

## Health & Safety Briefing for Student Out of Hours Use of Buildings at PARK CAMPUS

This only applies to the following locations

**TC006 (FILM STUDIO),**  
**Media Centre (all the rooms within this area)**

### CONTACT INFORMATION

#### The Park Security

- Ring on internal phone :ext 4402
- Call **07801 183 630**
- Email: [securitypark@glos.ac.uk](mailto:securitypark@glos.ac.uk)

#### School Contact

- Tim Sanderson
- 01242 715022
- [tsanderson@glos.ac.uk](mailto:tsanderson@glos.ac.uk)

### GENERAL BUILDING USE

- All students must register for an allocated workspace
- Students must have appropriate training and knowledge for the use of equipment/materials
- Any faults or breakages must be reported to Tim Sanderson as soon as possible after occurrence
- Doors must be kept shut at all times and **NEVER** propped open
- Students must ensure that all lights/equipment is switched off, all windows are closed and doors locked before leaving the area
- Toasters, microwaves and similar cooking devices are NOT permitted in student work areas
- Drinks (if permitted) must be in cups or containers with a close fitting lid and disposed of in a bin. Liquid waste should be poured down a sink before placing containers in a bin
- Students must not alter the layout of furniture or equipment in the room/s
- Students must keep the room and their work area clean and tidy
- Students must not climb on tables
- Smoking is NOT permitted within the buildings; please use the external University designated smoking areas

### SPECIFIC RULES FOR SPECIALIST ROOMS OR AREAS

- Students must not tamper with, open or close partitions in any room in the Media Centre.

## **SECURITY**

- All students must carry their student ID card at all times
- Do not let others into the building/s who are not in possession of a student or staff ID card
- No guests are permitted – only students with permission
- Any theft or suspicion of theft should be immediately reported to **campus security**
- If you see anything suspicious please contact campus security

## **FIRE/EMERGENCY**

- Student must familiarise themselves with fire exit routes from the rooms/areas where they are working and the building's external assembly point
- Students must not use alarmed fire exit doors except in an emergency

## **GENERAL PROCEDURES FOR STUDENTS ACCESSING BUILDINGS OUTSIDE OF NORMAL WORKING HOURS**

### **OUT OF HOURS**

#### **Out of Hours is defined as**

- **After 10pm until 8am Monday to Friday**
- **All weekend (Saturday & Sunday)**

## **OUT OF HOURS ACCESS**

- All students using a particular space must be signed up (in a formal register) and agreed to work in accordance with the contents of this document
- **All doors** (internal and external) must be kept shut and secure **AT ALL TIMES** (*students not adhering to this requirement will lose their swipe card access rights*)
- Only students on 'approved' lists supplied in advance to Security will be given access
- Students must notify Security by email **at least 12 hours** in advance of requiring out of hours access
- Students will be held accountable for the security of the facilities and their contents
- Students must be in possession of their University ID at all times
- Inform Security as soon as possible if an accident occurs or you see something suspicious

## **GENERAL**

- Leave the room clean and tidy and dispose of rubbish
- Do not use any equipment you have not been trained to use

## **GENERAL HOUSEKEEPING**

### **Security Contact Numbers**

- **FCH – 07736 692 087**
- **Oxstalls – 07793 245 017**
- **Park – 07801 183 630**
- **Control Room – 01242 714 402**

## **EMERGENCY PROCEDURES**

### **Fire/Emergency Action**

- Notices are prominently displayed throughout University buildings detailing what to do in the event of a fire or other emergency. Please read these, make yourself aware of emergency escape routes and the external assembly point
- If the fire alarm sounds you MUST evacuate the building and wait at the assembly point until Security have checked the building, identified the source of the alarm and dealt with it.
- If you know there is a 'real fire' in the building (flames or smoke), do not wait for Security to arrive but instead contact the Fire Brigade by dialling '999', giving the operator the location of the fire

### **First Aid**

- Security provide a basic level of first aid cover during out of hours times, however, if the situation is serious or life threatening, call 999 and request assistance. Always 'phone Security as well if an ambulance is called so that they can help guide them to the accident scene

### **Maintenance Issues**

- If you have an emergency problem out of hours, please contact campus Security on the numbers detailed above
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