



After Hours Access

Sydney College of the Arts Procedures and Policies 2005

1 Overview

This document sets out policy, procedures, and regulations regarding “unsupervised” after hours access and other after hours access to SCA facilities.

The procedures are intended to ensure,

- a. The security of occupants, buildings, and equipment
- b. The health, safety and well-being of occupants

Implementation: This policy has been developed as a set of procedures that will be reviewed and modified where necessary.

Coverage: The policies and procedures referred to in this document apply to second and third year BVA candidates only. Foundation students will not be granted after hours access.

After hours access is a CONCESSION, given on the proviso that the procedures and regulations outlined in this document are observed.

The Attendant in Charge or Studio Supervisor is authorised to refuse after hours access to any student in breach of these procedures.

2 Procedures

- Extended hours will be 5.00pm to 8.00pm Monday, Tuesday, and Wednesday
- Access will only be granted to the areas identified by Technical Staff as suitable for unsupervised activity
- Students are required to personally sign a register in their studio by 4.00pm on the day they are wishing to be granted access. By registering a student automatically agrees to abide by the terms and conditions set out in this policy
- To be eligible to put their name on the register students will first have to pass a competency/safety test designed and delivered by their technical supervisor
- For extended access to proceed in any studio there must be at least three names registered for that evening
- Technical Staff are responsible for advising campus services if late night access is proceeding in their studio that evening
- Students not registered for after hours access must vacate the studio by 5.00pm
- All staff and students (including postgraduate students) must be prepared to produce photo ID if requested
- Campus services, with the assistance of security, is responsible for ensuring only those UG students who were registered are present in studios
- It is each student’s responsibility to ensure the studio is left in a clean and tidy state
- Campus services will be responsible for the final lockup of the studio.

3 General Rules

- After hours access registration MUST be completed
- Do not work alone in a studio/workshop. There must be two people working in the area at any time
- Student ID must be carried at all times. University Security staff are authorised to remove any unauthorised persons from the studio or workshop
- Personal Protective Equipment (PPE) MUST be worn where appropriate or directed.
- Fully enclosed footwear MUST be worn at ALL times in studios and workshops
- Standard safety procedures are in place for many processes and MUST be followed
- Ventilation, extraction & or exhaust systems MUST be used at all times when carrying out any hazardous process
- Know the whereabouts of nearest exits, first aid kits, fire extinguishers/hoses, emergency buzzers, fire alarms and emergency contacts
- Report faulty equipment / accidents / incidents immediately to technical staff / lecturer
- Students are responsible for closing windows, turning off electrical equipment and lights and closing down areas according to local instructions.

Failure to comply with any of these procedures at all times WILL result in you being asked to leave the area. If you refuse to leave the studio or workshop area, University Security will be called to assist with your removal from the campus.

Approval Authority	Sydney College of the Arts Dean's Advisory Committee
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Consultation	Sydney College of the Arts Teaching and Learning Committee, Studio Coordinators, Student Administration, Studio and Technical supervisors, Facilities Manager