

Faculty of Law

Building Access and Out of Hours Working in the St Cross and Manor Road Buildings

These notes provide an outline of the access arrangements in the St Cross Building and Manor Road Building, and specific guidance about lone working. All room holders (and students with access to a desk) should also read the [Statement of Safety Organisation](#) on the Faculty Website (INFO FOR - STAFF – Polices and Statements).

It is recommended that you print out this document and keep it somewhere to hand in your office (particularly the telephone numbers on the last page).

These notes are not intended to replace the Building Induction, which should be attended by all room holders at the earliest opportunity.

The opening hours for the buildings match those of the libraries and can vary throughout the week as well as between term and outside term – see [http://www.bodleian.ox.ac.uk/law_or https://www.bodleian.ox.ac.uk/libraries/ssl](http://www.bodleian.ox.ac.uk/law_or_https://www.bodleian.ox.ac.uk/libraries/ssl) for details. The main offices in the Law Faculty are open from around 8.30am to around 5.30pm for general enquiries, depending on the working hours of individual staff. Members of staff (and Criminology/Socio-Legal Studies students with desk space) have 24-hour access to the building. There is no intruder alarm system.

Access: during office hours, there is no restriction on access on the doors by the main reception desks in either building. In the St Cross Building, there is card access on: the sliding door into the Law Faculty offices (opposite the main Reception), the Accessible Entrance to the right of the main steps, the Manor Road Entrance, and into the Gallery (Law Faculty Office area) from the English offices. For access outside office hours, members of staff need to use their University card on all doors. Other internal doors around the building are also locked overnight and/or over the weekend, so you may find you need to take a different route to usual if you need to move around the building, and you must **always keep your keys and card with you.**

Access to CSLS and the Law Research Area out of hours should be via the main entrance to CSLS (swipe access), and the side door into the Law Research Area from the Atrium should be kept locked from the inside (to avoid other building users accessing the kitchen area).

You must inform your Line Manager if you intend to work outside normal office hours (and do not normally do so).

When the building is closed, the lights in the main foyer are turned off and various areas of the St Cross Building are only dimly lit, so please take extra care. Access to the office area around the Cube is limited when there is no FM presence in the building: the additional internal SALTO access is on, and the internal door by the courtyard is locked, so it is essential that you carry your card with you as you move around the building. Lighting in the MRB is based on sensors.

When there is no FM presence in the building you should only work on site if it is absolutely necessary. You should not come on site at all when the building is closed.

Where members of staff are in a lone working scenario they should where possible ensure most/all of the following items are adhered to:

- a) Do not lone work if you are feeling unwell.

- b) Ensure that the outer doors close behind you as you enter, and never allow tailgaters into the building.
- c) Keep your University card with you at all times.
- d) Keep your mobile phone with you at all times (but note there are areas of the building where reception is poor).
- e) Check you have access to a telephone if you are not working at your regular desk.
- f) Only give access to others if you are sure that you know who they are.
- g) Ensure you can get out quickly if necessary: check means of escape from the building in an emergency, e.g. fire doors.
- h) Think about how you will get to and from home safely (e.g. a taxi).
- i) Make sure you know what the fire alarm sounds like and what to do if you hear it.
- j) Make sure someone knows where you are/arrange for someone to ring you at a pre-determined time to check that you are all right.
- k) Keep the telephone numbers listed below in easy access.
- l) Keep valuables – handbags, cases, equipment etc. out of sight.
- m) If you feel threatened or are concerned for your safety, phone University Security Services. In an emergency phone the Police

Please note that we do not offer any kind of porter or reception service outside of Library opening hours, and staff should not be on site unless it is absolutely essential, to avoid Security Service call-outs. Staff who enter the buildings outside normal working hours must ensure that the building is entered and exited with care, and should make sure that any communal areas are left neat and tidy. Any property left overnight is done so at the owner's own risk.

If you have any concerns regarding working outside of office hours, please raise these with your Line Manager at the earliest opportunity. A detailed risk assessment can be arranged if required.

See also: <http://www.admin.ox.ac.uk/safety/policy-statements/s5-08/#d.en.21010>

CLV 22 May 2023

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Lone Worker Guidance

Telephone numbers to keep on display

University Security Services

Emergency	(2)89999
General Enquiries	(2)72944
Security Centre Manager	(2)72947
Crime Prevention & Reduction Advisor	(2)72942
E-Mail: Security.Control@admin.ox.ac.uk	

Thames Valley Police

Emergency	(9)999
General Enquiries	(9)101

IF YOU HAVE A CHORUS TELEPHONE, IT WILL NOT WORK IN A POWER CUT; PLEASE EITHER USE YOUR MOBILE PHONE OR THE ANALOGUE TELEPHONE AT THE MAIN RECEPTION DESK

From a mobile phone, dial 01865 before dialling the full number above, including the '(2)'.

During building opening hours

St Cross Building Reception	(2)71481
FM Helpdesk	(2)70087
Manor Road Building Reception	(2)81160