

Out of Hours Access – Rules & Expectations

By signing the late working list, you confirm that you've read and agree to follow these rules. They are in addition to standard health and safety policies.

Anyone failing to observe the below rules will be regarded as a breach of health and safety policy and further action will be taken. (This may result in the privilege of late and weekend working being withdrawn and/or disciplinary action.)

What You Must Do

- **Carry your University smartcard** at all times for ID checks.
- **Register and use the SafeZone app** (www.safezoneapp.com) to contact security and share your location in emergencies.
- **Inform a friend or family member** where you are and when you plan to leave. Let them know once you've left.
- **Leave the building by the finish time indicated below** unless notified otherwise

Fine Art Building Access Times

Day	Hours
Weekdays	Until 9pm
Weekends	9am to 6pm
Bank Holidays	As notified
Christmas, Easter & Summer break	Closed – exact dates will be advised

What's Not Allowed

- Tampering with swipe card doors (e.g. forcing, wedging, overriding).
- Working at height out of hours (technician approval during normal working hours).
- Using aerosols, hot plates, naked flames, sharp tools such as scalpels.
- Consumption of alcohol.
- Using untested electrical equipment (must be PAT tested).
- Leaving white spirits out overnight (store in yellow flammables cabinet after use).
- Family and friends are not permitted to accompany you into the building out of hours (unless they have out of hours working approval themselves)

In Case of Emergency

- Evacuate immediately if the fire alarm sounds. Assemble outside **Northern Stage**.
- Contact security via SafeZone or call **0191 208 6817**.
- For serious emergencies, dial **999**.
- If you see someone suspicious, do not confront—call security immediately.