



The Institute of Education has introduced an access control system whereby access into some buildings and areas will be via use of a personalised access control / ID card. The following guidance note provides staff with an overview of how the system operates. Separate guidance notes have been produced for non-research students and research students (Guidance Notes Two and Three), Library Visitors (Guidance Note Four) and General Visitors (Guidance Note Five).

In addition to this guidance note a detailed question and answer paper provides further details about the access control system and your personalised access control / ID card.

1. Access rights for Staff¹ (including out-sourced contracted staff²)

- 1.1 As a member of staff you automatically have been assigned access to all access controlled areas between 08:00 and 20:00 hours for 20 Bedford Way, and 08:00 to 18:00 hours for 55-59 Gordon Square, 10, 11, 15, 18, 25 and 27 Woburn Square and 9-11 Endsleigh Gardens Monday to Friday. The only exceptions relate to the Library (see section 1.9 below) and those listed in the table below.

Buildings and / or areas not automatically accessible to all staff:

20 Bedford Way

Level 2 Archive Rooms *

Level 3 Media Suite

Level 3 Server Rooms *

Level 4 WLE Centre

Level 4 Office behind main reception *

Level 4 Payments Office within Student Support Centre *

Level 8 Art and Design Studios

Level 9 Science Learning Centre

Other areas where access controlled doors provide the sole means of entry to open plan working areas. In these areas, access may be limited to hours when these areas are occupied.

Emerald Street

9-11 Endsleigh Gardens Levels 2, 3 and 4 (residences)

14 and 15-23 Endsleigh Street (residences)

36-38 Gordon Square

¹ Staff means salaried staff and fee paid staff paid through the Institute's payroll. In addition staff also includes Visiting Academics / Fellows / Professors / Professorial Fellows / Research Associates / World Scholars; Emeriti Professors / Readers; Secondees from Local Authorities and out-reach tutors.

² Out-sourced contracted staff applies to those staff working specifically for CIS Security Limited; ISS Facilities Services Limited; Sodexo; CATS Solutions Limited.

- 1.2 The exception to the times outlined in 1.1 will be where centrally bookable classrooms are located beyond the controlled point of access. Access to these areas (20 Bedford Way, Level 7 Core B to C; Level 8 Core A and Level 9 Core B to C) will be granted up to 21:00 hours Monday to Thursday.
- 1.3 Between the hours of 18:00 and/or 20:00 and 08:00 Monday to Friday including Saturdays and Sundays, access into controlled buildings and areas is restricted to those staff whose designated work space is located within the controlled building or area, (thereby providing twenty-four seven access). The exception to this rule is Computer Helpdesk and Desktop Support staff, Estates and Facilities staff, Disaster Management Team and maintenance contractors undertaking agreed maintenance (see below).
- 1.4 Computer Helpdesk and Desktop Support staff have unrestricted access between the hours of 07:00 and 20:00 Monday to Sunday to all access controlled buildings and or areas with the exception of those noted in Table One with an asterisk, for the purposes of attending to updating and or upgrading of telephone and computer hardware and software.
- 1.5 Estates and Facilities Cleaning Operatives have unrestricted access to all access controlled buildings and or areas with the exception of those noted in Table One with an asterisk, for the purposes of attending to daily and periodical cleaning between the hours of 05:00 and 08:30 and 18:00 to 22:00 Monday to Sunday with the exception of day-staff who have 05:00 to 22:00 access Monday to Friday.
- 1.6 Estates and Facilities Security Officers have twenty-four seven unrestricted access to all access controlled buildings and or areas with the exception of those noted in Table One with an asterisk, for the purposes of undertaking periodic patrols.
- 1.7 The Institute's Disaster Management Team³ is granted unrestricted twenty-four seven access rights to all access controlled buildings and areas with the exception of 20 Bedford Way Level 2 Archive Rooms restricted to Director of Administration and Facilities Manager and Level 3 Server Rooms which is restricted to Director of Administration, Deputy Secretary (Information and Communications), Facilities Manager, Head of Computer Services and Systems Support Group and persons nominated by them
- 1.8 Access into controlled buildings and or areas as defined in Table One will be granted to named individuals with permissions centrally administrated by Estates and Facilities following receipt of nominated staff lists from appropriate Heads of Department. The exception to this will be the Level 3 Media Suite and Level 4 WLE Centre where access rights will be administered by Chris Purday (Media Support Manager) and in the case of the Level 9 Science Learning Centre by Dan Jenkins (Chief Technician) respectively.
- 1.9 Staff are assigned automatic access rights to the library during all times the library

³ Disaster Management Team comprises: Director, Deputy Director, Director of Administration; Deputy Secretary (Corporate Services); Deputy Secretary (Estates and Facilities); Deputy Secretary (Information and Communications); Head of Human Resources and Staff Development; Academic Registrar; Head of Marketing and Development; Facilities Manager; Health and Safety Advisor; Assistant Secretary;

is open throughout the year. During term time opening times are 08:30 to 22:15 hours Monday to Friday; 09:30 to 20:15 hours Saturday and 11:00 to 17:00 hours Sunday. Opening hours are modified during the summer period to 09:30 to 20:15 hours Monday to Friday and 11:00 and 17:00 hours Saturday and Sunday. Staff should consult the library web pages to check for the most up to date opening times with particular reference to the summer period and for any other variations in opening times that may occur particularly around public holiday and Institute closure periods.

- 1.10 The above arrangements ensure all office areas including teaching rooms are fully accessible to all staff during normal working hours but with a degree of controlled access being deployed outside of non core working hours but one which provides staff unrestricted access to their designated work space twenty-four hours a day seven days a week.

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