



Out of Hours Building Access for Year 4&5 Undergraduate and Post Graduate Taught (PGT) Students

Terms of Access and Safety Information

As a year 4 or 5 undergraduate or post graduate taught (PGT) student in the School of Engineering you are being granted access to Rankine and/or James Watt buildings out of hours for extra study and computer work. Access is sanctioned from 08:00Hrs to 24:00Hrs over 7 days including University holidays and will apply for the duration of your course. Continuing students will need to re-register since all card activations are purged from the access control system annually.

You are required to abide by the terms outlined below and failure to do so will result in access being withdrawn. To obtain access, **please read the information below** and complete and sign the declaration at the bottom of this page. Take the completed form to the School HR/Finance Office (Room 720 Rankine) and a member of staff will stamp it and activate your student card on the access control system. You **must** retain this document as evidence that access has been authorised by the School.

RULES

- You must record your presence in the building after 5pm and at weekends by signing the out of hours register in the foyer. Note the time as you enter (at 5pm if already in) and as you leave the building.
- You must carry your student ID card along with a signed copy of this document at all times and have them ready to show to security if requested.
- Never allow any other person to enter the building as you come and go; all legitimate users will have their own swipe card.
- Never use the building for anything other than study and computer work unless an explicit arrangement has been made with a supervisor and an appropriate risk assessment has been carried out.

SAFETY INFORMATION

- In event of a fire alarm, you must exit the building immediately by the nearest escape route. Security staff will attend at the front entrance within a few minutes of activation and if you have any information about the activation you should report it to them.
- In event of a medical or other emergency where assistance is required, please phone security on **ext 4444** from any internal phone or **0141 330 4444** if using a mobile phone. Panic alarms can also be used to summon help where they exist (currently only in Room 329 Rankine).
- Please be aware that there is some risk associated with working in and/or leaving buildings alone, particularly late at night. You are strongly advised to arrange to work accompanied by at least one other student. A less desirable precaution is to ensure that someone responsible is aware of your movements and when you are expected home.

IT CLUSTER ROOMS

School IT clusters are for use by engineering students only. Students from elsewhere and non University personnel will be ejected if found by Security. Room 329 Rankine and Room 544 James Watt South are the **only** IT clusters available for use out of hours and these can only be accessed with a valid swipe card.

Spare power sockets are provided for small personal electrical appliances such as laptop power supplies or tablet/phone chargers but **the user** is responsible to ensure that these are electrically safe. A visual inspection and fuse rating check must be carried out and only appliances relevant to your course work can be plugged in. Resident IT equipment must **never** be unplugged to allow access to sockets. These systems are in place for safety and security reasons so compliance with these terms is mandatory. [Advice on electrical safety is available from the Electronics workshops at Room 712A Rankine or Room 619 JWS].

DECLARATION

I confirm that I have read and understood the above information on out of hours use of School Buildings and I agree to terms as stated. I understand that failure to comply with these terms will result in my right of access being withdrawn.

Name (PRINT): _____

Signature: _____

Student Number: _____

Office Stamp: