

Imperial College London has various hazardous and sensitive areas. Controlling access to these is extremely important. A simple colour coding system operates within the College identifying 3 different types of areas. These areas are labelled through small signs placed above door handles.

Information on these signs and what these mean to you as maintenance operatives, or contractors, are described in this leaflet.

Low risk areas are not colour coded however any other signage must always be obeyed.

## Imperial College London

This is one in a series of leaflets on Access Control aimed at different sectors in the College.

Leaflets available include information for:

***Security personnel***  
***Cleaners***  
***Cleaning Supervisors***  
***ICT staff and their contractors***

Further information is also available online at [www3.imperial.ac.uk/safety/guidanceandadvice/accesscontrol](http://www3.imperial.ac.uk/safety/guidanceandadvice/accesscontrol) or by contacting your DSO/FSM or the Safety Department

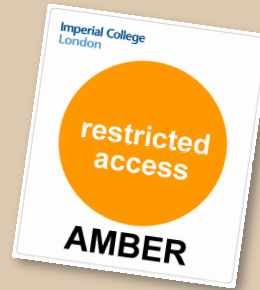
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Safety Department, South Kensington Campus, Exhibition Road  
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Imperial College  
London

## ACCESS CONTROL

### INFORMATION FOR MAINTENANCE STAFF AND CONTRACTORS





Areas with  
no colour  
code

## Where will you see these signs?

On doors to very dangerous or highly secure areas.

On doors to dangerous or highly secure areas such as plant rooms.

On doors to dangerous or secure areas such as laboratories.

Offices and corridors are not usually colour coded as they present little risk.

## What do these signs mean to you?

### **Routine Access**

No access is permitted under any circumstances without being accompanied by the person responsible for the area. No work can be carried out without a written Permit-to-Work.

### **Emergency Access**

No access under any circumstances except when accompanied by the person responsible for the area. Protocols for dealing with emergencies must be in place and these held by the person responsible, as well as with Security.

### **Routine Access**

No access is permitted under any circumstances except by specifically authorised and trained maintenance staff. A written Permit-to-Work is required for any work being carried out by contractors or those other than authorised staff.

### **Emergency Access**

Access for specifically authorised and trained maintenance staff is permitted in an emergency e.g. flood.

### **Routine Access**

Access should be avoided unless absolutely necessary. No work can be carried out without a written Permit.

### **Emergency Access**

Access is permitted for emergencies such as service leaks subject to basic precautions.

There are no specific restrictions on access to these areas for those authorised to enter the building.

Maintenance work in these areas is covered by job tickets and where necessary by Permit-to-Work.