



#### 4. **Drugs and solvents**

The use or possession of illicit drugs, as defined by the Misuse of Drugs Act 1971, is not tolerated on School premises and leads to immediate suspension and the initiation of full disciplinary procedures including the possibility of expulsion. Any attempt to sell illicit drugs to others on School premises leads to immediate expulsion.

#### 5. **Fraud**

Individual members are responsible for acting with propriety in the use of the School's resources and in the handling and use of public funds whether they are involved with cash or payments systems, petty cash, receipts, equipment, or dealing with contractors or suppliers. School members should report details immediately to the appropriate Head of Department, Head of Production Support or Finance Director if they suspect that a fraud has been committed.

#### 6. **Gambling**

All forms of gambling are forbidden on the School's premises

#### 7. **Loss or damage**

The School accepts no liability for loss of property from School premises. Any student causing loss or damage to School property, either within or outside School premises, will be required to make good such loss

#### 8. **Theft**

The theft of cash, equipment, learning resources or materials is an offence that could lead to dismissal and legal prosecution.

#### 9. **Environmental considerations**

In order to maintain a pleasant environment for all staff and students are asked to respect the following regulations:

- **Bicycles**

There are bicycle racks in front of the Oswald Morris building. Bicycles must not be brought onto the site beyond the security gates, other than for use on screen as a prop. Bicycles found anywhere other than the rack will be removed. Your lock will not be replaced, and we can take no responsibility for any damage done to your bike.

- **Bulky items**

Don't bring bulky goods into the School; **exceptions to above**

- props, scenery & hired equipment brought into the school for specified productions and workshops temporarily and subsequently immediately removed or returned to the owner after the production

- equipment intended for immediate fitting in technical areas or agreed investment in our inventory
- furniture & equipment for immediate use in personal offices or workareas
  
- **Car parking**

Student parking is not normally available. Blue Badge holders should apply to Reception for a parking permit. Students with mobility difficulties should inform the Student Support and Wellbeing Office. Out of hours parking on site, i.e. between 6pm and 8am, or at weekends, is allowed in visitor spaces at the front of the site, subject to availability.
  
- **Disposal of personal rubbish**

You may not use the School skips or School land for personal rubbish disposal. Please keep your workrooms and the Beaconsfield Studios site clean and litter free.
  
- **Eating or drinking**

These are not permitted in seminar rooms, studios, editing rooms and other workspaces
  
- **Inflammable liquids**

There is a central inflammable materials store outside the TV stage. Inflammable liquids must be stored in this or some other closed metal locker or cabinet overnight when not in use. This includes spirit based paints (tins or spray cans), methylated spirits, oils, white spirit, paraffin, solvent based glues, fixers, oil & petrol. All chemicals brought on site must be registered with the department of the student bringing them in and a COSHH technical sheet must be on file in that department.
  
- **Noise pollution**

Please keep all activity as quiet as possible, especially for the local community, the study area in the library, and with audio equipment in any part of the School. If any night shooting is proposed in the grounds of the School close to residential areas, you are expected to consult with the Production Support Office first.
  
- **Posters and notices**

Notice boards are available for students' use. Please use only the designated boards. Date any notices you post and please remove them when out of date. Do not fly post on any walls or windows.
  
- **Smoking**

The School operates a non-smoking policy throughout its buildings and at all points on site except the designated smoking areas. These are located between the Oswald Morris building and the TV studio, and in the garden behind the teaching block. Vaping is allowed anywhere on the site that is not in a building.