

**Manchester School of Art  
(Benzie, Chatham, Grosvenor)**

**Out of Hours Working Evening and Saturdays 2017/18**

In case of emergency contact **MMU Security 0161 247 1334/2222**

- i Anyone in any of the buildings must **sign in and out at Benzie reception** if they wish to carry on working from 5.00pm to 10.00pm (last entry 9.30pm) Monday to Thursday, and 5.00pm-8.00pm (last entry 7.30pm) Fridays, during term time. During vacation time the buildings are only open until 7.00pm Monday to Thursday, and 6.00pm Fridays. You must sign in with at least one other person, so that you are not working alone.
- ii Anyone working in the School of Art must comply with the following scheme outlined in iii - vii.
- iii If you are working in the School of Art Building, another person also working in this area must be aware of your presence and you must undertake jointly some responsibility for that other person's well being. You must arrive with at least one other student on Saturdays to gain access.
- iv This other person cannot be a member of the Campus Services staff. You are advised to work in groups where possible.
- v Groups of three or more are encouraged.
- vi You are not permitted to work alone in the School of Art. At the weekend to ensure this you must sign in and out to confirm occupancy of the building. The signing in book will help identify other students working in School of Art Building should your initial partner have to leave. In the evening Student Ambassadors will walk the building to check student numbers.
- vii Campus Services staff and MMU Security have a right to ask who your 'other person' is, and you should tell them. You also need to be carrying you ID with you and will not be allowed to enter the building without one on Saturday.

**Please observe the above signing in and out arrangements are compulsory as they are designed for your safety**

**Failure to observe them may result in disciplinary action and removal of access rights for everyone!**

## **SITE SAFETY AND USE OF MANCHESTER SCHOOL OF ART (BENZIE, CHATHAM, GROSVENOR) BUILDING**

- Access is via the Benzie reception, you must leave the building via this exit. **You are not permitted to use fire escapes, which are alarmed, to leave the building under normal circumstances.**
- All studios will be available to you and for media students the edit suites and scanning rooms. **(please note there are specific procedures for use of these rooms)** All other rooms are not accessible out of normal working hours. You are permitted use of all computers and printers outside normal working hours. **Unsupervised use of power tools is a high-risk activity and is prohibited.**
- Occupants must follow all safety procedures and lone worker policy as laid down by MMU and identified above.
- Fire Alarm – all magna locks will release. In the event of fire, please congregate in front of All Saints Park.
- ALARM ACTIVATIONS: occupants must evacuate the building immediately and go to the assembly point at All Saints Park. Security will inform you when it is safe to re-enter the building.
- If you are concerned about your safety whilst working late in the building please contact MMU Security on 0161 247 1334/2222. You will be issued with a card with this number on.
- Individuals will only be able to gain access via swipe card control points. Please note in the event of a swipe card not working, access will not be possible and the problem will need to be dealt with the next working day.
- MMU Security will have access to view the software recording individuals on site and will hold a copy of all authorisation forms.
- Reports collating usage of School of Art, recording any incidents of unauthorised access and illegitimate, unsupervised use of power tools, will be forwarded to Head of Department and The Dean on a monthly basis.