

<b>The health and safety standards for extended opening to provide learning/ practical facilities to students</b>		
Number		
Scope	<p>This H&amp;S Standard describes the staffing, supervision and access controls that should be in place during extended opening hours when staff and students have access to some of the amenities of a UAL site and staffing levels are significantly below those of the core opening hours for the site.</p> <p>This Standard does not include teaching, widening participation activities or events, all of which should be separately risk assessed</p>	
Law	<p>H&amp;S at Work etc. Act 1974                      The Management of Health and Safety at Work Regulations 1999                      Workplace Health, Safety and Welfare Regulations 1992                      Provision and Use of Work Equipment Regulations 1998                      Lifting Operations and Lifting Equipment Regulations 1998                      Control of Substances Hazardous to Health Regulations 2002                      Working at Height Regulations 2005                      (This is not an exhaustive list)</p>	
Related H&S Standards	All standards relevant to the activity being carried out	
Training/information/instruction required	<p>General Risk Assessment                      COSHH Assessment                      First Aid at Work                      Manual Handling</p>	
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## Introduction

1. University sites are increasingly open out of core hours to allow students access to studios, study areas, IT areas and Libraries/Learning Zones. This access brings with it health and safety challenges not present during core hours when staffing levels throughout are higher. The risks of opening areas and allowing activities out of core hours must be subject to a suitable and sufficient risk assessment. This document outlines the factors that should be considered when carrying out this assessment and deciding on appropriate levels of supervision and access.
2. Different terms for extended opening and supervision are used within the institution, this document uses the definitions below.

## Definitions

3. **Extended opening:** The opening of areas for use by students outside of the standard teaching hours or open access hours in a workshop or IT area. Artscom, Widening Participation activities and Events are not included as they should be separately risk assessed. During extended opening there will be adequate supervision but this will not include teaching, instruction and/or technical assistance. Extended opening does include the provision of library or learning zone service outside of the core opening hours when staffing levels are significantly reduced.
4. **Supervision:** The presence of staff in an area accessible during extended opening able to provide assistance in an emergency and ensure students are complying with any health and safety restrictions in place. Supervision does not include, nor should imply teaching or providing instruction. It may be possible for staff to provide adequate supervision whilst undertaking other functions. Because of the need to take on the mantle of fire warden and, for some areas, have specialist knowledge of safety procedures, it is not appropriate to identify Facilities staff to provide supervision during extended opening.

## Risk Factors that must be considered

5. The following considers the principle risk factors encountered when deciding on appropriate health and safety control measures for extended opening hours. This is not an exhaustive list; a suitable and sufficient risk assessment must be completed for all extended opening hours and may identify other risk factors.

### Supervision

6. All student activity must be appropriately supervised; the level of supervision and expertise required will depend on the areas that are available for students to use and the activities being undertaken. There are no definitive student: staff ratios available for

HE Institutions, however the following list provides minimum requirements for adequate supervision that must be achieved.

7. To provide adequate supervision staff must:

- Be able to check on all students regularly throughout the supervision area. If high risk areas or activities are included in extended opening there should be direct supervision in place throughout the opening period. High risk activities would include activity in a workshop that includes the use of powered machinery such as pillar drills, lathes, bench saws etc.; working at height; processes involving hazardous substances capable of causing significant and/or acute health effects i.e., strong acids, alkalis, respiratory sensitisers .<sup>1</sup>
- Be accessible, either based in one place, or if this is not practicable, ensure students know the supervisors whereabouts and are able to find them in an emergency.
- Be able to summon or provide first aid assistance.
- Be familiar with the risks present in all areas they are covering and the control measures in place.
- Have the authority to take action if necessary, for example; it may be necessary to ask a student to leave site or curtail an activity. The person supervising the area must have both the delegated and personal authority to do this.
- Be aware of the emergency procedures in all areas they are covering and be the fire warden for the area.
- Have knowledge of the GEEP for the building and if necessary know how to use any evacuation equipment, and, as far as possible, be aware of any PEEP arrangements in place. Supervisors should not be included in the PEEP arrangements as they will be the fire warden for the area and the two roles are not compatible.

### **Access**

8. During extended opening hours emergency support such as first aid and fire wardens will only be available in the areas that are intended for use. Because of these necessary restrictions it is important that access is tightly controlled.
9. Wherever reasonably practicable any area not intended for out of hours use should be locked off making it impossible for people to enter. The only exception to this is to maintain emergency evacuation routes. If it is not possible to restrict access then all accessible areas of a site must be regularly checked and all dangerous equipment and substances made inaccessible.
10. If only parts of a site are available there should still be access to a sufficient number of toilets and drinking water. See below for information about requirements for toilets.

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<sup>1</sup> Not an exhaustive list

11. Students should not bring visitors on site unless this has been agreed in writing beforehand with their Course Director. The agreement must be produced on the day. The only exception to this is for areas such as the King's Cross Library which has a separate entrance to the main site and is open to all students and staff during extended opening hours. In this scenario the manager in charge of the area/service should decide whether guests of students, including children, can be accommodated.
12. In general students should not bring on site their own powered equipment. If a student needs to use power tools they should seek permission in writing beforehand and the risk assessment for the area during extended opening should be reviewed and modified if necessary. Any power tools bought on site must be battery operated only and not charged on site. The member of staff supervising will always have the right to stop equipment a student has bought on site being used and either remove the equipment or ask for it to be removed from site.

Number of people	Number of toilets required	Number of wash basins required
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

### Number of students in an area

13. The level of supervision and risks inherent in an area or activity will have a direct impact on both the minimum and maximum number of students.
14. The minimum number of students is usually three working in the same area or very close to each other. The logic behind this figure is if someone was hurt or taken ill one person can staff with the injured/ill person and the other go to get help. This is the measure that must be satisfied. Consideration should be given to the following questions:
- Is the risk of injury low? - *If the risk of injury is relatively low **and** it would be easy for students to get each others attention then three students could be spread over a large area. If the likelihood of an injury is high, or the severity of a possible accident serious then the students should be close together, in the same area/room.*
  - Would it be easy for students to get each others attention? - *If an area is very noisy or there are several small rooms which would make it difficult for students to raise the alarm then the area over which there should be three students should be reduced.*
  - How closely is the area going to be supervised? - *If an area is going to be closely supervised then it should be possible to have a minimum of two students rather*

*than three because the supervisor can make up one of the three and attend the injured party while the other student goes for help.*

**Does the risk profile of the surrounding area change from day to night/ weekday to weekend?**

15. Activity around most of our sites changes substantially from day to evening and weekday to weekend. The following factors should be considered:

- Does the area become less or more busy? - *This may have an impact on the availability of public transport, disabled parking spaces, or places that bikes can be kept safely.*
- *Does the risk of theft, theft against the person or violence increase in the evening or weekend?* – if the risks are considerably increased at certain times then serious consideration should be given to allowing extended opening at all. If risks of theft or violence increase information should be given to all potential users of the building.
- Of particular risk is any one who has a predictable pattern of going to or leaving a site; this is most likely to be staff and students leaving the site at the end of the extended opening. In these circumstances it may be appropriate to offer an escort to the nearest public transport or car park. If staff are leaving site after 22:30 it may be necessary to offer transportation home, or to the nearest underground or main line train station. This would only be necessary in very high risk areas. Advice should be sought from the local Community Policing Officer. If such arrangement were identified as an appropriate risk control measure they must be put in place and adequately resourced.