

Faculty of Arts Access Policy

*This document is implemented in conjunction with
The University of Auckland Policy on Access to University Facilities*



1. PURPOSE

The purpose of this policy is to implement workable access standards across all buildings and parts thereof occupied by the Faculty of Arts, in compliance with *The University of Auckland Policy on Access to University Facilities*, January 2009. That Policy recognises that management of access to a facility is best undertaken by those most familiar with, and having responsibility for, that facility. The Policy is not intended to prevent access to a facility, rather to manage access in a safe, non-hazardous fashion consistent with health and safety considerations.

2. GENERAL GUIDELINES

The following access guidelines apply to buildings regardless of access controls.

After hours means unless stated otherwise any time between the hours of 7.30 pm and 7am Monday to Friday, all day Saturday, Sunday, statutory holidays and University holidays.

No-access time means any time after midnight or before 5am in the morning or such other time as a Manager will determine beyond which, without a demonstrated and approved need, a Facility will not be accessed.

- 2.1. All members must carry their staff or student identification card to establish their entitlement to be at or in any University Facility after hours and at a no-access time.
- 2.2. When working after hours, Members (and especially any disabled Member) should notify Security of their location when they arrive and of their departure. This is particularly important for those operating in isolated work areas.
- 2.3. Most Faculty of Arts buildings will lock at 6.30pm and re-open at 7.30am the following day, if it is a working day. Lock down with limited after hours access from 7am to 7.30pm will apply on weekends- This will not apply to University mandated shutdown periods.
- 2.4. On usual working days there will be open access to most Faculty of Arts buildings between 7.30am and 6.30pm.
- 2.5. All Faculty buildings with high volume occupancy will have at least one easily identifiable and accessible Security phone that connects directly to Security. Location of these will be well-communicated to all occupants and users of that building.
- 2.6. All Faculty of Arts buildings or areas therein will have a Hazard Assessment undertaken and risk level identified to determine the type of approval standard that needs to be put in place for each, ie Individual Approval for areas/duties of moderate to high risk; General Approval for low risk buildings.

The Faculty has a Conditional General Approval Form for use in selected areas, eg Arts Graduate Study Centre and Anthropology Laboratories, whereby those granted access will be required to accept and sign a set of specific conditions pertaining to the use of that area.

- 2.7. The Faculty will set and communicate clear guidelines to all members of the Faculty as to when access to a facility the Faculty has responsibility for is not permitted without an Individual or General Approval, stipulating No-access Times for that facility.

3. OUT-OF-HOURS ACCESS: STAFF, STUDENTS AND OTHER MEMBERS

3.1. PERMANENT ACADEMIC AND PROFESSIONAL STAFF

All permanent staff members occupying low risk areas of buildings will have their Campus Cards programmed with access from 5am to midnight on usual working days, and from 7am to 7.30pm on weekends. (except for mandated shut-down periods) by way of a 'General Approval' for that building or part thereof, and will be required to meet all conditions of general approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.

3.2. DOCTORAL STUDENTS, HON RESEARCH FELLOWS & OTHERS

Doctoral students, Honorary Research Fellows, Emeritus Professors and others with allocated space in low risk areas of buildings can request to have their Campus Cards programmed with access from 5am to midnight on usual working days, and from 7am to 7.30pm on weekends, by way of a conditional 'General Approval' for that building or part thereof, and will be required to sign an agreement to meet all conditions of that approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.

3.3. NON-DOCTORAL GRADUATE STUDENTS

All Faculty of Arts enrolled non-doctoral graduate students can request access to the Arts Graduate Study Centre only for access from 7am to midnight on usual working days and weekends, (excepting mandatory closedown periods) by way of a conditional 'General Approval' for the Arts Graduate Study Centre, and will be required to meet all specific conditions of approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.

Access will not be granted to non-doctoral graduate students to areas other than the Arts Graduate Study Centre, except in exceptional circumstances and by way of an individual approval. The individual will be required to meet all conditions of individual approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.

3.4. UNDERGRADUATE STUDENTS

Access will not normally be granted to undergraduate students, except in special circumstances related to specific course enrolments.

4. OUT-OF-HOURS ACCESS: TEACHING/FUNCTIONS

- 4.1. Organisers of events on or in any Facility after Hours or in no-access time (eg overnight stays on the Marae) where non-members may be present must comply with the Event Management Policy.

- 4.2. For further details, refer to the [Space Management Policy and the Event Management Policy](#).

5. ACCESS DURING 'NO ACCESS TIME'

- 5.1. Holding a key or a Campus Card programmed for access to a location DOES NOT constitute an Approval to Work Alone or Access a Facility After Hours and SHOULD NOT be used in such a fashion.
- 5.2. Any member who needs special access during 'No Access Time' (midnight to 5am) will need individual approval, and will be required to meet all conditions of individual approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.
- 5.3. Supervisors shall record all Approvals given to undertake After Hours Access or to Work Alone for members they supervise. The record shall include:
- Duration of approval;
 - Procedure, equipment, areas that can be accessed/used;
 - Tasks that can be undertaken;
 - For moderate to high risk activities, details of controls required by the Hazard Assessment, and any other relevant conditions.
- 5.4. Access during a "No Access time" requires advance authorization from the Head of School and Facilities and Technical Services Manager or Director of Faculty Operations on the specified form: members granted such access must carry the authorization form with them and will be required to meet all conditions of individual approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*

6. AREAS WITH ARTS SPECIFIC ACCESS POLICIES

The University of Auckland Policy on Access to University Facilities recognises that management of access to a facility is best undertaken by those most familiar with, and having responsibility for, that facility – ie the Faculty has the authority to grant exceptions. The Faculty acknowledges that at times there are some areas where exceptions to the Access Policy need to be applied. These are currently identified as:

- 6.1. Fale Pasifika
- 6.2. Marae
- 6.3. Arts Graduate Study Centre
- 6.4. Arts Computer Labs
- 6.5. Drama Studio
- 6.6. Media and Communication Edit Suites
- 6.7. Anthropology Laboratories

These areas have protocols and guidelines for Out-of-Hours Access and Access during 'No Access Time' in place. However, mandatory closedown guidelines still apply unless specifically excepted.

6.1. FALE PASIFIKA

The Fale Pasifika and adjoining kitchen area are hired out to outside organisations, and there is a booking system in place, which include Conditions for Hire for External Users. The Fale Administrator has processes to follow which have already been approved by the University so that approval does not need to be sought every time the venue is booked outside of standard hours. Internal users of the Fale Pasifika are also required to comply with conditions of use – advice can be sought from the Fale Administrator.

6.2. MARAE

The marae wharehenui and wharekai are hired out to outside organisations, and there is a booking system in place, which include Conditions for Hire for External Users. The Taurima and Kaiawhina follow processes which have already been approved by the University so that approval does not need to be sought every time the venue is booked outside of standard hours. Internal users of the Marae are also required to comply with conditions of use – advice can be sought from the Taurima and Kaiawhina.

6.3. ARTS GRADUATE STUDY CENTRE

All Faculty of Arts enrolled non-doctoral graduate students can request access to the Arts Graduate Study Centre only from 7am to midnight on usual working days and weekends, (excluding mandatory closedown periods) by way of a conditional 'General Approval' for the Arts Graduate Study Centre, and will be required to sign an agreement to meet all specific conditions of approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.

6.4. ARTS COMPUTER LABS

Arts Computer Labs may be booked during extended hours for classes supervised by staff. Therefore individual access authorities are not required after hours.

6.5. DRAMA STUDIO

The Drama Studio and associated spaces (ie dressing rooms and storage) can be used after hours for both productions and rehearsals. A General Approval will allow performers and production staff as well as members of the public access to the facility until midnight. Individual Approvals from midnight to 7.30am will allow specific Production staff to perform essential services. A Conditional General Approval will allow Production personnel to remain after midnight to disassemble a show, under the direct supervision of an Individual Approval holder.

Students enrolled in specific courses may request access to the Drama Rehearsal Space in 201e from 5am to midnight on usual working days, and from 7am to 7.30pm on weekends (excluding mandatory closedown periods) by way of a conditional 'General Approval' for the Arts Graduate Study Centre, and will be required to sign an agreement to meet all specific conditions of approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.

6.6. EDIT SUITES

Students enrolled in specific Media and Communications courses may request access to edit suites only from 5am to midnight on usual working days, and from 7am to 7.30pm on weekends (excluding mandatory closedown periods). Students engaged in specific SCREEN course productions only may request extended access during 'No Access Time' for access to edit suites during approved Examination periods subject to clause 5.4 above by way of a Conditional General Approval for the suites, and will be required to meet all specific conditions of approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*).

Access during a "No Access time" requires advance authorization from the Head of School and Facilities Manager or Director of Faculty Operations on the specified form: members granted such access must carry the authorization form with them and will be required to meet all conditions of individual approval and abide by the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*

6.7. ANTHROPOLOGY LABORATORIES

Access to all Anthropology Laboratories is available only to those staff and students who have undergone a general safety induction and further room-specific induction where relevant, as determined by the Laboratory Manager/Technical Officer. A full risk assessment must be completed and lab users must be familiar with any operations carried out while working alone. Lab users must only work alone during normal working hours

After hours access requires written approval using the individual approval form authorized by the Head of School, including a justification from the student's supervisor (or the staff member requesting access) and a risk assessment summary signed by the Laboratory Manager/Technical Officer. This is an agreement to meet all specific conditions of approval and abide by the laboratory guidelines and the Guidelines for Personal Safety set out in *The University of Auckland Policy on Access to University Facilities*.

