



## Health & Safety Restricted Areas Policy

<i>Version</i>	3.0
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<i>Review date</i> <sup>1</sup>	September 2026
<i>Authorised signature</i>	Sean Hughes, Health & Safety Manager

<sup>1</sup> or earlier if change in legislation or on risk assessment

### Amendment Control

Version	Date	Amendments
1.0	Aug 2015	
2.0	Aug 2018	Review
3.0	Sept 2023	Review

Health & Safety Office  
Finance & Operations

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## Restricted areas

Access to the following areas is restricted:

- rooms or areas accommodating plant
- mains electrical switchgear
- lift machinery
- heating and ventilation equipment
- central heating boilers
- confined spaces
- roof areas
- IT server rooms
- certain other areas such as containment from asbestos or other hazardous atmospheres, areas with radiation sources etc.

Only authorised members of staff and contractors are permitted to enter such rooms.

## Contracted work

Any contracted work in these areas must be controlled under permits to work/access and these will be completed by the school, service or Property & Facilities dependent on who controls the area or risk associated with it.

Access to these areas is controlled mainly via Property & Facilities and they will provide the necessary permits and controlled access keys via security on site.

Where it is managed by a school or other service, they will provide the necessary paperwork, authorisation, and access.

Only competent contractors who have been inducted and signed the [Control of Contractor Code of Practice](#) will be able to access these areas to carry out any necessary works.