

School of Arts

General Regulations for all bookable Rooms and Studios

All current Health and Safety (H & S) regulations, policies and guidance must be followed at all times. If you are unsure or concerned about any H & S issues contact a member of Staff.

No Smoking or naked flames (including candles) to be used in the building.

No electronic cigarettes or Vaping

No food or drink is to be taken into the bookable rooms / studios, with the exception of bottled water.

No animals are permitted in the building with the exception of Assistance Animals.

When working in shared areas please be considerate of other users, keep conversations to a minimum and mobile phones switched off or on silent. If you must take or receive a call please leave the room.

If you are working with sound please wear headphones and have the volume at a low level so you can hear the Fire Alarm or instructions from staff.

If working out of hours ensure you have the correct code or access privileges on your card. Do not let other people into a room which has a locked door.

It is not permitted to sleep in the Building.

If working out of hours please store the 24 hr security number on your phone:

01865 483060. This is also the number to ask for a First Aid help.

Call 999 in the case of an emergency Fire, Injury or the Police.

If you feel threatened or detect a Fire set off the Fire Alarm..

Please leave the room clean and tidy when leaving, remove any work you have produced and switch off any computer you have been using. Place any furniture moved back where you found it.

Failure to comply with these regulations, or missing and not cancelling unwanted bookings will result in your access privileges being withdrawn

Computer Suites Specific Regulations

- 1) **All General Regulations for all bookable Rooms and Studios as detailed above need to be respected .**
- 2) Do not leave any files on the computer desktop. You should save your work onto your own removable USB media, either a memory stick or a hard drive. You can temporarily save work to the desktop, but you must save it onto your own media, as we cannot guarantee that the files will remain on the desktop after you log out.
- 3) You are responsible for your own backups. You should keep all of your work on a USB memory stick or hard drive, and you should keep a separate copy of this as a backup. Losing files due to a computer crash, hard disk crash or memory stick crash are **not** valid mitigating circumstances (as you are responsible for backing up your own work, and so could have avoided the consequences).
- 4) You are **not** permitted to install **any** software on these computers. If you need a particular software package, then please ask your lecturer and we will consider your request.
- 5) You should log out of any websites such as Facebook or Spotify and also your email account before you leave the room. You should also log out of the computer in order to prevent unauthorized access to the University network. Leaving your computer /email logged in is a breach of data protection policy and will be taken very seriously.
- 6) The door **must not** be propped open unless there is a staff member in the room for a tutorial class. This is to prevent theft of the equipment.
- 7) Memory sticks and hard drives can be plugged into the computer USB ports, but you **must not** unplug anything to do this! There is 1 free USB slot on the back of the computers which you can use.
- 8) You are not permitted to remove any cables from the room. You can unplug the USB audio interfaces and the USB minikeyboards from the computers, to use with your own laptop if you wish but you **must** plug them back in to the main computer again when you are finished. (You must bring **your own small USB extension** cable to do this as the free ends of the installed cables are short).
- 9) Please keep the computer suites tidy, put your rubbish in the bin. This is a place to do work, not a social space or canteen: No food or drinks to be consumed in the room. Bottled water is allowed in all the computer suites.
- 10) Do not stand on the tables, or put your feet on the chairs.
- 11) **These are not a general IT room. These computers are specifically provided for the editing and composition of music, sound, video and Image creation** Priority

will be given to these tasks , so if you are writing essays or reports, this can be done on the other computers that the University provides for you.

12) There are certain times when this room is reserved for tutorial classes. You may be required to vacate the room at these times in order for classes to take place.

13) In Summary: Have respect and consideration for the facilities and the other users. No food or drink is to be taken into the area, with the exception of bottled water. Random checks will be carried out by staff to ensure that only authorised users are using the facilities and that the regulations are being adhered to. Anyone ignoring these rules will be asked to leave and may have access privileges removed.

G30 Lens base studio regulations

Only bottled water allowed in the studio

When working in the photo studio students must be aware of the risks of tripping on electric cables. Cable runs should be taped down.

Some lighting equipment can get very hot, please allow lights to cool down before moving them or putting them away.

Stack chairs properly, lift up arm rests and nest tables.

No smoke machines, flames or smoking allowed.

Please respect the paper photographic backgrounds, you will be charged for any damage or foot prints left on them.

This is a clean room, please do not make dust or use liquids. If you have any questions consult a member of the Technical Team.

Tidy up after you, return any equipment used.

All **General Regulations for all bookable Rooms and Studios** as detailed above need to be respected .

G45 The Arena

Always put Easels back in the cupboard

Sweep the floor

Follow all the main room regulations

