

# NATIONAL ART SCHOOL

## After Hours Studio Access Guidelines

Students are permitted limited access to individual studios and studio workshop areas 'after hours' including evenings, weekends and non-teaching periods throughout the academic year. *Particular conditions apply to this access.*

Students accessing buildings and studio areas during these unsupervised hours are required to:

- Adhere with all conditions of use and access related to the work area and access period
- Sign in and sign out of campus when working on weekends or in non-teaching periods
- Comply with directions issued by security and services staff
- Carry their NAS student ID card with them at all times and present to security and services staff upon request.

*Failure to comply with conditions of After Hours Studio Access may result in the withdrawal of After Hours access privileges.*

## STUDIO ACCESS TIMES

Studio facilities are generally accessible during throughout the academic year during the following hours:

Mon-Fri: 8:00 am – 9:00 pm

Saturday: 9:00 am – 4:30pm

Sundays (semester 2 only): 9:00 am – 4:30pm

Public Holidays: Closed

*Please Note:*

- *Campus opening hours may vary during non-teaching periods.*
- *All studio and workshop areas must be vacated by scheduled closing time – alarms are activated in all buildings at closing time*
- *Weekday morning access (till 9:30 AM) may occasionally be impacted by maintenance works – thank you for your understanding and cooperation with this.*

## GENERAL CONDITIONS OF AFTER HOURS ACCESS

- After Hours access may be limited due to use of studios and studio workshops for short courses or maintenance works which are often scheduled for non-teaching periods.
- The Summer break does not fall within the academic year – prior approval is required for access during this period
- For safety and security reasons any unattended studio buildings or work areas may be locked by security and services staff during campus opening hours
- Students are not permitted to use materials or tools that have been identified as restricted for use only under staff supervision

## **ACCESS TO STUDIO SPACES AND STUDIO WORKSTATIONS**

These areas include both individually allocated and shared studios and workstations, for example MFA or third year studio spaces, second year shared studio workstations etc.

Students are permitted access to allocated individual studio spaces or studio work after hours to work independently.

## **ACCESS TO STUDIO WORKSHOP / SPECIALISED STUDIO AREAS**

These areas include departmental studio workshop facilities such as print workshops, darkrooms, lighting studio, Ceramics wheel room, kiln shed and glaze lab etc. that have been approved for access by the relevant department.

Students are permitted access to approved studio workshop areas during unsupervised campus opening hours with the addition of the following conditions:

- Students are only permitted access to studio workshop areas within their area of study and/or year level as approved / specified by the relevant department.
- After Hours Access to many of these areas requires specific induction and booking systems may be in place – please seek more specific guidance from teaching staff and/or studio technicians in your department.
- **Students are not permitted to work alone in studio workshop areas** – students must be accompanied by a staff member or eligible student, not simply a visitor.
- Students are not permitted to use of materials or tools that have been identified as being restricted for use only under supervision.

## **ACCESS TO DRAWING STUDIOS AND PROJECT SPACES**

Students are permitted access to Drawing studios and Project Spaces during unsupervised campus opening hours subject to an approved booking and the following conditions:

- **Students are not permitted to work alone in drawing Studios and Project spaces** – students must be accompanied by a staff member or eligible student, not simply a visitor.
- Students are not permitted to use of materials or tools that have been identified as being for use only under supervision.

## **ACCESS TO CENTRAL WORKSHOP**

The Central Workshop is not accessible after hours.

## **ACCESS TO DIGITAL LAB**

The Digital Lab is not accessible after hours.

## AFTER HOURS STUDIO/WORKSHOP ACCESS SUMMARY

Area Type	Evenings	Weekends	Non-Teaching Periods
Individual Studio Spaces / Workstations	Normal Access	Normal Access Sign in / Sign Out	Normal Access Sign in / Sign Out
Approved Studio Workshop areas	No Working Alone	No Working Alone Sign in / Sign Out	No Working Alone Sign in / Sign Out
Drawing Studios and Project spaces	With approved booking	With approved booking	With approved booking

## SIGN IN / SIGN OUT PROCEDURE

All students accessing studio facilities on weekends and in designated non-teaching periods are required to sign in upon arrival and to sign out upon departure.

Sign In and Sign Out using *Sine* system located at the Security Desk.

## PERSONAL SAFETY

Emergencies can occur at any time for a variety of reasons. Be prepared to respond independently, particularly if working after hours.

- If you're feeling unsafe on campus or concerned for the safety of others, call Campus Security Services on: 0434 565 275
- If you have a medical condition or disability that could impact on your health or safety on campus, please disclose this confidentially to relevant staff.

## EMERGENCY PROCEDURES

In some situations, you may be required to evacuate. All staff, students and visitors are required to respond to emergency alarms and follow instructions of Security Staff, Fire Wardens etc..

1. Check for any sign of immediate danger
2. Shut down equipment/processes that cannot be left unattended
3. Locate your closest exit
4. Follow exit signs to find your way out of the building (do not use lifts)
5. Go to the assembly area

## MEDICAL EMERGENCIES

If a person is seriously ill or injured don't hesitate to call triple zero (000) and ask for an ambulance.

1. Call triple zero (000) and ask for an ambulance (and/or)
2. Contact Campus Security Services on 0434 565 275

Please note that our **Campus Security Team** are the primary point of contact at NAS in all emergencies after hours. **Mobile: 0434 565 275**