)) at regular intervals and for compliance with the regulations and procedures set out in section 8.1.2, ii;

- 2 Out on site:
these students may work out on site outside normal working hours provided that they have lodged a completed Authorisation Form with the Control Room in advance of the work **and** that they do not work alone. They must comply with the regulations and procedures set out in section 8.1.2, ii.

iv RESEARCH STAFF AND STUDENTS

- a Research staff and students may work on the site during normal working hours without restriction.
- b Research staff and students wishing to work on the site outside normal working hours must hold an Authorisation Form which has been signed by their supervisor.
(This Authorisation Form is valid for twelve (12) months and should, therefore, be renewed annually.)
- c Although a copy of the Authorisation Form will have been sent to the Control Room, research staff and students commencing work out of normal hours must, on arrival at Bayfordbury, contact the Control Room (01707 281010 (internal 1010)) and notify Security staff of their presence. They must comply with the regulations and procedures set out in section 8.1.2, ii.
- d Research staff and students may not work alone in the field **unless**:
 - 1 other staff on the site at the same time have been informed that they intend to do so **or**
 - 2 they are carrying a mobile telephone.

v ACADEMIC STAFF

- a Members of the academic staff may work on the site at any time without an Authorisation Form but must have obtained the prior approval of the Head of Department, Biological and Environmental Sciences (or nominee).
(This approval is valid for twelve (12) months and should, therefore, be renewed annually.)
- b When working outside normal hours, they must, on arrival at Bayfordbury, contact the Control Room (01707 281010 (internal 1010)) immediately and notify security staff of their presence on the site. They must comply with the regulations and procedures set out in section 8.1.2, ii.
- c Staff working alone in the field must carry a mobile telephone.

vi TECHNICAL STAFF

- a Members of the technical staff are authorised to work on the site on the same basis as members of the academic staff.
- b When working in the glass houses outside normal working hours they should carry a mobile telephone.

8.2 College Lane campus

- i At all times throughout the year, the supervision of security arrangements is the responsibility of the Head of Security *and Resilience* (4505).

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ii SECURITY ARRANGEMENTS

Emergencies - telephone extension **5555**.
Routine enquiries - telephone extension **1010**.

8.3 **De Havilland campus**

i At all times throughout the year, the supervision of security arrangements at the de Havilland campus, Mosquito Way, Hatfield, is the responsibility of the Head of Security and *Resilience* (**4505**).

ii SECURITY ARRANGEMENTS

Emergencies - telephone extension **5555**.
Routine enquiries - telephone extension **1010**.

8.4 **Fielder Centre**

i At all times throughout the year, the supervision of security arrangements at the Fielder Centre, Hatfield Avenue, Hatfield Business Park, Hatfield, AL10 9FL, is the responsibility of the Head of Security and *Resilience* (**4505**).

ii SECURITY ARRANGEMENTS

08.00 - 17.00 HOURS MONDAY TO THURSDAY
08.00 - 16.00 HOURS FRIDAY

Emergencies - telephone extensions **5555** or **1010**.
Routine enquiries - telephone extension **4841**.

iii **17.00 - 08.00 HOURS MONDAY TO FRIDAY**
16.00 HOURS FRIDAY - 08.00 HOURS MONDAY

Emergencies - telephone extension **5555**.
Routine enquiries - telephone extension **1010**.

8.5 **Meridian House**

i At all times throughout the year, the supervision of security arrangements at Meridian House, 32 - 36, The Common, Hatfield, AL10 ONZ, is the responsibility of the Head of Security and *Resilience* (**4505**).

ii SECURITY ARRANGEMENTS

Emergencies - telephone extension **5555**.
Routine enquiries - telephone extension **1010**.

Sharon Harrison-Barker
Secretary and Registrar
Signed: 20 April 2020

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APPENDIX I – ASSISTANCE DOGS ON UNIVERSITY PREMISES

Structure

SECTION	TITLE
1	INTRODUCTION
2	POLICY
3	APPROVAL
4	ACCOMMODATION SERVICES
5	EMOTIONAL SUPPORT / THERAPY ANIMALS
6	WORKING ANIMAL
7	INTERACTING WITH ASSISTANCE DOGS

1 INTRODUCTION

The University’s Security and Public Access Policy UPR HS05 states that ‘no dogs, other than guide or assistance dogs are permitted to access the University grounds and premises.’ The purpose of this policy is to provide clarification on what is recognised as assistance dogs and the duty on both the University and the assistance dog owners when permitting dogs onto campus.

2 POLICY

2.1 *The University recognises that an assistance dog kept and used by a disabled person (as defined by the Equality Act 2010) wholly or mainly for the purpose of assisting that person to carry out day to day activities will require access to the University’s grounds and premises including student accommodation.*

2.2 *For the purpose of this policy, an assistance dog is one which has been specifically trained to assist disabled people and which has been qualified by one of the organisations registered as a member of Assistance Dogs (UK)⁹ or an equivalent organisation in another country.*

2.3 *Assistance dogs trained by members of Assistance Dogs (UK) or by an equivalent organisation in another country, have formal identification and are permitted to accompany their owners at all times, unless there is an identified health and safety risk.*

2.4 *In order to meets its health and safety responsibilities to its staff, students and visitors, the University reserves the right to refuse access for a dog that:*

- i is not qualified by one of the eight membership organisations of Assistance Dogs (UK);*

⁹ Member organisations of Assistance Dog UK:

- Canine Partners
- Dog A.I.D.
- Dogs for Good
- Guide Dogs
- Hearing Dogs for Deaf People
- Medical Detection Dogs
- Support Dogs
- The Seeing Dogs Alliance

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- ii *is from another country and does not meet the full membership criteria of the established international assistance dog organisations – Assistance Dogs International, Assistance Dogs Europe, International Guide Dog Federation – or other such international bodies as may be recognised.*

2.5 *The University permits the following types of Assistance Dogs:*

- i *Guide Dogs assisting people who are blind or are visually impaired.*
- ii *Hearing Dogs assisting people who are deaf or are hearing impaired.*
- iii *Support Dogs for people with limited mobility.*
- iv *Seizure Alert dogs for people with epilepsy.*

3 **APPROVAL**

3.1 *Assistance dog owners must request permission to bring the dog onto campus prior to it coming to work regularly on campus. Each request will be considered on a case by case basis with risk assessments. Assistance dog owners must respect any access restrictions identified through risk assessments and established by the University on grounds of health and safety.*

3.2 *Where an assistance dog poses adverse health risk to another student(s), the University will take appropriate steps to determine suitable alternative arrangements for either or both parties, where this is possible and reasonable.*

3.3 *No request will be approved until the owner of the assistance dogs provides a copy of the ID booklet and any associated paperwork. Every owner of an assistance dog trained by an ADUK member organisations is given an AD(UK) ID booklet with information about the assistance dog and the training organisation. The assistance dog would need to maintain their registration for the duration of their study with on-going renewal when required.*

3.4 *The assistance dog is the responsibility of its owner who must ensure that it:*

- i *is kept on a harness at all times when walking around the University premises;*
- ii *uses identified areas for toileting and does not allow it to foul the University paths or grounds;*
- iii *has its requirements in relation to toileting and feeding requirements met;*
- iv *has regular health checks, vaccination and an adequate standard of grooming;*
- v *is clearly identifiable by the use of special collars and/or harnesses when on duty;*
- vi *is covered by full liability insurance and a copy provided to the University.*

3.5 *It is recognised that accredited assistance dogs are highly trained, and their owners will have had specialised training in the safe and effective use of their dog. The dog's behaviour is a key part of this training and it should not cause any disruption. It is understood that seizure alert dogs are trained to behave differently when they detect a potential seizure, which may appear to be misbehaving.*

3.6 *If at any stage an assistance dog presents with unacceptable or disruptive behaviour or if a risk is identified, or if the above responsibilities are not met, the University reserves the right to withdraw approval for the dog to be on campus. Any such decision would be made in consultation with the owner and the relevant training body where appropriate.*

3.7 *Once approved, the University will ensure that staff, students and others as appropriate are provided with adequate information to appropriately respond to the needs of the assistance dog, its owner, and all those in contact with the assistance dog. General guidance on interacting with assistance dogs or with people who have assistance dogs is provided under section 7.*

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4 ACCOMMODATION SERVICES

- 4.1 *When a resident student has an assistance dog, the Student Support and Welfare team is responsible for informing other students in Halls, who are likely to come into contact with the assistance dog and for asking them to confirm that they would not be adversely affected by the presence of the dog.*
- 4.2 *The assistance dog must never be left alone for any extended period of time in halls of residence. Where arrangements are made for the assistance dog to be cared for by a person other than their owner, this must be made known to Student Support and Welfare team in advance. Assistance dogs must always be taken with the owner if they leave campus for a prolonged period, including overnight.*
- 4.3 *The assistance dog must not enter other students' bedrooms, the shared toilets or shower rooms in Halls of Residence and University Accommodation without permission.*

5 EMOTIONAL SUPPORT / THERAPY ANIMALS

The University does not permit staff or students to bring pets as emotional support animals onto campus unless they are brought in for an agreed and specific therapeutic purpose. This would only be permitted through a formalised arrangement with an appropriately recognised organisation such as Pets as Therapy.

6 WORKING ANIMAL

Fully trained and qualified working animals such as dogs that assist in law enforcement, are permitted onto campus.

7 INTERACTING WITH ASSISTANCE DOGS

When interacting with assistance dogs or with people who have assistance dogs, please bear the following points in mind:

- 7.1 *Talk to the handler, not the dog*

It is very frustrating for a person to have to interrupt your conversation with their dog. Likewise, if you are helping a person with a guide dog to get somewhere, give the person directions or talk with the person as they follow you. They will give the dog the correct commands for following you. Please do not call the dog. The dog is used to working for the disabled owner. If it is responding to you, it is no longer focused on their needs but on you.

- 7.2 *Do not pet or praise the dog without asking first*

It can be very dangerous for the handler if their dog is distracted and not doing its job. It is important to remember that while they are extremely intelligent, devoted, and highly trained, service dogs are still capable of acting upon natural instincts and may display the same behaviours as other dogs from time to time. Guide dogs sometimes scavenge for food, get distracted by other animals, experience fear, and forget about their work when tempted by things they like. People's attention can be especially alluring. Praise is a reward for service animals, and people who work with the dogs provide it when it is appropriate. Sometimes it is given quietly in small doses; and at other times it is given lavishly. If another person says, "What a good dog," in passing, the person may have just rewarded the dog, without knowing it, for something the dog did just before the person arrived that was dangerous to the user. When admiring a service dog, it is best to keep eyes averted, comments directed to the user, and voice modulated appropriately (e.g. do not speak as if addressing a child or use an especially sweet-sounding voice, as this will draw the dog's attention).

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7.3 *Don't get angry at the handler if he or she does not want to stop to talk about their dog.*

Please keep in mind that they hear the same questions many times a day and often would just like to get home. Nice comments are always welcome, however!

7.4 *Don't feed the service dog.*

Many – not all – service dogs are on strict, healthy diets to keep their working lives long, and they may also have allergies that you are not aware of. It also can break the dog's training if they learn that they get food in a public place.

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SITE RULES FOR CONTRACTORS

The University's Site Rules for Contractors are issued on the authority of the Director of Estates, and apply to all contractors working on sites owned or occupied by the University of Hertfordshire.

For the avoidance of doubt, the version of these Regulations published on the University's Corporate Governance web site will, for all purposes, be regarded as the current version.

These Regulations were approved with effect from November 2009.

This document must be read in conjunction with the Permit to Work and Service Interruption Notice policy.

General

The contractor covenants with the University of Hertfordshire (hereinafter called "UH") that the following "Rules for Contractors" will be/are incorporated into the building contract for the Works on the Site, IN ADDITION to those rules and requirements within any formal contract arrangements for a particular project (e.g. Preliminary clauses under JCT contracts).

1 Site Access, Parking, Accommodation

- 1.1 The route for all vehicular movements to and from the site and through the site during any construction works or works related thereto shall be agreed in writing with UH and shown on a detailed site plan before any works commence. The route of vehicles may need to be controlled by the use of signs of the number and type as approved by UH. No other signs are to be erected on the site (except as referred to below) without the prior approval of UH.
- 1.2 Deliveries arriving or leaving the site on large vehicles may have to be escorted using banksmen when appropriate, to direct both pedestrian and vehicular traffic. Consideration should be given to the timing of deliveries to avoid peak movement times amongst staff and students of UH.
- 1.3 No parking is permitted outside the boundaries of the Site unless previously agreed by UH. In addition, adequate loading and unloading facilities will be provided on the Site in connection with the Works.
- 1.4 *Vehicles must be registered with the Department of Estates and parking restrictions/requirements agreed.*
- 1.5 Vehicles owned/used by the contractor or their sub-contractors or employees must be clearly signed showing the company name and parked in designated parking areas. Where this is impracticable, the contractor must seek approval of UH for parking in non-authorised places.
- 1.6 Vehicles incorrectly parked or not visibly displaying the Permit to Park may receive a *Penalty Charge Notice (PCN)*.
- 1.7 Contractors will not be allowed in any other part of the premises except as may be necessary for the purpose of carrying out their work; therefore, only recognised routes of access shall be used.
- 1.8 UH premises shall not be used for any purpose other than carrying out the contracted Works.

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- 1.9 Contractors must familiarise themselves and their employees with the site arrangements including the action to be taken in the event of a fire (e.g. alarms, means of escape and mustering points). Alarms and evacuation points are different at each building and we request you familiarise yourself with the alarm in the location where work is to be completed.
- 1.10 All notices prohibiting naked lights, burning or welding and areas where Permit to Work signs are shown must be strictly observed. Smoking is not permitted in any UH building or within 10 metres of doors or windows.
- 1.11 No workmen shall remain on the Campus overnight.
- 1.12 The contractor shall adequately safeguard the site, products, materials and plant as affected by the undertaking of the work, from damage, theft and Health and Safety hazards. The contractor shall also take all reasonable precautions to prevent unauthorised access/misuse to areas affected by the works.
- 1.13 Contractors shall operate a Just in Time system for supplies delivery as no storage facilities are available on site unless otherwise stated.
- 1.14 The contractor will ensure that the positioning of any contractor's site administration facilities (including site huts, compound and storage areas) will be kept tidy and free from trip hazard and in accordance with the agreement and as approved by UH.
- 1.15 Contractors/Consultants sign boards can only be erected in a position determined and approved by UH.
- 1.16 Welfare Facilities

Prior to commencing works it shall be agreed if welfare facilities are to be provided by the UH and which are to be provided by the contractors, i.e.:

- a First aid arrangements
- b sheltered accommodation for meals/clothing
- c washing facilities
- d sanitary conveniences etc.

Any facilities provided by the contractor must be to a standard acceptable under The Construction (Health, Safety and Welfare) Regulations 1996.

2 Site Cleansing

- 2.1 Allocation of labour must be made to control each vehicle leaving the Site to ensure that no mud or debris is left on the site or carried outside the Site.
- 2.2 In the event of mud or debris being deposited on the approaches to the Site these roadways will be cleaned within 24 hours. If a dispute should arise as to the cause of the mud being deposited (for example between one contractor and another) arrangements will be made for a suitable authorised representative of each contractor to immediately attend a meeting chaired by UH for the purposes of ascertaining the cause and agreeing satisfactory remedial action. The decision of UH in such dispute shall be final and binding on the parties.
- 2.3 In the event of mud or debris being deposited on the Campus roads and not being cleared, UH may employ such labour and plant to bring the Roads to an acceptable standard as defined by them. The cost of this labour and plant or the relevant proportion thereof will be invoiced to the contractor and paid immediately.

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- 2.4 The contractor will remove its own refuse and waste materials from the Campus at its own cost and in accordance with the UH Site Management Plan and with the UH Environmental plan, copies of which are available upon request. Proof may be requested to confirm that waste materials have been disposed of legally. In addition, the contractor will be required to control all litter deposited on the Site and to ensure that the same is collected and that it does not become blown outside the Site area. Tipping or dumping of materials on the Campus, its roadways and adjacent land is expressly prohibited.

Attention is drawn to Section 4 of this document where consideration is given to Environmental Issues in respect of waste disposal.

3 Control of Works (shall apply to contractors and sub-contractors)

- 3.1 Contractors working hours are to be given to UH prior to commencement of the works together with notices of any changes in regard to Out of Hours working, weekends or holidays working.
- 3.2 The contractor will not erect or display any advertisements or trade signs on the Campus without the express approval of UH. The site sign to be erected shall be in accordance with UH standards.
- 3.3 It is important that all contractors and their sub-contractors must always be well presented and wear visible appropriate identification.
- 3.4 The contractor shall confine all work people (including contractors, sub-contractors and public services and companies' representatives) to the Site except where it is necessary to create crossings from the Site to the Campus roads or to make connections to services outside the Site.
- 3.5 In the event of any works undertaken outside the Site (as detailed in 3.4), such works will not be undertaken without at least 48 hours prior notice to UH. Such works shall be properly fenced and lit to provide proper and safe use of the areas by others. All fencing shall be removed upon completion of such works.
- 3.6 The contractor will ensure that all relevant notices are given to the local or statutory undertakers concerning connections or disconnection to waste, gas electricity and Campus services and the same shall be copied to UH.

The works detailed in 3.5 and 3.6 above shall be conducted so as:

- a To protect and uphold all public services and utilities including all those which may from time to time be provided by UH Estates and to immediately make good any damage caused as a consequence of the works.
 - b To protect and uphold the landscaping and infrastructure works and to reinstate to the satisfaction of UH and replace any part of the above which may be damaged through the course of the works or suffer subsequently as a result of the work, all to be undertaken to the satisfaction of UH.
 - c To keep clean all roads and paths of the Site from mud or debris arising from the Works to the satisfaction of UH in accordance with the provisions previously detailed.
- 3.7 The contractor shall prevent any nuisance to others including the creation of noise or dust above the reasonable level associated with the carrying out of construction work. No radios are to be used on site during teaching hours and must be kept at a low volume at any other times.
- 3.8 No fire shall be lit on any UH Campus.

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- 3.9 All landscaping, including trees, shrubs, plants, flowers, fruit and foliage situated on the Campus must be protected during works and not be removed without the prior permission of UH.
- 3.10 No person shall tamper with, move or take away items of the infrastructure or common amenities of the Campus including fire detection systems, lights, lighting columns, benches, refuse containers, electrical feeder pillars or any other items unless agreed in writing with UH.
- 3.11 The taking or pursuit of game or wildlife is prohibited.
- 3.12 No assemblies of any kind are to be held within the Campus.
- 3.13 All goods and equipment brought to the Campus are at the owners' risk and should be for the sole purpose of the Works being carried out for UH.
- 3.14 Contractors are responsible for ensuring that their sub-contractors comply fully with all Site Rules for contractors at all times.

4 Electrical Apparatus

- 4.1 All electrical apparatus must comply with the requirements of the Electricity at Work Regulations, 1989, HSE Guidance Notes: 6S, 24, 27, 37, 38 and PM32 as amended.
- 4.2 All portable appliances used outside of buildings and on construction sites should *have a maximum operating voltage of 110 volts or be adequately protected*.

5 Environment

- 5.1 All work carried out on Campus will have regard to Environmental Issues and UH's Environmental policies.
- 5.2 The contractor will include a satisfactory Environmental Policy Statement within the Contractor's Proposals and be bound by UH's Environmental Policies
- 5.3 The contractor will provide, where appropriate, within the Contractor's Proposals, full details of the methods that will be used to implement controlled environmentally friendly waste disposal in accordance with current legislation, good practice and UH's policies.
- 5.4 The contractor will take all necessary precautions to prevent nuisance from smoke, dust, rubbish, noise and other causes.
- 5.5 The use of portable music appliances is not permitted.

6 Information to be Provided

Sub-contractors should provide UH with the following documents and information prior to commencement of their work:

- Contractor's Health and Safety Policy
- Risk Assessment for work being carried out
- Method Statements (if applicable)
- Quality Assurance Certificate
- COSHH and Noise Assessments (if applicable)
- Waste Management Licence (where applicable)
- Name of Safety Supervisor/Advisor/Officer and contact telephone number
- Employers' Liability Insurance Certificate

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- Public Liability Insurance Certificate
- Name of Safety Representatives or Safety Committee personnel or person in charge on site
- *Training records of all operatives working on the project*
- Any other information as required by the specific form of contract used.

7 Emergency Contact Number

The contractor will maintain at all times outside normal working hours an emergency telephone contact number which must be provided prior to commencement on site.

8 Accidents, Incidents, Dangerous Occurrences including Near Misses

- 8.1 All accidents, incidents and dangerous occurrences must be notified immediately to your line Manager or Supervisor or other responsible person and recorded in the site Accident Book and on the UH systems.
- 8.2 In the case of a major accident or dangerous occurrence (as defined under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1985) a copy of Form 2508 (or similar) and reporting reference must be submitted to the UH's Technical Services Manager within 2 working days.