

**Fine Art: Code of Conduct for the King Edward VII Refurbished and circulation areas /Schedule of Additional Tasks: operational statement.**

**Operational guidelines for students and staff:**

*Code of Conduct for the use of King Edward VII (Fine Art) Building*

The newly refurbished studios and circulation areas in the *King Edward VII* (Fine Art) Building are now under day-to-day management by the School of Arts and Cultures. It is essential that we maintain high standards as we use these spaces, and that the public areas of the building are kept safe and looking smart and pristine. We must observe all health and safety regulations. This will ensure that the reputation of Fine Art is maintained within and beyond the University and that visitors, students and staff find the building in the pleasing condition we would wish.

Responsible treatment of the new areas will be enshrined in this *code of conduct* with which staff, students and visitors are expected to comply. Essentially, this means treating the building in a safe, responsible, professional and respectful way.

The most significant additions to Fine Art are a splendid suite of reception and circulation areas. These will be shared spaces, available to other users of the building including visitors to the Hatton Gallery. It is very important that these spaces are kept looking smart and pleasant. They must always be kept safe. There may be many opportunities to show work, including painting, video and sculpture, but this needs to happen in an organised and planned way and with clear lines of responsibility. All work exhibited must be signed off as suitable for public exhibition in these spaces. Everything must happen in full compliance with the University's Health and Safety Regulations. Mark "Burnie" Burns has been given responsibility to manage these new areas, along with the new Project spaces in the building. He will do this in liaison with the University Safety Office, Fine Art Department Safety Officer (Joe Sallis) and staff within the School.

In accepting the new areas, the School expects that all users of the building, students, staff and visitors will use the spaces with a high level of consideration, care and professionalism.

Rules governing particular spaces are set out below.

### **New Entrance Foyer (Atrium Space)**

This area is to be kept clear of all items unless these have been specifically and personally agreed between the student, Studio Technician and approved by the Head of Subject or their nominee. The University Safety Office must also be consulted in any doubtful cases.

**Drilling or changing the material fabric of the building is strictly forbidden.** Where there is any risk of marking the flooring, protection, for instance using spreader boards must be used. Please consult with Exhibition Technician.

Students must make a written application (Proposal Form) to mount/install their work in the area. This is to be approved by the Head of Subject or their nominee and Studio Technician before anything is installed. The Technician will supervise the installation and take down of any artwork. It is students' responsibility to ensure that it is maintained throughout in accordance with Health and Safety regulations. Students must maintain a clear route **at all times from both the stairs and lift to the main entrance doors.** In accordance with Safety Office guidelines: disabled access, main designated fire evacuation route. **Combustible materials should be kept to a minimum. Paper and cloth must be treated with a liquid fire retardant.**

Any event opening within the space **MUST** be approved by the Head of Fine Art. Generally, serving alcohol will not be allowed.

Any unauthorized items will be promptly removed and may be disposed of without notice!

**The School reserves the right to charge students for the restitution of any damage that is not corrected!**

### **'The Fishbowl' (F.A. Lecture Theatre area)**

This area is to be kept clear of all items unless these have been personally agreed between the student, Digital Media Technician and Studio Technician. In general, this space is not seen as an exhibition space, other than for the projection of video work.

**The Fishbowl can only be used purely as an AV exhibition space and may only be used between the hours 5pm-9pm. It is a main entrance and exit to Lecture Theatre and is in constant use by Fine Art and other departments within the university.**

Students are to discuss the ethical content of the video work with their academic tutor for approval (This is a public area, potentially offensive material may therefore not be shown). The students are required to submit a Proposal Form to Studio Technician and Digital Media Technician, prior to exhibiting their work in the area. Students must ensure that it is maintained throughout in accordance with Health and Safety regulations.

**The Fishbowl is a designated fire escape/evacuation route!**

Any unauthorized items will be removed and may be disposed of without notice!

**Drilling or changing the material fabric of the building is strictly forbidden.**

**The School reserves the right to charge students for the restitution of any damage that is not corrected!**

## **The Long Gallery**

The Long Gallery can be booked through the Studio Technician.

Students are to discuss the ethical content of the work with their academic tutor for approval (This is a public area, potentially offensive material may therefore not be shown). The students are required to submit a Proposal Form to Studio Technician, prior to exhibiting their work in the area.

Students must ensure that the gallery is maintained throughout in accordance with Health and Safety regulations. This is a main designated fire escape/evacuation route! A thoroughfare of a minimum of 1500mm wide must be maintained the length of the gallery for DDA purposes.

The area between the fire exit doors from the Hatton Gallery and the entrance to the stairwell must be kept clear of all obstructions and not used as an exhibition space.

Students are responsible for ensuring that the spaces are used in a proper and responsible way, returning the Long Gallery to the original condition, remove all fixings (nails screws, wall plugs), holes filled and painted back in, this is part of students professional practice. The space will be inspected after use to make sure necessary repairs have been undertaken.

Items, rubbish left over from opening events must be promptly removed!

**The School reserves the right to charge students for the restitution of any damage that is not corrected!**

## **Project Spaces/Bookable rooms, Life Room, 2.06 and TIC space**

Bookings for these spaces can be made for a maximum of one week through the Studio Technician. Students must make a written application using the proposal form prior to using the space. This is to be signed by the student and approved by their tutor or their nominee before anything is installed.

Students are responsible for ensuring that the spaces are used in a proper and responsible way, returning the space to the original condition, all screws & nails removed from walls, holes filled, and paint work touched back in, this is part of students professional practice. The space will be inspected after use to make sure necessary repairs have been undertaken and then signed off on the proposal form.

Health and Safety policy must be observed at all times!

Any unauthorized items will be removed and may be disposed of without notice!

**The School reserves the right to charge students for the restitution of any damage that is not corrected!**

### **Foyer/Link areas**

All must ensure that the link from the foyer and Hatton Gallery to the doors onto the new staircase must be kept clear of obstruction. The fire doors should be kept shut at all times and the vision panels in the doors must not be covered over.

### **New Circulation areas on Levels 2,3,4&5**

These areas are to be kept clear of all items unless these have been specifically agreed with Studio Technician, School Safety Officer (Joe Sallis) and the Head of Subject or his nominee.

These spaces can be used to exhibit certain types of work, typically wall mounted paintings, prints and photographs. The amount of work to be hung will be limited and dependent on Newcastle University Safety Office guidelines. The areas are managed by the Studio Technician and School Safety Officer, in consultation with Academic Tutors and Newcastle University Safety Office.

Any unauthorised items will be removed and may be disposed of without notice!

Health and Safety policy must be observed at all times!

### **Studios and the working environment**

**Students are responsible for keeping individual studio spaces and the project spaces in a clean, tidy and safe condition.** Sinks must be kept clean. When the plaster traps need cleaning (bad smell) please advise Nigel and ensure that a defect report has been raised. **Please be professional and considerate for others. Material storage must be kept to a minimum,** as must the storage of completed work.

Tools, personal belongings and valuables must not be left lying around as this creates a risk for everyone and may attract intruders.

Rubbish must be disposed of regularly using the recycling bins wherever possible. 'Land-fill' rubbish and materials should be disposed of in the skip.

**Fire doors, and other exit doors must be closed at all times.**

**Do not store any work, materials or furniture in the corridors, they are designated fire escape routes and will be skipped/disposed of immediately!**

**Do not leave loose cables or other trip hazards on the floor!**

**Do not store work or materials on top of lockers, this is a health and safety risk!**

**Do NOT use spray paint or latex within studio spaces, disciplinary action will be taken against you!**

Turps and other solvents must be stored safely in cabinets provided and disposed of in the recycling containers situated in the studios. Recycled turps will then be available at no cost.

## Appendix 1

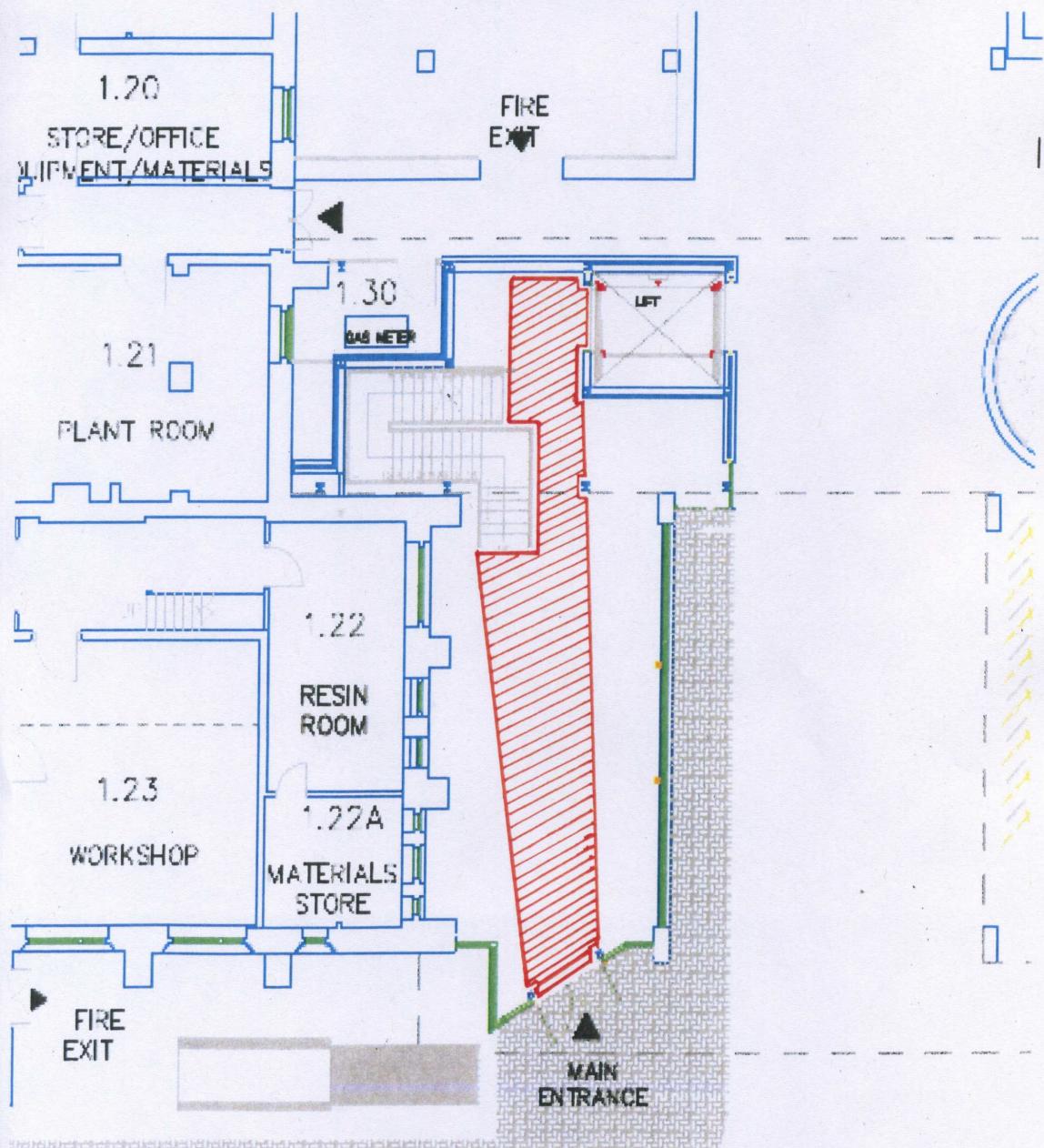
### **Health and Safety Guidelines for use of Long Gallery and Project Spaces**

The Long Gallery has been designated as a project space but users must respect that it is also a fire escape route and a public space, therefore they should adhere to the guidelines below.

- Under no circumstances should the corridor be blocked. It may be acceptable to leave a 1.5 meter passageway (**not zigzagged**) along the corridor but this may not always be the case. If in doubt see Joe Sallis (JS).
- All electrical installations should be checked as safe. Any portable items sourced outside the University **MUST be PAT tested** (Mick Hedley). In some cases wiring may need to be checked by a trained electrician, if in doubt see JS.
- Extension leads should not be “daisy chained” that is, one extension lead should not be plugged into another. A single lead of suitable length must be used.
- Electrical items must not over-load the circuit, if in doubt see JS
- All leads must be suitably fixed to the floor to prevent tripping hazards.
- There must be no tripping hazards at all along the spaces. If in doubt see JS.
- Vision Panels (the glass screens on the doors) must not be covered.
- No naked lights or pressurised containers may be used in the spaces. Combustible materials should be kept to a minimum. The Safety Officer (Joe Sallis) reserves the right to have items removed if they are deemed a fire hazard. If in doubt see JS.
- Under no circumstances should the emergency lights be covered.
- Under no circumstances should the fire doors into the Long Gallery be left open.
- Under no circumstances should the fire extinguisher be removed.
- Before the opening night of the work, the project should be checked by JS.
- The Safety officer reserves the right to intervene if there are any health and safety hazards.

JS/Nov 2012

## Main Entrance (Atrium)



### Concrete Slab design loading

WSP have confirmed that the design loading for the floor to the Entrance Foyer is 500kg/m sq. The design loading for the transfer slabs at Levels 3, 4 and 5 are also 500kg/m sq.

### Goods/Passenger Lift

As you know the Lift car maximum loading capacity is 2000kg or 26 people

### Flooring

The Bamboo floor manufacturer/supplier does not indicate any compressive strength for the material however should rubber wheeled trolleys or low level fork lifts be used then the floor surface would need to be protected with suitable spreader board(s).

