**Out of Office Hours Procedures**

**Updated June 2019**

**Introduction**

This procedure applies to all staff and tenants working in Holyoake House outside the normal opening hours.

**Procedure**

Holyoake House is open from 7.30 am to 7.00 pm Monday to Friday. The building will be locked and secured Monday to Friday at 7.30pm and 4.00pm on Saturdays by Kingdom Security. If you require to work outside these hours then you should notify the Facilities/Health and Safety Manager giving at least 48 hours notice on 0161 214 1750 or 07852 914327 so that alternative arrangements can be made. Failure to do this **may result in you being locked** in the building.

**Weekday Late Working**

* If it is necessary to work later than 7.00 pm then you **must** notify Reception on 0161 214 1750. Reception is only manned between the hours of 7.30am and 5.00pm. In the absence of reception being closed then you should notify the Facilities/Health and Safety Manager direct on 07852 914327.
* On leaving the building you are **required** to notify Kingdom Security on 01744 694608, 0141 643 2511 or 07590 486387 (you can contact Kingdom Security by using the Reception Phone and just press security without having to dial out)
* When you exit the front door please check the door has closed securely behind you and that you cannot re-enter the building
* Kingdom Security will then arrange for the building to be checked and securely locked after your departure

**Weekend Working**

* Holyoake House is not open at weekend. However, if you need to work weekends then you must notify the Facilities/Health and Safety Manager at Co-operatives UK on 0161 214 1781 or 07852 914327 who will make arrangements with Kingdom Security on your behalf
* You will be required to go to Holyoake House Reception on Friday afternoon to sign for a front door key which **must** be returned on Monday morning.
* The cost of working on Sunday’s is £90 plus VAT, however if there are a number of tenants working on a Sunday the cost of this will be shared.

Please note the following:

* **Front door to be kept closed at all times and not be wedged open**
* If the electronic door fails please use the door on the right hand side of you as you enter the building with the key provided.
* If the fire alarm goes off you must evacuate the building and report to your assembly point Sadlers Yard and contact Kingdom Security on 01744 694608 or 0141 643 2511 or 07590 486387 to attend site and then wait until it safe to return back to the building
* It is the policy of Co-operatives UK that all of our workplace is smoke-free – can you please ensure that anybody going out for a cigarette **Do not smoke** immediately outside the building which includes the entrance into Holyoake House, as any smoke filtering into the lobby can set the fire alarm off and in the event this should occur would result in an emergency call out to Manchester Fire Services and we would incur costs.
* All doors to be closed and any equipment used switched off
* On leaving the building you must notify Kingdom Security so they can secure the building.
* Key holders should also, in the interests of Health and Safety, notify Reception or the Facilities/Health and Safety Manager that they will be working at the weekend and also let Kingdom Security know when they are leaving the building.

Policy Owner

The current owner of this procedure document is Kika Strong Facilities/Health and Safety Manager who is responsible for reviewing the procedure at least every two years from date of last approved version.

### Version Control

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