

# Facilities and Equipment Use Code of Conduct

## 1. Introduction

MAH has a variety of facilities and equipment that are available for students to use, many of which are open access whilst others require booking, but all of which can be used outside of timetabled sessions to complete any course related assignments. Access to equipment and facilities depends on which course students are enrolled on, not all facilities are available to all students. Staff are also able to use the facilities and equipment to assist in the delivery of their role. Equipment can be used on site or off the premises.

This guidance sets out the rules and procedures that students and staff must follow when using the facilities and equipment, and is in addition to the MAH Student Code of Conduct and MAH Lone Working Guidance.

All equipment and facilities requests are made through SiSo (<https://sussex.siso.co/>).

All users should keep a record of any bookings to ensure booking times are adhered to.

Confirmation emails are sent automatically when bookings are made.

## 2. Scope of this Guidance

This guidance covers all MAH facilities and equipment that is available for students and staff to use on site or off the premises. It sets out how facilities and equipment should be handled in order to ensure its safe operation.

## 3. Guidance Statement

We recognise the importance of ensuring the facilities and equipment are secure and protected from unauthorised or careless use. This guidance provides a code of conduct that must be adhered to in order to ensure that facilities and equipment are secure, cared for and available to authorised users for educational and operational purposes.

## 4. Responsibilities

This guidance applies to all MAH students and staff.

For specific information in relation to the loaning and use of equipment from MAH Stores please refer to the MAH Equipment Loans Guidance.

## 5. General Rules

### **ID and Access Cards**

All students and staff are issued with a University of Sussex ID & Library Card and MAH students who are enrolled on practice courses or modules, and staff, are also issued a separate Access Card.

The ID & Library Card acts as your identification and is also used to sign out loan equipment.

The Access Card will be programmed to allow you to gain access to Silverstone building and specific MAH facilities such as computer and edit labs.

ID and Access cards must only be used by the user they are issued to.

### **Fire Doors/Fire Extinguishers**

Fire doors are clearly marked and are located throughout the building, they must never be propped open and are to be kept closed at all times. Some fire doors are fitted with an automatic release and in the event that the fire alarm sounds these doors will close automatically.

Fire escape routes are clearly marked and there are posters visible throughout the building. Should the fire alarm sound you must leave the building immediately via the closest fire exit and go to the nearest assembly point. The fire alarm is tested weekly in Silverstone building on a Wednesday at 9.20am.

Fire extinguishers are located throughout the building, they must never be moved or tampered with. Only trained staff are permitted to operate a fire extinguisher.

## **6. Booking Facilities and Equipment**

For full details on how to book and loan equipment, please refer to the MAH Equipment Loans Guidance.

Bookings for facilities that include edit booths, the animation/compositing workstations, vocal booths, Foley studio and video/photographic studio are made through SiSo (<https://sussex.siso.co/>). The maximum booking duration varies depending on which course you are enrolled on, for full details please refer to the specific facilities booking page on SiSo.

Students and staff may only make bookings in their own name, however, multiple students can work on a session together provided the student who makes the booking is present at all times. The named student or member of staff is responsible for ensuring that the rules are adhered to.

## **7. Use of Facilities and Equipment**

All users must follow these rules when using the MAH facilities and equipment:

- No food or drink is to be consumed in the facilities.
- Booking start and end times should be strictly adhered to.
- Ensure the facility is clean and tidy at the end of the session, dispose of any waste and return any equipment or furniture to where you found it.
- Back up your work regularly.
- MAH staff can take no responsibility for any personal items or work left behind.
- Equipment must not be damaged, tampered with or moved from its allocated room, this includes furniture, cables and accessories.
- Secure any trailing cables that could become a trip hazard.
- Ensure doors are properly closed if you leave the facility unattended and at the end of the session.
- Guests are only permitted to access facilities alongside the person named on the booking if they are assisting with the production of work for educational and operational purposes only and should not be left unattended.