



Safety Note 56

Access control to University Laboratories and Workshops

	Examples of areas	Routine Access	Non-routine access	Emergency access
	Areas such as Containment level 3 laboratories or laboratories containing highly sensitive or hazardous equipment or materials.	Access to named authorised personnel only	Permit to Work including area decontamination certificate required for all works, including maintenance, equipment servicing and cleaning.	E&F or Security cannot enter these areas. Contact must be made with identified responsible person.

Health & Safety Coordinators are responsible for liaising with project supervisors and/or school line management to designate all workshops and laboratories into one of the three categories and for ensuring that a Permit to Work system is implemented (see Safety Note 58).

Person in charge of laboratory/workshop is responsible for ensuring that those wishing to access an area are authorised either through issue of a Permit to Work or that they have been provided with suitable local, specific induction/information as organised by their supervisors or line managers.

In amber and red areas the person in charge of the laboratory must ensure, in liaison with the Building Support officer and Health & Safety Coordinator that suitable emergency plans are in place. They must also ensure arrangements to maintain good housekeeping e.g. for emptying bins, routine cleaning etc. are followed.

Laboratory/workshop users are responsible for adhering to the access control system and not entering areas unless authorised to do so. Users must follow any requirements set out in a permit to work issued

In (Red) Highly Restricted access areas: Security or maintenance will not enter even in the event of an emergency. The emergency services will not enter these areas unless in life-threatening circumstances. Contact must be made with the responsible person.

In all cases, following emergency access, Health and Safety Co-ordinators and Building Support Officers will be notified the following working day of the emergency and the outcome.

Health and Safety Services
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