

Multimedia & Learning Services (MLS)

Equipment Loan & Use of Facilities Agreement

Please complete this form and return to a member of the MLS staff. Any bookings you wish to make will not be accepted without a valid MLS signature.

Name *(In Capitals)*

Module code(s)

Student Number

(as shown on your ID card)

I have read, and understand the MLS "Equipment Loan Service Terms and Conditions of Use" and agree to abide by them at all times.

I have read, and understand the MLS "Code of Practice" and agree to abide by the instructions contained within it at all times

I accept that I am responsible for any repair/cleaning/replacement costs incurred during my booking period or whilst equipment/facilities are assigned to me.

I accept it is my responsibility to organise insurance to cover my liability.

I agree that failure to pay any costs will create a debt to UWE, and that non-payment of the debt will result in being denied use of MLS facilities, and may also result in the withholding of exam and dissertation results.

I agree that failure to observe the Code of Practice will result in being denied the use of MLS facilities and equipment.

Signed

Date

Office use only:

Authorised by
MLS staff

Multimedia & Learning Services (MLS)

Equipment Loan Service

Terms and Conditions of Use

By signing the “*Equipment Loan & Use of Facilities Agreement*”, you agree to abide by these terms and conditions of use. All bookings are subject to these Terms and Conditions.

Failure to comply with these terms and conditions will result in you being denied further use of the loan facility.

The standard loan period is “until the first opening time next working day”. If you wish to keep equipment for a longer period you must arrange a return date & time with a member of the MLS issuing staff. Alternative return times are subject to approval by MLS staff.

All equipment must be returned to the Loans Office, MB110 (St Matthias). You are responsible for the equipment you have borrowed until it is returned to the Loans office and a receipt given.

You are required to sign a “loan form” for equipment you borrow from the Faculty.

It is your responsibility to seek confirmation that any booking requests you make have been accepted. MLS will endeavour to honour all confirmed bookings, but this is subject to availability should breakdowns, or non-returns by other users occur.

You are responsible for the equipment you borrow, and must pay for any loss or damage. Failure to return equipment in good condition and on time will create a debt to the university. Non-payment of the debt may lead to penalties such as the withholding of examination and dissertation results.

You are responsible for arranging appropriate insurance cover for any equipment you borrow.

Note: UWE's insurance does not cover any loss or damage so you are liable for the total replacement value of equipment should an incident occurs.

You must return all equipment by the agreed return time/date. Failure to do so will result in being denied further use of the loan facility.

You must complete and sign a Risk Assessment form before any equipment may be issued to you. In the case of an activity which may carry an element of risk, your lecturer must also countersign the form.

Please ensure you collect enough consumables such as batteries & video tapes (where eligible) with your equipment. UWE will not reimburse you for consumables that you subsequently purchase.

You must not leave equipment unattended at any time.

You should make every effort to ensure equipment is kept secure and free from damage. You must not put yourself or the equipment in a place where there is a risk of injury, damage, or loss.

The equipment loan service is only available to staff and students in connection with official university business.

Equipment will only be loaned to students who have attended the relevant training/safety briefings and who have had their ‘Entitlement card’ signed by a relevant member of MLS staff.

You must present your ‘Entitlement card’ and Student ID card when booking out equipment.

Equipment may not be used for personal use and must never be loaned to a third party, even another student.

You must not use equipment in ways or in areas for which it is not intended, e.g.: hanging from cars, bikes, or underwater.

Keys. You have sole responsibility for any keys in your charge. When you leave the work area, the key must be returned to a member of MLS staff. Keys must not be passed on to any other person.

Safety hats and other personal protection equipment are available if necessary: it is the responsibility of individual students to book these when appropriate.

Your details may be recorded on a computer database for the purpose of equipment tracking, and usage statistics.

Multimedia & Learning Services (MLS)

Code Of Practice

These instructions apply to all users of the MLS areas, and includes work on or off campus in connection with activities which you are required to undertake as part of your academic work.

Read this Code of Practice carefully, and abide by its instructions at all times.

GENERAL

In common with professional practice elsewhere, we operate a strict **No Drinks, No Food, No Smoking** policy.

Students and staff using the MLS areas must undertake to do so with careful regard to the safety of themselves and of others. In principle, responsibility for safety resides with each individual, and each individual needs to assess the risks that are inherent in any activity in which they are engaged. They must take appropriate action to minimise risks to themselves and others.

At all times act in a professional manner: this includes when working off-campus. You are a representative of your faculty and the University.

Users of our equipment and facilities must not be under the influence of alcohol or other substance. This has serious health and safety issues with regard to activities in the work area.

No material, substance or equipment may be brought into the faculty for production work, or related purposes without the permission of MLS Staff. Items of electrical equipment must be tested for safety by an MLS technician before use.

Doorways must be kept clear of obstruction at all times and trailing cables must be arranged so as to constitute the minimum hazard to people using the area. Coats/bags must not obstruct exit routes or cause a trip hazard.

Any injury, even a minor one, must be reported to a member of staff. You must inform them immediately of any spilt body fluids (e.g., vomit or blood) so that correct disposal may be arranged.

Do not leave rooms in an untidy state.

Do not run, or move with undue speed in any of the MLS areas.

No person may at any time lock themselves into a room.

At no time is equipment to be moved from one area to another without the permission of MLS staff.

There are "Faults" boards in or near many of the studio areas: please use these to report any problems so we may deal with them. Report any defect which may pose a danger to others directly to a member of Staff.

You are advised to keep speaker and headphone levels low enough to protect your hearing. On leaving facilities, levels must be left at a low setting for subsequent users.

FIRE ALARM & PROCEDURES

The Fire Alarm is a continuous two tone sound, backed up with flashing red beacons in areas where it may be difficult to hear the audible alarm, for example in some studios where headphones may be worn.

When the alarm is activated all occupants of the building must leave immediately via the nearest exit and keep clear of the building. Take care not to block any access routes.

Do not return to the building until a member of staff indicates that you may do so.

Do not attempt to fight a fire unless you are unable to evacuate the building without doing so. Do not use water extinguishers on electrical fires; specialist extinguishers are provided for this purpose.

Make sure you know where the emergency fire exits are.

Ensure others in your immediate area are aware of the alarm and urge them to leave promptly.

Inform a member of staff, or Fire Marshal/Officer if you think people may still be in the building.

HANDLING OF ELECTRICAL EQUIPMENT

No item of equipment may be switched on without the permission of MLS Staff; this includes personal or non-UWE equipment brought into the MLS area and requiring to be operated from the mains supply.

No protective cover giving access to live electrical contacts may be removed, other than in the course of instruction and under the direct supervision or the delegated authority of the MLS Manager.

No item of equipment may be operated unless specific instruction has been given in the use of that equipment.

The connection of all power and signal cables may be carried out only under the direct supervision of MLS Staff.

SECURITY

Please inform a member of the MLS staff if you wish to bring a visitor into the MLS areas. You must accompany them at all times - you are responsible for their safety and conduct. Children & animals (except Assistance dogs) are not permitted in any of our areas.

Any suspected theft or damage must be reported to MLS staff without delay.

ON LOCATION - Student production/field work

Safe practice on location is the responsibility of both the individual and of the academic tutor who authorises the project work.

Risk Assessment Forms must be filled in during a site visit. It is your responsibility to seek authorisation from your academic tutor to continue if a risk assessment indicates a significant risk factor. Location equipment will not be issued unless a risk assessment form has been completed. MLS staff will give advice if requested.

Do not attempt to repair any malfunctioning equipment. If necessary contact MLS staff by telephone for advice.

Do not put batteries in pockets with coins and keys etc.

Do not lay cables across, or otherwise obstruct walkways.

Do not suspend cables in a horizontal direction (vertical OK).

Always secure cables (e.g. with Gaffer tape) and point out where cables are laid.

Always warn people around when powered equipment such as lights are being switched on.

Always allow lamp housings to cool before touching or moving.

If you are using any equipment not supplied by UWE (especially mains powered) you must ensure the equipment is safe to use (e.g. have it checked by a competent person)

It is important to note that, when filming for example, an unfamiliar environment is created even for the location's usual inhabitants. It is therefore the responsibility of students on location to ensure that everyone is made aware of any new hazards that may have been introduced during the setting up process, and to introduce any new safety requirements as appropriate.

Conversely, production crew may be unaware of special dangers that are present in a particular location: filming in factories, building sites, laboratories etc., may be especially hazardous. Always pay attention to any cautions given and wear protective clothing as necessary, e.g. hard hats, steel toecap boots, face masks, etc. Check fire and other local procedures.

When setting up equipment special care should be taken to ensure that it does not pose a danger to bystanders. Ensure that both crew and onlookers act in a responsible manner.

These documents may be amended from time to time – the most recent versions are displayed in room M121 (adjacent to the Loans Office).

MLS Risk Assessment Form

Generic Risk Assessment for Student Video and Photographic Production Work

Activity assessed: Using a range of cameras, lighting & audio equipment 'on location' as part of acquiring Photographic and Video material for authorised student project work. This assessment applies to situations where the location and activity poses no more risks than we would reasonably expect in normal 'everyday' life (e.g. travelling by recognised public transport or private cars, visiting shops, educational premises or working in an office etc. Attending public events & being in public spaces during daylight hours.)		Assessed by: Dick Allen	Endorsed by: <i>(Tutor/Manager etc.)</i> Signed: Date:
Who might be harmed: Students, Interviewees, 'talent', members of public.	How many exposed to risk? 1 – 5 persons	Date of Assessment: 25 th September 2007	Additional control measures implemented satisfactory: <i>(Tutor/Manager etc.)</i> Signed: Date:

Risk description <i>(with potential for harmful outcome)</i>	Risk factors	S	Existing control measures	L	Risk Level (SxL)	If Risk Level is 6 or above complete this section		S	L	New Risk Level (SxL)
						Additional control measures needed <i>(include by who & by when)</i>				
Electric shock or other injury from faulty equipment.	240v powered equipment.	3	All equipment checked by technicians before issuing. PAT regime in operation.	1	3					
Burns (from lights) or other injury resulting from incorrect use and setup of equipment.	Hot lamps, weight/shape of equipment, trailing leads,	2	Students not allowed to borrow equipment unless they have been trained in the specific use of that equipment. Instructors assess competency and keep records.	1	2					
'Manual handling' injury during transportation & setup/de-rig	Weight/size/shape of equipment	3	Students trained in correct use, work in groups to share load, or use competent 'crew' if working on individual project. Equipment designed to be lightweight and transportable.	1	3					

RISK DEFINITIONS		ACTION LEVEL		
SEVERITY (S)	LIKELIHOOD (L)	RISK LEVEL	RISK	ACTION
1 – Minor harm	1 – Extremely unlikely	1 – 2	NEGLIGIBLE	No action necessary
2 – Minor harm needing treatment and/or recovery off the job	2 – Unlikely	3 – 5	ACCEPTABLE	Although tolerable, apply "so far as is reasonably practicable"
3 – Harm requiring short-term absence for full recovery	3 – Possible	6 – 12	MODERATE	Some further measures required
4 – Major harm with long-term absence and possible disability	4 – Likely	15 – 16	HIGH	Immediate action necessary to reduce the risk
5 – Fatality	5 – Very likely	20 – 25	INTOLERABLE	Immediate action – cease the activity or do not start

