

Table 2. Guidelines for personal safety when accessing Facilities After Hours

University Facilities may hold items of value or be attractive to others, who may gain forced entry or wait for a Member to arrive with keys or access codes After Hours i.e. "tailgating". Examples of items which are attractive include: cash, pharmaceuticals, chemicals, apparatus, machinery, artwork, valuables, AV and computing equipment, research material, intellectual property. The attraction may be to gain an item for alternative use, or ideological such as disrupting research.

When Members are working or accessing a Facility After Hours, it is preferable to have at least two Members working together if possible. In Moderate and High Risk situations access to a Facility shall be conditional on a personal set of actions/guidelines.

When working after hours, Members (and especially any disabled Member) should notify UniSafe of their location when they arrive and of their departure. This is particularly important for those operating in isolated work areas.

Persons who have a physical impairment or disability e.g. visual or hearing, who could not evacuate from a Facility unaided or would need to be alerted to an emergency situation shall;

- Arrange to be accompanied by a buddy who would be able to respond to any alert for the duration of their visit.
- Log in the building's register and prior to their visit notify the Head of Department and UniSafe of their visit.

The purpose of this procedure is to ensure that during an emergency situation that a person who needs assistance is supported and accounted for. This condition will not be imposed for accessing the Library, Computer Lounges/study area, recreation centre or where a programmed timetabled class is operating where staff would be present. However the person is requested to notify the onsite duty staff of their attendance and any need of assistance during an emergency.

Security needs to be informed when alarms are deactivated After Hours. If they are given fair notice, Security can provide escort for Members who have concerns to their vehicles when access has finished, or Members should relocate vehicles or transport to facilitate safe exit from a Facility.

Measures to enhance safety for After Hours and Working Alone are:

- Ensuring the building can be adequately secured from the inside.
- Keeping doors locked to prevent casual entry, if appropriate.
- Knowing location of help point locations, or arranging a remote control device, that can be used to activate an audible alarm and alert Security, if safety is threatened.
- Being familiar with safety procedures for the Facility and all Exits/Fire Exits and University publications on Safety and Security.

If you access Facilities After Hours:-

- Check for any sign of forced entry or persons loitering in the area.
- Where any signs of force or persons loitering are observed, the Facility should not be entered. Unisafe or the Police should be called, and any other Members advised to await the arrival of Unisafe or the Police.

- Be aware of "unusual" occurrences such as the presence of suspicious parcels, objects or mail items. Treat these as an Extreme hazard! Call Security immediately.

If you will be finishing your access late or when the University is not in full operation i.e. After Hours:-

- Park as near to your Facility as possible in an area that will be well lit at night.
- Consider other transport options if the only parking available is at an isolated location.
- Let someone who can check on you know you will be working After Hours – as a minimum security measure.
- Check that you are secure inside the Facility and that no doors or windows have been left open or unlocked.
- When leaving the Facility check the immediate area outside for any people loitering, before opening the door.
- Use the best lit route to your car and have someone walk with you if possible.

Off campus activities and appointments:

Some activities require meeting other persons in other person's homes or visiting or being in non-University premises or in other isolated situations, for example deep sea diving or other field activities. If you have responsibility for this kind of activity or as a Member participate in it, consider what practices you could adopt to reduce any potential or actual risks to your safety and as a Supervisor what rules and procedures you should insist on so you and any Members are safe.

For example:

- Leave a written record at work or with someone responsible of where you are going, the person or place you are visiting or going to, and the estimated time of your return.
- When visiting a house or other place, be guided by your instincts. If the person opening the door has a manner which makes you feel uneasy or uncomfortable, don't go inside. Make an excuse and leave immediately.
- If you enter a place and later start to feel uncomfortable with the person you are talking to, leave as soon as possible. Be aware of potential escape routes.
- Carrying a mobile telephone will enable you to advise a colleague of your arrival in the presence of the client. Any person posing a potential threat to your safety would be deterred by the fact that others are aware of your location, and identity of the person you are with.
- You can also arrange a distress code word for telephone use which lets your office know if you are in a risk situation.
- When responding to any requests for a meeting, job advertisement, or similar situation, consider the time and place for the proposed appointment.
- If you feel that the situation is potentially unsafe, arrange to take a colleague with you.
- Check for obvious Hazards. Do not, for example, use unsafe vehicles or go into unsafe premises.
- If in hospitals, schools or similar environments, ensure you are informed about the hazards and safety procedures of those premises.
- Make yourself familiar with and comply with all relevant requirements relating to equipment, Facilities processes and procedures (e.g. Boating:

lifejackets, flares, chemicals, machinery).