

Workshop rules

LBP – Revised 25/9 2019

JG - Reviewed January 2020

1.

The workshop may only be used by students of the Academy.

Funen Art Academy does not have an insurance policy that covers students in the case of accidents or injuries on Academy premises.

All students are therefore advised to take out private full-time liability and accident insurance.

2.

The workshop must always be left clean and tidy after use.

If a student's work in the workshop extends over several days, the workshop must be left clean after use, and ongoing projects must be stored away and labelled with the student's name until work is resumed.

3.

The workshop may only be used for study-related purposes.

4.

Only non-hazardous materials may be used in the workshop. Students are responsible for using protective and safety equipment.

All instructions from staff regarding protective and safety equipment must be followed immediately.

5.

The workshop is open on all weekdays.

The workshop may be used by appointment on weekends.

The workshop is closed on holidays and closure days.

6.

When leaving the workshop, students are responsible for ensuring that all machines and lights are switched off and doors and windows are closed.

7.

If individual rules for a machine or workplace are posted, these must be carefully followed.

8.

Students are responsible for ensuring that used tools, machines and workplaces are left in a clean and tidy state and that tools are put in place after use.

Tools may not be removed from the workshop.

9.

Any damaged or faulty tools, machines and workplaces must immediately be reported to Dan so that the damage can quickly be remedied.

10.

Waste must be disposed of in the designated containers.

See postings and labels.

Paint, plaster, putty, organic solvents etc. may under no circumstances be poured into sinks, but must instead be given to Dan.

11.

Materials may only be left in the workshop in designated areas. Materials are left in the workshop at the student's own risk and must be labelled with the student's name.

Objects or materials left in the workshop without a label or for over a month without use will be removed.

12.

Misuse of or alterations to tools or machines, such as removal of protective caps, failure to clean up, or violation of these rules is not permitted and may result in a ban from use of the workshop.

Repeated or serious violations may result in expulsion from the Academy.

13.

All instructions from staff must be followed immediately.

Violation of these rules is not permitted and may result in a ban from use of the workshop.

Repeated and serious violations of these rules may result in expulsion from the Academy.