

Arts, Creative Industries and Education (ACE)

# MEDIA CENTRE

# Handbook

## 2014-15

- *Rules*
- *Code of Practice*
- *Safety*
- *Information*

**Online Booking:**

<https://connect2.uwe.ac.uk/Connect2-SCA-AV>

# Welcome to the Media Centre

Our facilities are used by all students based at Bower Ashton & Spike Island.

Some of the more specialist facilities are reserved for students enrolled on particular programmes of study.

We want your time with us to be productive, fun, and above all safe from injury or mishap.

Faculty staff have a responsibility to ensure the equipment & facilities you use are safe to do so, and that they continue to be so.

In turn you have a responsibility to use our facilities in a manner which will not compromise safety, nor have a detrimental effect on the equipment - we have a limited budget for repairs so it is important to avoid damage.

Some of our equipment and facilities have the potential to cause damage to health if used incorrectly so please read this document, observe the code of practice, and safety procedures outlined within.

By following these instructions everyone can be assured of working within an environment where risks are minimised, and where equipment and facilities continue to be available to all users for now, and in the future.

Although this document was written with student project work in mind, many of the health and safety topics are common sense and can be applied to any area - home, work, and social activities!.

We also outline the students' responsibility in the event of damage to, or loss of faculty equipment.

*Dick Allen*

*Technical Resource Manager*

*(Animation, Broadcast Journalism, Digital Media, Drama & Performance, Photography)*

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# ***RULES REGULATIONS AND SAFE PRACTICE***

## ***Who can use the equipment?***

Media resources may be loaned to Faculty enrolled students on courses based at Bower Ashton and its satellite sites.

**Media centre equipment may only be used by authorised students at the faculty in whose name it is booked and MUST NEVER be loaned or hired to a third party, even to another student.**

## ***What equipment can I use?***

Access to the Faculty technical resources is determined through Academic Programme Leaders and Faculty Resource Management in relation to academic needs. Access to these resources is only permitted within the teaching block calendar of your course.

### ***Media Induction***

Before you can use any Media Centre resources, you are required to attend a *Media Induction Session* held at the beginning of the academic year where you will be issued a *Responsibility Agreement Form*.

This must be fully completed, signed and must be returned to Media Reception (room OD32) *before* you will be allowed to use the resources. Signing this form is your undertaking to agree and abide by the rules, regulations and terms of access laid out in this document. Information you provide on the form will be data input into our computer booking system.

### ***Technical Training – Workshops***

You must complete technical training in the operation of specific equipment and resources *before* you will be allowed to use them. Formal technical workshops are delivered by Media Centre technical staff.

The purpose of the training is to help you become competent in the use the equipment and to show you how to operate the particular item(s) of equipment safely. This training is organised through technical workshops booked by your course tutors. Relevant health and safety issues are covered by technical staff in each workshop.

Workshops are delivered in a progressive structure from basic user skills up to advanced and specialist/professional craft techniques. Course needs and the skills levels required of your particular course will determine the level you need to achieve in order to be able generate and produce relevant media content.

Workshop sessions are closely linked to the academic programme and are *requested and booked by academic staff* as part of the modular teaching programme.

The Media Centre does not arrange workshops for individual students. Your course tutors will guide you on your particular course requirements.

Please consult your tutor about your intended practical objectives, particularly if they are of an individual nature and they should be able to book relevant technical workshops on your behalf.

Media Centre technical staff are generally available to provide ongoing support and advice. You are welcome to consult them on any technical matters at any time throughout the academic year.

## ***HOW DO I USE THE EQUIPMENT SAFELY?***

Safe working practice is covered in detail within technical instruction delivered by Media Centre staff, for both the safe use of technical resources you work with and the safety of the situations in which they are used. **It is important that you take proper notice of the safety matters covered in technical workshops and in the advice that technical and academic staff provide.**

### ***Responsibility***

**Students and staff using media resources on and off campus must undertake to do so with careful regard to the safety of themselves and others.**

**All students and staff** are subject to the Health and Safety at Work Act 1974, which states that it is **the responsibility of each individual** to take any steps necessary to protect his or her own safety and the safety of others.

Any individual who is in charge of production work must take the responsibility **to assess the hazards and risks** that are inherent in any activity in which they and others are involved by means of **completing a Risk Assessment.**

**Hazards** are anything that could be potentially dangerous; something that could cause harm or injury.

**Risks** are the chances of something adverse happening as a result of the hazard being there.

So for example, if the hazard is *ice on the pavement*, the risk would be the possibility of *injury due to slipping and falling*. It is your responsibility to identify any potential hazards that may be present and to minimise the risks or the chances or likelihood of anything adverse happening.

It is obviously best to avoid hazards altogether, but if this is not possible, you must make sure there are adequate **Control Measures** put in place to minimise the risks associated with them.

Once potential hazards have been identified, the individual must take appropriate responsible action to minimise risks to themselves, those they are working with and anyone else who may be affected by the activities.

**REMEMBER! Your personal liability is dependent on your responsible actions. Failing to take due responsibility in this respect is a criminal offence and can lead to prosecution.**

**IMPORTANT: Your Course Tutors are responsible for setting student assignments and they have the final word of approval for any proposed activity you undertake as part of your course. Their approval is required in every case, and without this, access to media resources will be denied.**

### ***Overview of Risk Assessments***

The Media Centre provides a **Risk Assessment Form** available from Media Reception – room OD32. It is designed to help students make detailed and methodical assessments of any hazards and risks that they may encounter when working with media resources both on campus and on location.

**This form must be fully completed and signed by you as the person responsible for conducting activities and approved by and signed by a relevant member of academic staff (Module Leader or Course Tutor). Your completed Risk Assessment must be presented at Media Reception before equipment can be issued.**

Your Tutor has a responsibility to make sure your planned activities are approved as being safe. They can only respond to the information you give them, so you must include full details of your planned activity. **Remember, you may be held personally liable for adverse consequences of any unauthorised activity.**

Risk assessment is about identifying the hazards and measuring the **risk level** of these hazards in terms of the **likelihood** (the chances of them affecting anyone) and their **severity** (how harmful they would be if they did). These levels of risk are measured using the terms: Low (L) where no action is necessary, Medium (M) where preventative control measures are required and High (H) where immediate action is necessary

The point of assessment is to determine **what you will do** to minimise potential risks. These actions are called **control measures**. Once in place, the control measures should reduce the likelihood of the risks occurring and the severity if they do. **Being responsible for the activities you instigate, you must ensure these control measures are monitored and maintained at all times the activities are taking place.**

In order to fill out the Risk Assessment Form, the locations where you are working must be clearly listed. **You must ensure that you have the permission of the property owner to work there. This includes outdoor**

**locations. If in doubt, consult your tutor.** The planned activities must be described in detail as well as the persons involved and the persons at risk.

Note: A separate risk assessment form is used for work that takes place in the Media Centre TV Studio. This is also available from Media Reception, room OD32.

### **Accidents**

**Any accident**, near miss or dangerous occurrence, whether injuries are sustained or not, **must be reported**. This is a statutory requirement under RIDDOR 1995 (Reporting of Injuries Disease and Dangerous Occurrences Regulations).

**An Accident Report must be completed as soon as possible after the incident.**

The University has launched a new on-line accident reporting process. The form is online, making it quick and easier to report accidents.

You can access the form by going to the University intranet. Click on Services A-H, click on Health and Safety, then Accidents and New Accident Report Form.

In all cases please report it to your Tutor-in-charge.

If the incident occurred in the Media Centre, let someone at Media Centre Reception know as soon as possible. Please then complete the online report.

**The person who completed the original risk assessment of the activity in which an accident occurs is responsible for reporting it. It is also their responsibility to make all persons involved on a production aware of the reporting procedure.**

## **PRINCIPAL CAUSES OF ACCIDENTS**

**Accidents happen most often for the simplest of reasons:**

**Last minute changes**

**Not planning enough time to complete the task**

**Miscommunication between those involved in the activity**

**THINK BEFORE YOU SHOOT!**

# **HOW DO I BOOK EQUIPMENT?**

## ***Booking procedure***

The Media Centre operates an on-line booking system called Connect2. This can be accessed at:

<https://connect2.uwe.ac.uk/connect2-sca-av> (Keep this url handy)  
or Google UWE Connect2 (it is at the top of the search)

## ***Getting started***

You will need your UWE user name and password to log on and use connect2.

- The log-on option is located on the top left of the front page
- The start page gives you basic Media Centre information and logging in prompts
- The home page gives you details of any bookings you have made, but
- The create booking option is where you go to enter in your booking requirements
- For all location portable equipment such as cameras, sound recording gear, lights etc. use the media centre equipment wizard
- For facilities; editing, audio rooms, studios use the media facilities wizard

You will only be able to book items that are in blue text, items in grey text mean that you haven't been given permission to use these items yet, and you'll need to do the appropriate workshop to do so.

## ***Booking equipment***

Click on the item you wish to borrow and it will appear at the bottom of the page under selected resources.

You may be able to borrow more than one of a particular item, the system will prompt you if you are not, but you can add each item that you wish to use; e.g. camera, tripod, sound recorder and then click 'next' when you have created your selection.

The next page is where you select the time and date for when you want to borrow the equipment. If you have selected more than one item click the check box 'show availability for all resources'.

The calendar automatically starts with the day's date, so find the day you wish to start and collect your booking by using the next page options to the top right of the calendar.

Days are divided into half hour segments, so if you want to start your loan and collect at 11 am, click on that time on the day you wish to take the items.



You will automatically be offered a half hour loan period. You will need to extend this period, based on your requirements up to a maximum of 5 days. Remember to use 24 hr times!

**Please do not book equipment for any longer than you actually need to use it. Remember that others will want to share use of these resources which are of no use to anyone if they are left sitting idle. They also need to be kept safe at all times under your charge, so do not put them at risk in this way. It is good practice to plan your activities efficiently. If you had to pay for an external hire for example, this could add up to considerable extra cost.**

When you are happy with your booking in and out times click 'next' which will take you to the terms and conditions page; you will not be able to proceed until you agree to the terms and conditions!

Clicking 'next' again will show you a summary of your booking, but it won't be fully booked until you click submit, when the booking will be given a reference number. An email will be sent to your uwe.ac.uk account with a summary of your booking.

Please remember to turn up within 1 hour of your booking starting time or the booking will be cancelled and the equipment will become available for others to use.

Some students may want to have equipment for longer periods, in which case create your booking for the standard three days and then come in and see Nick McLeod at Media Reception. You may need authorisation from your tutor to make a booking extension.

Bookings are not normally made at Media Reception, but if you experience problems with Connect2, you can ask Nick for help, but please be aware you may have to join a queue!

### ***Booking facilities***

This is similar to booking equipment however you can only book in 3 hour sessions. Days are divided into morning afternoon and evening sessions:

9.30-12.30

1.30-4.30 (except Fridays when the centre closes at 4pm)

4.30 – 8.30pm

You will need to book each session individually, in separate bookings. You can book a maximum of 3 sessions a day and 9 sessions a week.

The system doesn't show or book lunchtimes, but if you have booked the morning session you are welcome to stay until 1.30 when the next booking begins. Again, the evening session shows it finishes at 7.30, but you may work till 8.30 if you have booked the evening session.

Please remember that if you do not turn up within half an hour of the session starting you will lose your workstation or room/studio and it will become available to others to use on a first come first served basis.

Media Reception is located in OD32, any problems getting started with connect2 please do come and ask!

### ***Faulty equipment***

The Media Centre takes great care to fully maintain its resources and does not supply incomplete or faulty equipment.

However, you are strongly advised to check that all loan equipment is in good working order *before* you take it away. It is your responsibility once it leaves reception.

When you sign for a loan issue, it is on the understanding that the equipment is *fully intact and operational*. Any fault or missing item reported then - at the point of issue - will be dealt with immediately.

**Remember - check it before you take it away!**

**Inform technical staff immediately of any faults. Do not attempt to repair, remove or tamper with any equipment - always consult technical staff.**

Failure to report faults or loss or damage on return of equipment may lead to suspension of access and referral procedures.

### ***Fines for Late Returns***

**Please take note: The Media Centre will charge fines for equipment that is returned late - £5 per item for each 24hr period after the due return time.**

## **BOOKING ESSENTIALS**

**You must bring a completed Risk Assessment Form, with authorised signatures, with you when you come to collect your equipment.**

**Equipment and keys must be returned ON or BEFORE the agreed time - late returns are not acceptable!**

**We reserve the right to charge fines or even to bar access for late returns. A bar will only be lifted after referral with your Tutor.**

# **WHAT ARE THE SECURITY ISSUES?**

## ***Security on Campus***

Students are provided with an encoded ID card on enrolment. This card will give you access to the swipe controlled doors operating on the equipment rooms. The ID card is also required when booking resources and for access to other resources e.g. the Library.

You must keep this card safely with you *at all times*. It contains important information and must be available to be shown *at any time*.

**Do not let another person use your ID card. You must report loss of your card to the main Admin Office immediately.**

## ***Keys Issued***

You are responsible for any keys in your charge. Keys must not leave the premises and must not be passed on to any other student. If you leave the Media Centre for any reason, keys must first be returned to Media Reception (room OD32). There is a post box for this purpose.

## ***Visitors***

Any visitors you may bring to the Media Centre must sign the Visitors Book at Media Reception. You will be responsible for their safety and conduct while they are on site.

## ***Security of Equipment***

**If loaned equipment is stolen when left unattended, or if it is stolen from unlocked premises/rooms then insurance cover becomes invalid and you may be liable to pay the full replacement value of the stolen item(s).**

**Do not book equipment for longer than you actually need it and avoid having to keep it in any situation where there is a security risk.**

**Never leave equipment unattended in vehicles. There is no insurance cover for equipment stolen from vehicles. In such a situation you will be expected to pay full replacement costs.**

**Any incidences of theft must be reported to the police immediately and an official Police Crime Number obtained. You are liable for full costs if the police are not informed of any theft - the Media Centre must also be notified of any theft as soon as possible.**

**If you do not report loss or damage to equipment to the Media Centre *without delay*, your personal liability may be affected.**

## **WHAT ABOUT INSURANCE? AM I COVERED?**

### ***Equipment on Loan***

In the event of accidental loss or damage to equipment, a claim may be made against the University insurance policy. Even if the claim is successful, students are in the first instance still liable to pay a policy excess against loss or damage for *each item* of portable equipment on loan in their name (currently £250 on any item).

The University insurance policy may not cover unusual situations of use. In some cases additional insurance cover may need to be arranged before the loan is agreed. If in doubt, seek advice from your course tutor.

**You are responsible for equipment that is booked out in your name, the way it is used and the circumstances in which it is used.**

**If equipment is returned in a damaged state or is lost as a result of negligence or misuse, you may be liable to pay the full cost of replacement or repair.**

### ***People and Property – Public Liability***

The University holds *Public Liability* insurance cover for any activity that is deemed to be 'university business', whether on or off campus. As an enrolled student and during term time only, you will be covered by the University's insurance policy. This insurance covers both injury to people and damage to property.

**Legitimate coursework is regarded by the insurers as 'university business'. However, any work that you are engaged in that has not been approved as legitimate coursework by your tutor will not be considered as 'university business' and therefore will not be covered under the insurance policy.**

### ***Proof of Cover***

It is often the case that external authorities or property owners will require proof of public liability cover before they will grant permission to students to work on their premises. This can apply to exterior and interior locations, even in such places as in public parks and on streets. **Consult your course tutor if you require proof of UWE insurance cover.**

Risk assessment is an important and essential aspect of 'safe practice'. It acts as an endorsement and confirmation that the activity in which you are engaged is approved safe by your Tutor and is acceptable as legitimate university business. Authorities or property owners may ask to see a copy of your completed Risk Assessment Form or may require you to complete their own version of a risk assessment.

## ***WHAT IS GOOD PRACTICE?***

When using media resources, please act in a professional manner, particularly in public places - you are a representative of the Faculty and the University.

Do not use equipment in ways for which it is not intended.

Always seek advice on technical matters.

### ***Keeping good order***

Keep track of all equipment you have on loan - including cables, connectors, batteries (charged and used).

Organize equipment and keep cables and leads tidy. Make sure that equipment is properly packed, loaded and transported safely and securely as **damage often occurs during transit due to lack of care and negligence in the way it is loaded or moved about**. At the end of your loan period, pack equipment properly and return it in an orderly fashion.

Take care of your work. Mark and label you media content material clearly.

Do not leave rooms untidy. Tapes, discs or memory cards etc. left in rooms will be disposed of and any paperwork will be thrown away.

### ***Copyright and IP***

The recording and use of copyright protected material (e.g. video/audio) is illegal in certain circumstances. If in doubt, seek advice.

### ***Referrals***

Media Centre staff reserve the right to issue referrals for misconduct. Students who are in breach of the Media Centre Rules and Regulations or the Safe Practice Guidance will be suspended from the Media Centre and referred to their Programme Leader.

## ***MEDIA STUDIOS & LABS***

### ***No Drinks - No Food – No Smoking***

Food particles attract vermin and cause health hazards.

Spilt liquids ruin equipment, particularly keyboards and are a main cause of slipping.

The University operates a strict no-smoking policy in all work areas.

## ***Fire & Access***

Familiarise yourself with the location of Fire Exit routes, Fire Alarms, and safe places where you can evacuate to, e.g. car parks, Note that in some studios there are visible alarms (flashing red lights).

- Do not prop fire doors open, especially with a fire extinguisher!
- Fire exits must be kept clear at all times. Do not obstruct corridors, passages or walkways.
- In the event of the alarm sounding, exit and move away from the building immediately and go to the nearest evacuation area away from the building e.g. car park (Fire Exit doors are alarmed 24 hours a day - use them only in an emergency).
- Re-entry into the building is forbidden until the Fire Service or an official UWE representative confirms it is safe to do so.
- Do not leave *any* objects in the Media Centre Studio and Labs without first getting permission from a member of staff.
- No person may at any time lock themselves into a room.

## ***Personal Health***

Students are advised to keep speaker and headphone levels low enough in order to protect their hearing. On leaving facilities, please leave levels at a moderate setting for the next user.

Sitting for long periods in front of monitors and prolonged use of keyboards poses a risk of repetitive strain injury. Make sure that your back is adequately supported and your hands rest comfortably on the keyboard and take regular breaks.

## ***Studio Work***

Consult Media Centre technical staff when planning ***any*** studio based work. A special Video Studio Risk Assessment Form must be completed before access is granted to work in this space.

Staff and students in charge of studio activities must clearly and overtly point out hazards to performers, observers and other participants.

Potential studio hazards are many and include danger from tripping over cables and sets, suspended objects from overhead rigs, hot lamp housings, dazzle from bright lights, use of props and dangers caused by creating unfamiliar environments.

All caution must be exercised throughout the duration of studio based projects.

### ***Access to the Studio***

As with all equipment booking and using the Video studio is contingent on having completed the relevant workshop. When the studio has been booked for production work, entry to the studio should be under the strict control of the student in charge or a designated member of the student production team (usually known as the 'Floor Manager').

### ***Lighting***

The following procedures must be adhered to:

- No-one may rig lights without initial training by and the express permission of the technical staff.
- Remove all loose objects from pockets before working on ladders or the lighting grid.
- Ensure whilst lighting that a minimum number of crew are working on the studio floor and cordon off a safe area if required.
- Ensure all crew working below the lighting grid wear hard hats whilst lighting is in progress.
- Safety chains must be attached to all lights on the lighting grid; tools should be used with lanyards whilst working at height e.g. on ladders or the lighting grid.

### ***Cables***

Every effort must be taken to minimise risk from cable runs. In addition:

- All cables in the fire lane must be covered.
- The shortest run must be taken to the nearest wall box.
- Cables must be de-rigged after the set is removed.

### ***Rigging***

- Hard hats must be worn during rigging.
- Lift heavy loads correctly.
- Secure flats correctly.
- Do not move scenery without consulting and gaining permission from Media Centre technical staff.

### ***Set Building***

Set building in Media Centre studios must be carried out only with Media Centre technical staff supervision or approval.

It is the student's responsibility to ensure that the relevant technical staff members are available at the appropriate time; this means planning proposed activities with good notice.

### **Studio Fire Exits**

- Fire exits must be accessible and fire routes kept clear at all times.
- Fire exits signs must be visible and illuminated.
- No cable runs must obstruct access to the fire exits.
- Two exits off the set must be available at all times.

### **Visitors**

Any visitors to the Media Centre (including actors, audience, assistants) must sign **in and out** in the Visitors' Book at Media Reception as it is essential in the event of an emergency or fire that staff as well as students are aware of who is in the building.

Visitors must be briefed on the fire evacuation procedures including the fire escape routes. This should be done by the student who is in charge of and responsible for the activity and should be included in the Risk Assessment.

## **WORKING ON LOCATION**

- Make sure you have full permissions and clearances to work at any location - interior or exterior
- Always pay attention to any local cautions given
- Check fire regulations and other local regulations
- Be aware of special dangers that are present in any particular location
- Make sure that everyone present is aware of potential hazards and take all steps needed to minimise risk
- When filming or staging a recording, an unfamiliar environment is created even for the location's usual inhabitants. Ensure that *everyone* at the location is made aware of *any* new hazards that may have been introduced during the process, and implement appropriate new safety measures as necessary
- Make sure you are prepared to work in adverse conditions such as cold temperature
- Wear appropriate protective clothing - be aware of dangerous environments - including weather conditions



- First-aid requirements should be determined by means of risk assessment; covering the activities, all persons involved at the location and accurate details of the nearest medical facilities.
- Accurate A&E details (including address & phone) should be communicated to everyone involved.

### ***Equipment Safety***

- Special care should be taken to avoid working with electrical equipment in the presence of water, gas, combustible materials or inflammable liquids.
- Do not attempt to repair faulty equipment. If necessary contact the Media Centre Staff who will assist.
- Do not lay cables across walkways if at all avoidable. Do not suspend cables horizontally. Lay cables securely and safely. Use gaffer tape, ties or other safety precautions to secure cable routes. Always point out where cables are laid.
- Always warn people around when power equipment (e.g. lighting) is being switched on.
- Make sure lighting equipment is securely fitted and stands away from flammable material and avoids physical contact where it may cause burns.
- Only adjust barn doors on the lights with the leather gloves provided with your lighting kit, otherwise do not adjust or move lighting stands when lamps are switched on.
- Make sure stands are correctly adjusted and be particularly careful not to put any strain on cables attached to lights.
- Always allow lamp housings to cool before touching or moving.
- Do not put batteries in pockets with coins keys or other metal objects.
- When setting up grip equipment (e.g. track, dolly, jib arm) special care should be taken to ensure that it does not pose a danger to bystanders. Only students who have completed the relevant workshop for the grips item should set up, adjust or operate any grips item.
- Use grip equipment with care - it is not for play. Ensure that the crew, participants and onlookers treat its use in a responsible manner.
- Equipment such as safety hats, Hi-Viz vests, traffic cones and other safety items can be requested from the Media Centre

# ***MEDIA CENTRE SAFE PRACTICE GUIDANCE SHEETS***

At Media Centre Reception (0D32) there are a number of Safe Practice Guidance Sheets that can be issued to you on request that cover both frequently encountered filming processes as well as some more unusual situations. These are:

LOCATION CAMERA OPERATORS UNDERTAKING MAINS LIGHTING  
SINGLE PERSON LOCATION CREWS  
SAFETY ON LOCATION (INCLUDING HAZARD A – Z)  
FILMING ON OR NEAR WATER  
AIRCRAFT  
FILMING ON ROADS  
FILMING EMERGENCIES & DISASTERS  
STUDIO LIFTING EQUIPMENT  
USE AND HIRE OF CRANES, HYDRAULIC HOISTS ETC  
OBSERVATION AND RECONSTRUCTION  
FILMING IN PUBLIC PLACES– LOW RISK  
VIOLENCE TOWARDS CREWS USING MEDIA EQUIPMENT  
SPORTS GROUNDS  
WORK AT HEIGHTS  
STRUCTURES  
FIRE PRECAUTIONS AND FIRE EMERGENCIES  
ELECTRICAL WORK & SOLDERING  
LADDERS  
LANYARDS & RESTRAINT HARNESSSES  
DESIGNERS GUIDE TO SAFETY  
GUIDANCE FOR WORKING IN MEDIA LABS & STUDIOS  
GUIDANCE FOR WORKING ON LOCATION

**<< REMEMBER >>**

**If in any doubt – SEEK ADVICE - Never take unnecessary risks.**

**Consult technical staff or you course tutors if you have any questions relating to health and safety - they will be able to advise you or put you in touch with relevant personnel.**

## **PART THREE: GENERAL INFORMATION**

### **MEDIA CENTRE STAFF CONTACTS**

#### **Media Reception/Resource Issue Desk (OD32)**

Media Resource Coordinator **0117 32 84785**  
**Nick McLeod**  
[Nick.McLeod@uwe.ac.uk](mailto:Nick.McLeod@uwe.ac.uk)

#### **Media Centre Staff (Room OD34):**

AV Technician/Resource Coordinator **0117 32 84734**  
**Paul Jones**  
[Paul2.Jones@uwe.ac.uk](mailto:Paul2.Jones@uwe.ac.uk)

Technical Instructor – Media Production **0117 32 84818**  
**Rod Gray**  
[Rod.Gray@uwe.ac.uk](mailto:Rod.Gray@uwe.ac.uk)

Technical Instructor - Media Production **0117 32 84799**  
**David Neal**  
[David.Neal@uwe.ac.uk](mailto:David.Neal@uwe.ac.uk)

Technical Instructor – Audio (Room 0E1)  
Maintenance Technician **0117 32 84708**  
**Chris Napier**  
[Chris.Napier@uwe.ac.uk](mailto:Chris.Napier@uwe.ac.uk)

Technical Instructor – Audio (Room 0E1)  
Studio Engineer/Ops Support Technician **0117 32 84711**  
**Steve Hagerty**  
[Steve.Hagerty@uwe.ac.uk](mailto:Steve.Hagerty@uwe.ac.uk)

Technical Instructor – Sound Recording and Production **0117 32 87048**  
**Michele Caruso**  
[Michele.Caruso@uwe.ac.uk](mailto:Michele.Caruso@uwe.ac.uk)

Technical Instructor – Sound Design and Post Production **0117 32 87069**  
**Rob Prynne**  
[Rob.Prynne@uwe.ac.uk](mailto:Rob.Prynne@uwe.ac.uk)

Technical Instructor - Media Production **0117 32 84347**  
**Katy Smith**  
[Kathryn9.Smith@uwe.ac.uk](mailto:Kathryn9.Smith@uwe.ac.uk)

Technical Instructor - Media Production  
**Rebecca Goff**  
[Rebecca.Goff@uwe.ac.uk](mailto:Rebecca.Goff@uwe.ac.uk)

Technical Instructor - Media Production  
**Fabian Martin**  
[Fabian.Martin@uwe.ac.uk](mailto:Fabian.Martin@uwe.ac.uk)

(The Media Centre also employs occasional visiting industry professionals)

## ***MEDIA CENTRE OPENING HOURS***

### **MEDIA RECEPTION (room OD32)**

**Bookings/issue/returns**

**Tel: 0117 32 84785 (enquiries only)**

#### **OPEN:**

**Monday to Thursday            09:30 to 12:30            13:30 to 16:30**

**Friday                            09:30 to 12:30            13:30 to 15:30**

#### **NOTES:**

Portable loan equipment may be booked at all times during term-time and *only by special authorization through academic staff out of term time.*

Bookings are to be made in advance. ID cards must be presented.

Special arrangements may be necessary for bookings of portable equipment over 3-days.

Please ask at Media Reception if you have any questions regarding loans or bookings.

Swipe card controlled doors and CCTV are in operation at all times.

### **MEDIA STUDIOS AND LABS**

**General access to resources**

#### **Term Time Opening:**

**Monday to Thursday                            09:00 to 17:00**

**Friday    09:00 to 16:00**

#### **Evening Access**

**(When available Monday - Thursday)                            17:00 to 20:30**

## ***EVENING ACCESS***

### ***IMPORTANT***

For access to Media Centre technical facilities any time after 17.00 (5:00PM) you must be signed in on the LATE LIST before 16:30 (4:30PM) before or on that day

The LATE LIST is kept at Media Reception (room OD32).

If your name is not on the list, you may be asked to leave immediately.

Evening Access is until 20:30 (8:30pm)

Please be prepared to leave promptly at that time and make sure you close down and switch off workstations and any other equipment you are using properly.

Security personnel are on duty during the evenings

Security personnel check attendance of those present against the LATE LIST, particularly for Health and Safety reasons e.g. students working alone, intruder prevention, in the event of fire or other alarm evacuation, and security of your property and the university's property.

If you are attending an evening lecture/seminar in one of the lecture rooms – your tutor will be responsible for you at these times and there is no need to sign the late list. However, you may still be asked by security staff to name your tutor and the session you are attending.

Always have your faculty ID card with you. You may be asked to present this at any time.

There is no evening access on Fridays. You must vacate the building by 4:00pm on Fridays.

Evening access usually begins a few weeks into semester one.