

These regulations are to promote safe working at Edinburgh Sculpture Workshop (ESW) under the terms of ESW's Health & Safety Policy, and to support users' practices. If you have any questions regarding accepting the terms of these regulations, call 0131 551 4490. Any building users in breach of the regulations may be prevented from working at ESW.

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

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

All building users will be sent a link to the Building User Regulations and Workshops User Regulations and must return their agreement to abide by these regulations 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 to comply with fire safety regulations and facilitate administration and evaluation procedures (except to MILK).

At times there may be restricted access to all or part of ESW for maintenance, upgrading, events or other activities.

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

No access is permitted to ESW out with staff duty hours, other than to Studio, Project Space and 24-Hour Access Licence Holders and Artists in Residence, for programmed ESW public events, or for programmed learning activities.

## **HEALTH & 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 Level 0.

All accidents, however minor, must be entered into the accident book located in the First Aid Box outside the Workshops Project Spaces on Level 0 and the Technical Team must be informed of ANY First Aid supplies used.

To properly assess building users after a significant accident, ESW will always either take the person involved to A&E, call an ambulance or get advice from NHS24.

A strict No Smoking policy operates across the whole site (except 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, and cost of removal charged to the building user.

Limited pallet storage is only 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 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 charge).

**INSURANCE:** ESW shall maintain insurance for the organisation. The building user is responsible for the insurance of their own property and, when supervising others in the building, their own public liability insurance. ESW will not be held liable for any loss or damage to the building user or property belonging to the building user, save in the event of any loss or damage being proven to be the direct result of negligence on the part of ESW. The building user shall indemnify ESW against any liability in respect of injury to, or death of, any person or damage to property arising from negligence on the part of the building user or anyone authorised to enter the site by the building user, or from loss, damage or liability arising from the building user's breach of these regulations.