



# MBChB Student Policy: Out of Hours Access to School of Medicine - Cedar House

## 1. Access to Cedar House outside core business hours

The University has a fundamental duty of care for all students and to ensure that this is met to the highest possible standard, a policy has been drawn up to protect students wishing to access School buildings outside of core business hours, which are 08.00-17.30; Monday to Friday (18.00 on Thursdays). This policy applies only to Cedar House.

Student facilities in Cedar House are available beyond core business hours in order to allow the maximum possible use of the facilities for study. These specified areas remain open until 9:30pm from Monday to Friday, during MBChB term time. The extended opening is only intended to apply to MBChB students only.

MBChB students are permitted to access and work in the building should they wish to do so and are obliged to conduct themselves within the scope of this policy.

Extended access is intended only for the following student facilities on the ground floor of Cedar House:

- Student Hub (G/002)
- Student Kitchen (G/020)
- Student Collaborative Study Area (G/038b)
- Student Silent Study Area (G/038a)
- Ground floor toilets

Students do not have permission to access staff offices, teaching rooms, floors 1-5 or any adjoining corridors and stairwells (above ground floor level) outside core business hours.

## 2. General Conduct

General rules and regulations observed during core business hours are expected to be maintained during out of core hours access. Students are kindly requested to:

- i. Remember that you are in an educational environment and you are therefore expected to keep noise down to a conversational level.
- ii. Avoid disturbing other staff and students - audio devices should only be used with earphones in common areas. Please ensure the volume is such that you would be able to hear a fire alarm.



- iii. Keep all areas clean and tidy and use the recycling and recycle bins provided. For kitchen use – please wash up any items that you use and ensure that facilities are left in a position and state that they can be used by other students.
- iv. Ensure that fire doors are kept closed at all times and that escape routes are kept free from obstruction.
- v. Refrain from overloading sockets: one plug only can be inserted into one socket. Existing equipment connections in the computer room must not be removed.
- vi. Bicycles are not permitted in Cedar House. The nearest covered bicycle stand to the School is at the side of the Harold Cohen Library.
- vii. Report any urgent facilities situations e.g. leakages or damage to doors, windows etc. to the Building Service Assistant or Building Manager.
- viii. The School of Medicine is a professional, educational, working environment. Open displays of affection between users (which might cause those around you to feel uncomfortable) or activity of a sexual nature, including advances towards other users, are not permitted on the premises. All users of the buildings are expected to abide by the [Dignity at Work and Study Policy](#) at all times.

### 3. Emergencies

In the case of emergency (e.g. serious accident, discovery of a fire, bomb threat etc), you should contact the university's Security Control Room immediately on tel: **0151 794 2222** or **2222** (a telephone is located at the entrance to Cedar House).

Outside of core business hours, an emergency vehicle will automatically be dispatched to the scene. In situations where an alarm activates but there are no obvious signs of fire you should still leave the premises while Security carry out investigations to establish the cause of the activation. Clearly if you have raised the alarm and know there is a fire, this is a very important piece of information to give to Security when they arrive on scene.

#### 3.1 Action to be taken upon discovering a fire

- Raise the alarm by breaking the glass in the nearest fire alarm call point.
- Close windows and doors if it is safe to do so.
- Leave the building by the nearest safe evacuation route which are clearly posted by green and white signage.
- Small fires may be tackled with extinguishers if it is safe to do so and you are confident of the likelihood of success.

#### 3.2 Evacuation

- In the event of emergency, the fire bell will ring continuously and the building should be evacuated immediately.
- On hearing the alarm leave the building immediately by the nearest safe evacuation route.
- Go to the designated assembly point.
- Do not run.
- Do not use the lift.
- Do not return to the building even if alarm has stopped, unless instructed by the Fire Officer or Security.
- In situations where an alarm activates but there are no obvious signs of fire, you should still leave the premises while Security carry out investigations to establish the cause of the activation.

### 3.3 Reporting minor injuries

Any minor injuries which occur on the premises should be reported to the Building Services Assistant, using the contact details in reception. Should the need arise, first aid can then be arranged (a telephone is located at the entrance to Cedar House).

## 4. Security

- i. If you notice a stranger in the building or anyone acting suspiciously then you should report it to Security on extension **2222** or **0151 794 2222**.
- ii. Under no circumstances should students allow access to other students who are not in possession of their ID card or to guests i.e. friends or relatives.
- iii. To maintain your personal safety and that of other users, when you enter or leave the buildings, please ensure that all internal and external doors are closed behind you to prevent non-authorized personnel from entering.
- iv. Be alert to anyone following you when entering or leaving the buildings. If you are aware of someone entering the building without a card or permission you should notify security on extension **2222** or **0151 794 2222**.
- v. Any personal belongings brought into the buildings are their responsibility and are brought at your own risk. Personal belongings, valuables, laptops, mobile phones and data drives should not be left unattended and all data devices should be protected against data breach in the event of loss or theft of a device.

## 5. Lone Working



Whilst it is unlikely that any individual will find themselves completely alone in the above mentioned areas of the School, it is important to appreciate that if this does happen then 'lone working' guidelines should be observed. In order to ensure you are fully aware of the risks associated with accessing Cedar House out of hours and the recommended precautions, all students should familiarise themselves with the University guidelines on [Lone Working](#) which includes a link to the Health and Safety Executive's website. It is recommended that you save the Security Control Room's phone number in your phone: **0151 794 2222**.

## **6. Review of access arrangements**

Agreeing to these conditions will allow extended access to be loaded onto your swipe card. The access granted will be continually reviewed based upon compliance with the policy and the parameters of continued access will be determined by the behaviour of students and their continued observance of the protocols outlined in this document.

During any period of construction, emergency repairs or planned School events, extended access may need to be withdrawn temporarily. In such instances, the School will endeavour to notify students appropriately.

## **7. Breaches of policy**

As with any University provision, breaches of this policy, other University regulations or health and safety requirements will result in immediate suspension of facilities and action may be taken under the auspices of the policy for [Conduct and Discipline](#). Penalties, depending on the severity of the breach, may be applied both individually and/or collectively.

## **8. Security Checks**

Security Patrol Officers or Building Service Assistants may carry out random checks outside of core business hours. Therefore, it is essential that you are in possession of your student identification card at all times. Should any member of University staff ask you to leave the building at any time, you are expected to do so immediately and without objection. Anyone found not to have complied with this will be asked to leave the building, will have their out of hours access removed and may face further action under the auspices of formal University policies.

## **9. Policy and Code of Practice on Smoking**

All parts of the University are now smoke-free. The University is under a legal duty to ensure that the workplace is smoke-free and it looks to staff and students to observe and to enforce this rule. Staff and students are asked not to smoke near entrances into buildings and should stand a reasonable distance away (about 5 metres) from the entrance to allow non-smokers to enter buildings without having to walk through smoke. Changes to the University Smoking Policy means that 'e-cigarettes' are treated as cigarettes and are also not allowed to be used in buildings.

## **10. Social Events and the Policy on Alcohol and Drug Use**

Extended access is for study purposes only and not for social activities or events. Students seeking to undertake either of these should seek advance permission from the School.

## **11. Alcohol and Drug Use**

It is not permitted to consume alcohol or drugs on the premises or to be under the influence of either. Anyone found not to have complied with this will have their access rights removed and may be subject to further action under the auspices of formal University policies.

## **12. Data Security and GDPR**

The General Data Protection Legislation came into force in May 2018 and the University Data Protection Policy outlines the information relevant to data security. All persons must take active steps to ensure that personal data, which is sensitive or could be considered personal to individuals or confidential, must be secured at all times. This applies to paper based and digital information.

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage and that both access and disclosure must be restricted. All persons should ensure that any personal data which they hold is kept securely. Personal information should be protected from disclosure either orally or in writing or accidentally or otherwise to any unauthorised third party.

All devices containing personal data should be secured to protect the confidentiality, integrity and accessibility of the information.

## **13. Summary and Agreement**



This policy must be agreed and adhered to by all MBChB students wishing to use Cedar House outside the core working hours.

Failure to comply with these protocols will result in access outside core working hours being withdrawn and action may be taken under the auspices of formal University policies.

The School of Medicine wants our students to have access to our facilities in order to enhance their study and learning and do not want the actions of the few to impact on the rest of the students when this policy is reviewed. Therefore, please be vigilant and ensure your fellow students are equally vigilant, act responsibly and adhere to this policy.

#### **14. Feedback**

If you have any general issues that you would like to raise on this policy, please contact the School of Medicine's School Administrator, Sarah Baker.

Professor Hazel Scott

Dean of the School of the Medicine



Contact your Year Lead if you find any digital content difficult or impossible to use, either directly or with an assistive technology such as a screen reader.

Contact details for all teams and individual staff can be found on the [School website](http://www.liverpool.ac.uk/medicine/contact-us/email/).  
[[www.liverpool.ac.uk/medicine/contact-us/email/](http://www.liverpool.ac.uk/medicine/contact-us/email/)].