

# Use of UCOL Premises and its Resources Out of Hours and for Private Use Policy

**Controlled Document – refer to Intranet for latest version**

Category: Health and Safety	Date Created: March 2016
Responsibility: Health and Safety Manager	Date Last Reviewed: July 2018
Accountability: Executive Deans and Directors	Version: 18.1
Approval: Chief Executive	

## Purpose

This policy is to ensure that when using UCOL's premises and its resources out of normal working hours, and/or for purposes of private use, compliance is achieved with all health and safety statutory and UCOL policies, and that the safety of staff, students, contractors and visitors is not compromised.

## Scope

This policy applies to all staff, students, contractors, visitors and the use of UCOL's premises, resources and equipment.

## Responsibility

Executive Deans and Directors have responsibility for ensuring compliance with this policy.

## Policy Statements

1. Access for all persons in any medium and high risk area of UCOL will be limited to normal working hours unless prior permission is gained from an Executive Dean or Director.
2. Normal working hours relate to programme preparation, delivery and clean up and business activities and vary across programmes and campuses. Generally, these occur between 7:00am and 11:00pm Monday to Friday. In order to carry out necessary preparation and/or clean up, this policy acknowledges that normal working hours may extend beyond this timeframe in specific locations. (See list of specific locations).
3. Access outside normal working hours to undertake a specific programme related activity to ensure the viability of plant, equipment or resources (e.g. incubators and freezer checking) is permitted.
4. The uplifting of personal items out of normal working hours will be permitted with the proviso that this is the ONLY activity being carried out.

5. Students will not be given unsupervised access to any areas of UCOL outside of normal working hours without prior permission from the Executive Dean. Where permission is granted, the Faculty will take responsibility for the student access inclusive of all health and safety practices.
6. Employees who need to undertake UCOL work in medium and high risk areas outside of normal working hours may only do so on written approval from their Executive Dean or Director (refer Appendix B - Access and Approval Form). Access will be for teaching related or business purposes including staff learning, skills enhancement and professional development. Employees provided with written approval must comply with any restriction provided in that written approval. Documented approvals must be held for sighting upon request and remain valid only for the period of time indicated on the approval.
7. Private use of UCOL premises, plant, tools and equipment is not permitted. Removal of plant, tools or equipment from high and medium risk areas is strictly forbidden.
8. High or medium risk plant, tools and equipment is not available for hire or loan to any UCOL Staff Member, Student, Contractor or other person for any reason with the exception of UCOL vans and trailers.
9. Private plant, equipment and tools must not be brought on to UCOL campuses without the prior approval of the Executive Dean or Director. Approval will be dependent on whether the item is fit for use, compliant and in a safe state, including all current specified testing certification (for example, electrical) which may be undertaken at UCOL's request and expense. The approver will ensure all of the above is taken into account before issuing their approval.

## Definitions

**Specific locations:** Hospitality, Cooking and Baking may be on site to prepare in high risk areas when undertaking low risk activities - e.g. set up in preparation for class.

**Designated area of use:** this definition covers use across all campuses.

**Low, medium and high risk areas:** Refer to Appendix A.

**Normal Working Hours:** Hours between 7am and 11pm on weekdays Monday to Friday. This may extend to include preparation and/or clean-up activities.

**Resources:** Plant, equipment, machinery, tools and any other device not fixed to the facility. Refer to Appendix A.

## Relevant Legislation

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulation 2016

## Related Documentation

- [Restricted Area Access Procedure](#)
- [Risk Assessment Management Plan](#)
- Area Specific Health and Safety Notices, Policies and Practices

<b>Definition of Areas and Equipment</b>	<b>Prohibited</b>	<b>Restricted</b>	<b>Open</b>
<ul style="list-style-type: none"> <li>• <b>High risk</b> (trades and arts workshops with machinery, hospitality kitchens, laboratories)</li> <li>• <b>Medium risk</b> (Gym, fine arts areas, fashion &amp; beauty, nursing simulation laboratories)</li> <li>• <b>Low risk</b> (computers and photocopiers, staff studios)</li> </ul>	No access is permitted and/or items are prohibited as outlined in the table below	Access and Approval Form must be completed and permission granted	Permitted as outlined in table below

<b>Usage</b>	<b>Prohibited</b>	<b>Restricted</b>	<b>Open</b>
Working during non-working hours at UCOL on private work		High and medium risk areas	Low risk areas provided security guard or immediate manager is advised if not in public space.
Working alone		High and medium risk areas	Low risk areas provided security guard or immediate manager is advised if not in public space.
Hire/supply of UCOL resources to staff or others for private use away from UCOL, e.g. at home	High and medium risk equipment such as machinery, welders, ladders, ovens.	Only hire of UCOL vans and trailers is permitted according to current policy and procedures	Small or low risk items such as laptops and cameras with manager approval.
Hire/supply of UCOL resources to contractors/sub-contractors or others for business use	All UCOL equipment such as machinery, hoists, forklifts, welders, scaffolding, ladders, hand tools etc	NA	NA

Hire/supply of UCOL resources to other departments for business use	High risk equipment such as machinery, hoists, forklifts, welders, scaffolding, ladders, etc	NA	Low risk items such as laptops, cameras with manager approval
Private resources brought to UCOL for business use		High risk items, including mechanical and electrical devices Low risk items providing there is proof of testing in last 12 months for all electrical resources.	Low risk items such as cameras, iPad, mobile phones
UCOL staff bring visitors into UCOL outside normal work hours, excluding organized UCOL events	All medium and high risk areas.	NA	Classrooms, computer suites and atrium but only after advising security or immediate manager on arrival and again on departure providing the numbers of visitors.

NA = Not Applicable

**Use and Access Application and Approval Form**

*Complete this form when requiring access to UCOL facilities and plant, tools and equipment outside of normal working hours or for private use as outlined in the Use of UCOL Premises and its Resources Out of Hours and for Private Use Policy*

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Designation: \_\_\_\_\_

Location of Access Request (Block / room number): \_\_\_\_\_

Is the request for access?

Work related Y / N (circle one)

Private use Y / N (circle one)

Reason access is being requested:

\_\_\_\_\_  
 \_\_\_\_\_

Access is required on: \_\_\_\_\_ (date)

Between the hours of: \_\_\_\_\_ and: \_\_\_\_\_

What specific tasks will be performed and by whom?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What tools, plant and equipment will be used as part of your access request?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has a Risk Assessment and Management Plan been completed? Yes  No

If yes, please attach to this form. If no, please advise why this has not been completed:

\_\_\_\_\_

**Declaration**

I agree that:

- The information provided is complete and accurate and that any approval given as a result of this application applies only to me for the date and times stated above.
- I will not undertake any other tasks other than those stated above.
- I have read and understand the Hazard/Risk Register for the area I am seeking access to.
- I will only operate plant, tools and equipment that I have been trained to operate or have been deemed competent to use.

- I have read, understand and will comply with UCOL’s Health and Safety Policies and Procedures.
- I will not allow non-authorized persons onto the UCOL site.
- I will not block doors open or leave ground floor windows open and unattended.
- When I leave UCOL site, I will ensure that the facilities are locked and secure and that lights/equipment are turned off and any windows or doors closed.
- I will report any incidents/accidents or identified hazards/risk promptly and use the standard UCOL procedures.
- I will not operate plant, tools or equipment when I am tired/fatigued or under the influence of alcohol, illicit drugs or substances that may impair my judgement or ability to perform the tasks outlined. I will ensure that I have had adequate rest and recovery, food and fluids.
- I have the appropriate licence / certification to operate the specified machinery and equipment.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
 (Requestor)

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**Approver** (*Executive Dean or Director*)

Approved Y / N (circle one)

Special conditions or amendments to applications (if approved):

\_\_\_\_\_  
 \_\_\_\_\_

Reason for declining application:

\_\_\_\_\_  
 \_\_\_\_\_

**Declaration of Approver**

I declare that:

- The information provided is complete and accurate and that any approval given as a result of this application applies only to the named requestor for the date and times stated above.
- The plant/equipment being brought on to UCOL premises is fit for purpose, compliant and in a safe state to be used by the approved user.
- The named user is trained in the use of the plant/equipment and/or holds the appropriate licence/certification to operate the specified machinery and equipment.
- The named user is aware of and has declared they will abide by all UCOL’s Health and Safety Policies and Procedures.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name and Designation: \_\_\_\_\_