

ESE access times and out-of-hours permission

Access times to ESE buildings, office spaces, lecture halls and general areas are between 7 am and midnight. Access to higher-risk areas of the department, such as laboratories and workshops, is between 7 am to 7 pm. It is departmental policy that access outside these hours is avoided wherever possible. If you need to access the department outside the normal operating hours, it is necessary to apply for out-of-hours permission. The kinds of permission required are described below:

Office access times



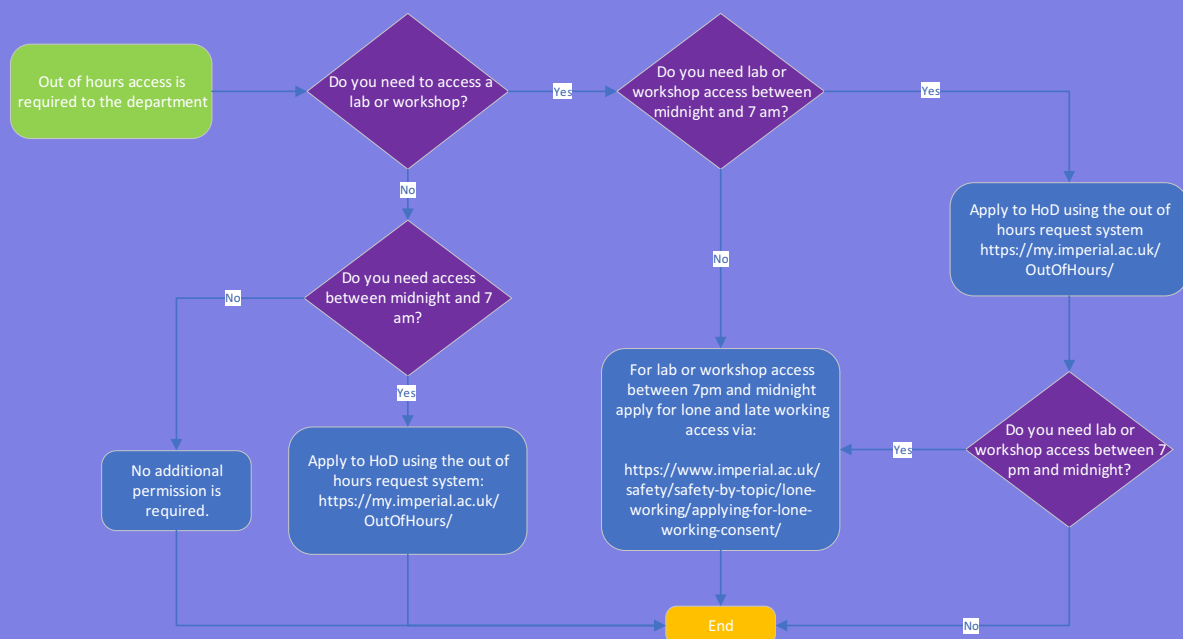
Laboratory and workshop access times



- No additional permission required
- Lone and late working permission required
- Permission required from Head of Department

Process for applying for out-of-hours access

If you require out of hours access, you will need to apply through the [lone and late working portal](#) or the [out of hours portal](#) depending on the access times required. Use the flow diagram below to determine which permissions are required. Any questions, please contact the [departmental safety officer](#).



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How long will approval take?

Approval is a manual process and may vary depending on the availability of the head of department (HoD) and the departmental safety officer ([DSO](#)). It is recommended that you apply for access at least five working days before it is required.

How will I know if my access has been approved?

You will receive an automated email confirming that you have the required late access permission.

Will my CID card access permissions be updated?

Once access has been approved, the card office will need to update your CID/security card. This will provide access to the College and, where necessary, laboratories and workshops.

When applying for access between midnight and 7 am, the online process will automatically update the permissions on your CID card. When you receive approval for access between midnight and 7 am, this will also confirm that your CID card will open the main College doors and any relevant laboratory or workshop doors.

When applying for access between 7 pm and midnight, your CID/security card will not be automatically updated. In this situation, the [DSO](#) will request the card access be updated by the card office. The [DSO](#) will confirm when this has been done by email. To assist in this process, email your CID number and the room numbers you require late access to.

Can I request group late access for multiple individuals?

Yes. Contact the [DSO](#) with details of the access required. Please ensure you apply at least five working days prior to the required access. The [DSO](#) will confirm once approval has been provided and the relevant CID card permissions have been updated.

How long will my late access permission be active?

All late access permissions allow 12 months of late access to the department. At the end of this period, you will need to re-apply. If you are unsure when your late access permission expires, contact the [DSO](#).