

**Manchester School of Art
(Benzie, Chatham, Grosvenor & Old Student Union)**

Term time out of Hours Protocol Evening and Saturdays 2018/19

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

- i Anyone in any of the buildings on a Saturday must **sign in and out at Benzie reception. Students working in the OSU must sign in the OSU studio.** A head count will be undertaken by TAs at 8.00pm and 9.30pm Monday to Thursday and at 7.30pm on a Friday when the buildings shut at 8.00pm term time only.
- 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 are strongly advised to work in groups where possible.
- vi At the weekend 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. In the evening the duty TAs will walk the buildings to check student numbers and monitor safe working practices
- vii Campus Services staff and MMU Security will ask you for your ID which you should 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, OSU) 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.

Manchester School of Art

Permission to work in Benzie, Chatham, Grosvenor Buildings outside normal working hours

Please complete in full giving as much detail as possible in each section

1. Name:

2. ID Card number:

3. Staff **Student**
Level

4. Course

5. Contact telephone number(s):
(Mobile number is required)

6. Activity (please refer to the attached risk assessment):

7. Location: **Benzie** **Chatham** **Grosvenor** **OSU**

Applicant signature

Date