

Undergraduate Fine Art students are allowed access to work in the studios from 8am – 9pm weekdays, and 9am – 6pm at weekends. Students should not work on their own out of hours. The following should be read with regard to the use of swipe cards and not tampering with doors.

OUT OF HOURS ACCESS REGULATIONS

By adding your name to the **OUT OF HOURS ACCESS** list you are confirming that you have read and understood the guidelines below and agree to abide by them.

- Students working late (or on weekends) must have their smartcards (and any relevant I licence) on them to enable University Security personnel to establish that they are authorised to be in the building.
- You will only access the department on the days and times allocated to your Year group or if you have special permission (supported by a licence) for extra hours access.
- Students must be registered on the **Safezone** app - www.safezoneapp.com - to contact security staff in an emergency and give their location.
- On weekdays, if you have late night access for your year group you *must* leave the building by **9pm** and will not be able to re-enter the building through the secure doors till the following allocated access time for your Year group.
- On weekend days undergraduate students without late night access must leave the building by **6.00pm** and will not be able to re-enter the building through the secure doors till the following allocated access time for their Year group.
- Students must not interfere with the doors operated by the swipe card system in any way: e.g., forcing the doors open, wedging the doors open, attempt to use the emergency override. You must not provide admission for students in Year groups that are not timetabled to have late night or weekend access.
- Before working late, students must **inform a friend or family member** that they are working late and what time they will be leaving. When leaving the building, students must inform those people that they are leaving.
- If the fire alarms sound, all people must leave the building and assemble outside Northern Stage.
- It is very important that students follow the usual studio rules i.e., do not use aerosols inside, no hot plates, no naked flames, no power tools and all electrical equipment must be PAT tested before use, working at heights only after permission from a technician and no alcohol consumption.
- In the case of emergency students must contact security. Use the Safezone app (see above) or phone 0191 208 6817 or emergency services- 999. If students encounter anyone who they suspect should not be in the building; do not confront them; contact security.

The above rules have to be observed in addition to the standard health and safety regulations which apply at all times.

Regular ‘spot checks’, will take place and anyone failing to observe the rules for out of hours access will be regarded as a breach of health and safety policy and may well result in the privilege of late and weekend working being withdrawn and/or disciplinary action.