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|  | **Building User Regulations**(v.Sep.2021) |

These regulations have been drawn up to promote safe working at Edinburgh Sculpture Workshop (ESW) under the terms of ESW’s Health and Safety Policy and to accommodate users in their practice.

If you have any questions regarding accepting the terms of the Building User Regulations, please call:
0131 551 4490. Any building users in breach of these Building User Regulations may be prevented from working at ESW in future.

**General**

Any person working at ESW must first receive a **Fire and Health & Safety Building Induction** which includesthe location of Fire Exits, Fire Extinguishers, Fire Blankets, Fire Call Points, Fire Assembly Points and First Aid Boxes.

All building users will receive a copy of the Building User Regulations by email, and must return their agreement to abide by them by email.

Building Users must sign in and out at the front door foyer at the Hawthornvale entrance every time they enter and leave the site (except to MILK café), to comply with fire safety regulations and to facilitate administration and evaluation procedures.

Opening Hours: Tuesday to Saturday, 9.30am-5pm.

At times there may be restricted access to all or part of Edinburgh Sculpture Workshop to accommodate maintenance or upgrading, events or other activities.

Digital equipment can only be signed out for use at ESW, and is subject to availability.

No access is permitted to ESW outwith staff duty hours other than to Studio or Project Space Holders, and for programmed ESW public events or programmed learning activities.

**Health and Safety**

It is the responsibility of each Building User to be aware of, and comply with, Health & Safety Regulations for safe working practice. See the H&S Noticeboard in the Workshops central corridor on L0.

All accidents, however minor, must be entered into the accident book located in the First Aid Box outside the Learning Studio on L0. Technical staff must be informed of ANY First Aid supplies used.

A strict No Smoking policy operates across the whole site. Smoking is permitted in the car park.

ESW is a community of artists, committed to providing facilities where everyone can work together regardless of background or protected characteristics.

A commitment to equality, diversity and inclusivity is core to how ESW operates and ensures that all involved can work free from bullying, harassment and discrimination.

ESW does not tolerate inappropriate behaviour including bullying, threatening language or actions, unsafe working practices, wilful destruction of property and theft.

Anyone found contravening any of the above rules will be given one verbal warning. Continued unacceptable behaviour may result in the refusal of access to ESW for an agreed period or being denied future access. In some cases ESW membership will be revoked.

**Materials and Artwork, Storage, Waste.**

Materials and artworks stored at ESW without permission will be disposed of. The cost of removal will be charged to the Building User concerned.

Limited pallet storage is available to Studio and Project Space Holders, subject to availability, charges apply.

Building users are responsible for taking delivery of and arranging safe storage of any materials or equipment which they order from suppliers. ESW takes no responsibility for damage to or loss of Members’ materials or wrong deliveries or any equipment during or after delivery. ESW reserves the right to deny delivery in certain circumstances.

Building users are responsible for organising and paying for the disposal of excessive amounts of waste materials produced whilst working on projects, commissions or other work. All waste must be removed from the premises and cleared away to the satisfaction of the Technical Team within one week of the completion of the project or commission, or a minimum clearing fee will be charged (one hour minimum).

**Insurance**

Edinburgh Sculpture Workshop carries Public Liability Insurance and Contents Insurance for the organisation, and takes no responsibility for damage, loss or injury to Building Users or their personal property, who should ensure that they have individual personal and property insurance in place. ESW will not be held liable for any loss or damage to the studio holder or any property belonging to the studio holder save in the event of any loss or damage being proven to be the direct result of negligence on the part of ESW.