

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 4 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 members of the College's security teams 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:

***Maintenance staff and their
contractors***

***ICT staff and their contractors
Cleaners***

Cleaning Supervisors

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

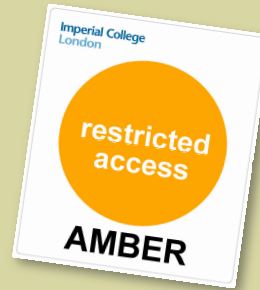
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T: 020 7594 9423 F: 020 7594 9424
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Imperial College
London

ACCESS CONTROL

INFORMATION FOR SECURITY PERSONNEL





Areas with
no colour
code

Where will you see these signs?

On doors to very dangerous or highly secure areas. Examples of such areas include Containment Level 3 labs, CBS holding rooms and Irradiators.

On doors to dangerous or highly secure areas such as Containment Level 3 suite corridors and CBS corridors and offices.

On doors to dangerous or secure areas such as laboratories.

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

What do these signs mean to you?

Routine Access

No access is permitted under any circumstances (even in an emergency) without being accompanied by the person responsible for the area.

Emergency Access

There is no access for security staff under any circumstances except when accompanied by a person responsible for the area. Protocols for dealing with emergencies are in place and these are held by the person responsible and Security.

Routine Access

No access is permitted under normal circumstances without being accompanied by an authorised person.

Emergency Access

Access for specifically authorised and trained Security staff is permitted in an emergency e.g. alarm, medical emergency etc. Protocols for entry into these areas will be in place and held by Security.

Routine Access

No routine access is required and should be avoided unless absolutely necessary.

Emergency Access

Access is permitted for emergencies but where possible authorised personnel should be contacted instead in order to provide assistance.

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.