Security and Public Access
UPR HS05 version 09.0

Policies superseded by this document

This document replaces version 08.0 of UPR HS05, with effect from 1 September 2024.

Summary of significant changes to the previous version

Minor amendments made to this policy and the terminology within it. UPR HS05 Appendix 1 has received major changes.

Glossary

A glossary of approved University terminology can be found in **UPR GV08**.

Table of contents

1/22

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 ET01[1]) and the regulations on smoking in the University (UPR HS06[2]) 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 (see sections 4 - 7);

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 (see section 8.1);

b   College Lane and de Havilland campuses (see section 4.4.2, 8.2 and 8.3);

d   Fielder Centre (see section 8.4);

e   Meridian House (see section 8.5);

iii   the procedures for obtaining a University Identity Card (see section 7.2);

iv   information concerning the management and administration of the Electronic Access System and access permissions (see section 4.3).

---

[1]   UPR ET01 'Parking and Traffic Management'
[2]   UPR HS06 'No Smoking Policy'

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.

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 (see section 4.3), the rules and regulations governing public access to University grounds (see section 4.1), the University's general and local parking and traffic management regulations (see UPR ET01[1]), the regulations on smoking in the University (see UPR HS06[2]) and for the direction of contracted security staff.

3.2 Control Room

The Control Room is located on the de Havilland campus:

Telephone: 01707 28**1010** (internal **1010**).

3.3 Closed circuit television

All University of Hertfordshire sites are Monitored by overt closed-circuit television cameras, The use of 'Covert' or 'Targeted Observation' can be authorised under exceptional circumstances on a case-by-case basis (see UPR HS04[3]).

3.4 Emergencies

Members of staff should be conversant with the University's emergency procedure (see UPR HS08[4]).

---

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

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 (see section 1.2, ii).

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.)

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 (see sections 4.1.1 and 4.1.2).

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 (see section 4.9);

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.

---

[5] UPR HS05, Appendix I 'Assistance Dogs on University Premises'

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 request[6].

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.

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.

---

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

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 (see section 4.3.1), all access must be approved by the relevant Head of Strategic Business Unit (**SBU**) or nominee for any area that falls within their 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.

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 they have 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

7/22

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 (see section 4.3.2), 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.

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.

        (See sections 6 and 7 also.)

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 them 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.

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 (see section 8.1).

i   Members of staff and research students wishing to work - other than in lectures, classes, laboratory or group activities (see section 4.4.3) or in Learning Resources Centres (see section 4.4.1) - 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 they intend to work at the times and in the areas authorised by their 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 (see section 8.1).)

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, they must obtain the prior approval of their Head of SBU/Head of Research Centre (or nominee). Where such approval is given, it is the responsibility of the employee's or

10/22

research student's 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 they intend to work at the times and in the areas authorised by their 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 UH Venues

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.

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 their 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 their 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

12/22

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.

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:**

13/22

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.

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 FR06[7].

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.

---

[7]   UPR FR06 'Corporate Governance and Financial Regulation'

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 (see UPR EQ04[8]). 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.

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 or students 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) (see 5.1 (above)) 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 ET01[1].

---

[8]   UPR EQ04 'Freedom of Speech'

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

(See section 4.4.1, also.)

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 Card

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

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 Card

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, Engineering and Computer Science, 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, Engineering and Computer Science, 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, Engineering and Computer Science (or nominees).

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).

17/22

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, Engineering and Computer Science 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.

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, Engineering and Computer Science (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, Engineering and Computer Science (or nominee), unless the student has been recognised as an 'authorised user'
(see section 8.1.3, v, a).

     c   Second, third and fourth year undergraduate students working outside normal working hours:

18/22

 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, Engineering and Computer Science (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 (see section 8.1.4, iii), 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

staff who will be present whilst the student is working. The member of staff will be responsible for contacting the Control Room (01707 28**1010** (internal **1010**)) at regular intervals and for compliance with the regulations and procedures set out in section 8.1.2, ii;

19/22

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 28**1010** (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 28**1010** (internal **1010**)) immediately and notify security staff of their of 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**).

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**.

21/22

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: **1 August 2024**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.