

## E Regulations relating to buildings and space usage

### 1 Access to buildings and associated teaching/rehearsal/performance spaces

1.1 The facilities of the building for education purposes are only available to matriculated and enrolled students.

1.2 The RCS ID card (matriculation / enrolment) card is proof of an individual's affiliation with the Conservatoire. New students are provided with their card at induction. It ensures authorized access to RCS facilities as well as fulfilling a role to increase security and safety. As a result, the following policies apply to the use of RCS-issued ID card:

**1.2.1 Students must carry their ID at all times while inside the Renfrew Street and Wallace Studios buildings and other buildings used by the Conservatoire for teaching, practice, rehearsal and performance.**

1.2.2 Students must show their ID upon request to any Conservatoire staff member or security officer.

1.2.3 If a student forgets their ID card three (3) or more times, the student may be subject to disciplinary action and/or financial penalty.

1.2.4 All individuals are required to display their RCS ID on Saturdays when inside the Renfrew Street and Wallace Buildings during the academic year and at other times as required by Public Safety.

1.2.5 For personal safety, students should not display RCS IDs outside the Renfrew Street or Wallace Studio Buildings.

1.2.6 Students are not permitted to loan their RCS ID to other individuals, student or otherwise, to access any RCS facility.

1.3 Enrolled students shall only have access as follows:

	<b>Junior</b>	<b>*Intermediate/Higher/Adv</b>
Practice Rooms	only on Saturday	as matriculated students
Library	as extra-mural members	as extra-mural members
Computers	no access*	as matriculated students (H and A only)
Electroacoustic Studios	no access	normally no access
Recording Studio	normally no access	normally no access but application may be made in writing to the Director of School

1.4 Visitors must remain in the designated public areas unless accompanied by a student or member of staff.

1.5 Smoking is not permitted anywhere in the Conservatoire. This includes on the main front steps.

1.6 The facilities of the Café-Bar are available to members of staff, matriculated and enrolled students and members of the public visiting the Conservatoire.

1.7 Consumption of food and/or beverages is not permitted in teaching rooms, workshops, studios, practice rooms, library, performance or public areas, including corridors and doorways. Room standards posters are located around the buildings and must be

adhered to. The room standards are to be followed by both staff and students which is published annually and provided to staff and students.

- 1.8 The facilities of the Students' Common Area are available to all matriculated RCS students.
- 1.9 The Conservatoire bears no liability for loss or damage to the personal property of any student.
- 1.10 Musical instruments must not be left unattended anywhere in the building including the Student Common Area or Foyer. Students of larger instruments who require access to instrument cages or cupboards should arrange kaba card permissions through their Head of Department. Lockers are available for those who play smaller instruments and keys can be obtained from the Reception Desk. Any instruments left unattended will be removed.

### **Booking of Practice and Rehearsal Rooms**

- 1.11 The booking of practice and rehearsal rooms by both staff and students is regulated by the [Private and Sponsored Use of Conservatoire Facilities policy](#), which is published annually and provided to staff and students.

## **2 The Library**

- 2.1 All students are automatically enrolled as members of the RCS Whittaker Library. Our full range of services can be found online at:

<https://www.rcs.ac.uk/study/why-rcs/campus-facilities/learning-teaching-facilities/whittaker-library>

- 2.2 **Hours of Opening**

Library opening hours are published on the website. Please check for any changes

<b>During Term</b>	<b>Summer, Winter &amp; Spring Breaks</b>
Mon to Thurs – 8.45am to 8.30pm;	Monday to Friday – 9am to 5pm
Friday – 8.45am to 6pm	
Saturday – 9am to 4pm	
Sunday – 12noon to 4pm	

- 2.3 **Access and membership**

The Library is open for lending and reference to staff and students of the Royal Conservatoire of Scotland and to the general public for reference purposes only.

#### Extra-Mural membership

Former staff, students and those with a connection to RCS may become Extra-Mural members of the library. Extra-Mural membership provides access to the library's physical collection but excludes access to any E-resources.

#### Fee

The annual fee for Extra-Mural membership is £25. Recent graduates of RCS and former Transitions students are entitled to their first 18 months of Extra-Mural membership at no cost.

### No Fee membership

Piping Centre staff and students, and ex-RCS permanent staff with over 10 years' service are entitled to Extra-Mural membership with no annual fee. Those with the following honours & professorships from RCS are also entitled to No Fee Extra-Mural membership:

- Professor of the RCS
- Honorary Professorship
- Emeritus Professor
- Companion Emeritus
- Doctor of Music
- Doctor of Drama
- Doctor of Dance
- Doctor of the Conservatoire
- Fellow of the Conservatoire

Visiting professors are entitled to Full temporary membership for duration of their visit. For any other membership enquires please contact the Library at [library@rcs.ac.uk](mailto:library@rcs.ac.uk).

- 2.4 The granting and renewal of extra-mural membership is conditional on the borrower in question having no outstanding overdue items or charges.
- 2.5 If you have matriculated as a Junior student at the Royal Conservatoire, then you can join the Library. If you are 12 years old or over, you can come in by yourself, but if you're under 12 then you must be accompanied by an adult.
- 2.6 Library/matriculation cards are not transferable and readers must present their card in order to be able to borrow items from the Library.

Any item borrowed on a reader's card is that reader's responsibility until it is checked in by the library staff. Any lost cards should be reported to Academic Administration and Support and a charge will be made for a replacement.

The Library staff will endeavour to provide a fully equitable service to its users, regardless of ability. We aim to make all reasonable adjustments necessary to improve the learning experience of users, and have a number of measures in place to assist those with disabilities to make the most of their library and IT use.

### 2.7 Other Library Access

The UK Higher Education SCONUL Access scheme allows reference rights to all registered UK students to HE Libraries across the UK. You can check your eligibility and apply for membership of SCONUL access at <http://www.sconul.ac.uk/sconul-access>.

### 2.8 Lending Facilities

2.8.1 The following lending limits apply:

<b>Borrower Category</b>	<b>Loans</b>
Staff	35 (inc. 20 four-week loan, 7 one-week loan, 4 AV loans & 4 three-day loan items) – access to all e-resources

Student	32 (inc. 20 four-week loan, 4 one-week loan, 4 AV loans & 4 three-day loan items) – access to all e-resources
Pre-HE (i.e. Short Course, Transitions& Junior Conservatoire)	12 (inc. 4 four-week loan, 2 one-week loan, 4 AV loan & 2 three-day loan items)
Extra-Mural	
SCONUL Access	
Visiting Staff	16 (inc. 4 four-week loan, 4 one-week loan, 4 AV loan & 4 three-day loan)

Staff and students of the Royal Conservatoire have access to all library resources, but restrictions do apply to other borrowers. The Library rules and regulations can be consulted at: [https://www.rcs.ac.uk/why\\_rcs/campusandfacilities/libraryandit/](https://www.rcs.ac.uk/why_rcs/campusandfacilities/libraryandit/)

2.8.2 Items are loaned for their standard loan period, with extensions to cover vacations, unless the items are required by another reader, when they will be recalled after one week. Items in heavy demand are issued for shorter periods and limits are imposed on the number of these items which can be issued (as outlined above). Loans may be renewed unless required by another reader. Where items are issued for one day, they will be due back on the next day that the Library is open.

## 2.9 Returning facilities

2.9.1 Loans are date-stamped with the due date for return. Readers are notified when loans become overdue but non-receipt of such a letter/e-mail does not exempt a reader from any penalties.

2.9.2 Readers will receive three overdue reminders, before their borrowing privileges are restricted at 50 days overdue. At this stage, it may be necessary for the library to raise an invoice with the reader to recover the cost of the items. The default cost for lost items, where a replacement cannot be found is £15. Lost items from Choral & Orchestral sets will incur additional costs.

## 2.10 Renewals

Items can be renewed 5 times without being brought into the library. You can do this yourself via the [online catalogue](#). After that, however, items must be brought into the library to be renewed.

## 2.11 Reservations

Staff and students of the Royal Conservatoire may reserve items which are on loan to other borrowers.

If an item is recalled for another reader and is not returned when requested, the reader will be banned from borrowing until the item is returned and a fine will be charged.

## 2.12 Inter-Library Loan Policy

### 2.12.1 General Guidelines

Staff & students of the Conservatoire can apply for up to 5 ILL requests, free of charge per academic year, whether for articles or books. After that, the loans are chargeable to the reader's department.

The Library will monitor loan requests so that we know when any readers' allowance is used up, and we will also record which department a reader is attached to. The Head of Department will be asked to authorise any additional spend over the individual allowance of 5 per academic year.

### 2.12.2 Provision for Distance Learners

The Library will endeavour to provide e-content access to distance learners wherever possible. A distance learner is one who cannot reasonably visit the library in person due to the distance involved and is generally registered on a distance learning course or part-time research degree. It is expected that learners in the Greater Glasgow area, or attending RCS as full-time students, will visit the Whittaker Library in person.

The Library offers a distance learner postal service for readers in the UK. Details of this can be found on the Request Forms section of the Catalogue homepage.

## 2.13 Choral & Orchestral Sets

Sets of orchestral material or vocal scores are kept in the Library, for use in RCS performances and repertoire rehearsals. Requests for this material should be made to Performance Library Administrator, who will handle its distribution to performers. For material not held by RCS, please contact the Performance Library Administrator.

RCS will not lend sets directly to individuals, societies or other organisations. RCS sets are available for external loan only via the inter-library lending network. Royal Conservatoire staff are able to borrow sets for internal Royal Conservatoire use only; borrowing on behalf of other organisations will not be permitted.

## 2.14 Electronic Resources

Access to the Library's electronic resources is open to all staff and students. Access to these resources is via your network log-in, therefore you are obliged to accept the Royal Conservatoire's [IT Security and Acceptable Use Policies](#), as well as any license terms and conditions as laid out by the service providers. Additional usernames and/or authentication routes are available from the Library.

## 2.15 Library conduct

**All library users are expected to adhere to the Library Good Conduct guide with regards to behaviour in the Library.** We would ask all readers to respect their fellow students and the staff of the library. Noise levels should be kept minimal, food and drink (with the exception of bottled water) are not allowed, and mobile phones should be kept on silent. If readers persistently break these obligations, they will be asked to leave the Library and may be reported to their Programme Head. Serious breaches may lead to disciplinary proceedings as laid out in the Student Disciplinary Procedure.

Further details on Library facilities and services, and our contact details can be found on our website at: <https://www.rcs.ac.uk/study/why-rcs/campus-facilities/learning-teaching-facilities/whittaker>

### **3 Fire Procedures**

#### **3.1 ON DISCOVERING A FIRE**

- 3.1.1 by Any person discovering a fire should raise the alarm by shouting “ Fire – Get out”, and activate the fire alarm by breaking the glass on the nearest call point as they exit the building via the nearest safe exit and make their way to the assembly point.
- 3.1.2 If possible, the person discovering the fire should telephone the emergency services by dialling 999.
- 3.1.3 When the exchange operator answers, ask for Fire Service and give the location of the fire.
- 3.1.4 **DO NOT re-enter the building** until instructed to do so by the Fire and Rescue Officer and/or following the “all clear” is given by the Fire and Rescue Services or the member of RCS Staff in charge of the evacuation.

#### **FIRE PROCEDURES FOR STAFF AND STUDENTS**

- 3.2 When the Fire Alarm sounds, you will hear a two-tone siren. In areas which have a high level of ambient noise, or users are wearing headphones, red flashing beacons alert the user to the Firm Alarm activation.
- 3.3 Staff and students who are deaf or hard of hearing would be alerted by the vibrating pagers that are issued at reception.

#### **ON HEARING THE ALARM YOU MUST –**

- 3.4 Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice (relevant call out below).

#### **When you hear the fire alarm**

**WALK – DO NOT RUN**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT TAKE RISKS**

**DO NOT USE LIFTS OR MAIN STAIRS AS THEY HAVE FIRE SHUTTERS WHICH CLOSE DURING A FIRE ALARM**

RCS staff are required to direct visitors to the nearest safe exit from the building when the alarm sounds. When you exit the building, you must report to the nearest **Fire Assembly Point** and await further instructions.

**DO NOT ATTEMPT** to re-enter the building until instructed to do so by the Fire Team Co-ordinator located at the Assembly Point or a member of the Scottish Fire and Rescue Service.

- 3.5 The RCS Fire Evacuation Procedure including Fire Exit and operational information can be located on the [RCS Portal](#).
- 3.6 A Personal Emergency Evacuation Plan (PEEP) will ensure that individuals with a mobility issue are not put at any disadvantage or treated less favourably in the event of an emergency situation. If you need assistance, whether permanent or temporary, to evacuate a building or reach a place of safety in the event of an emergency you must let your Head of Department or Head of Programme know so that a PEEP can be developed by the Health, Safety and Wellbeing Department for you.

The key question to ask is “Can this person leave the building unaided in an emergency?” If the answer is No, they need their own evacuation plan.

## 4. Health, Safety and Wellbeing

### 4.1 Policy

4.1.1 The Conservatoire recognises and accepts its responsibilities for the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of its staff, contractors’ staff and students. In addition, the Conservatoire also recognises and accepts its responsibilities for ensuring a safe, secure and healthy environment for all visitors and for the general public.

4.1.2 The Conservatoire will pay particular attention to:

- Emergency procedures which will be regularly reviewed and rehearsed for safety in emergencies e.g. fire evacuation
- Adequate welfare facilities for students and staff

The Conservatoire will take account of:

- Visitors and the general public
- Hazards associated with each department
- Informing all staff and students of their responsibilities for health and safety.

4.1.3 It is the policy of the Conservatoire to conform to all current health and safety legislation. To this end, the policy together with the organisation and arrangements for its implementation will be reviewed every three years or when there are changes in legislation. The responsibilities and arrangements for the implementation of the Policy are fully documented and distributed widely throughout the Conservatoire. A copy is also available on the Portal at <https://portal.rcs.ac.uk/health-safety/policies-and-procedures>

### 4.2 Staff and Students’ Responsibilities

4.2.1 The Health and Safety at Work etc. Act 1974 requires all people in places of work to follow safe working practices, placing legal duties on everyone. These include:

- i taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do;
- ii co-operating with the management on health and safety;

iii not interfering with or misusing anything provided for your health, safety or welfare. In particular, everyone should ensure that all hazards which could cause accidents or injury or which could adversely affect health in any way are identified and removed. Hazards are assessed and appropriate control measures are put in place where the hazard cannot be removed. Examples of hazards are torn floor coverings, pools of water on floors, projecting nails which could cause injury, blocked fire exits, dangerous substances out with proper containers, trailing wires, etc.

4.2.2 Safety is the concern of **every** individual (whether staff or student) and every hazard which is identified should be reported to **Client Services**, without delay or to the **Lecturer / Head of Programme / Head of Department / Line Manager** and, where necessary, **the Health, Safety and Wellbeing Department**.

4.2.3 Everyone, both staff and students, has a direct, mutual responsibility to take immediate action to prevent accidents and must wear suitable protective clothing for the activity in which they are engaged.

i No-one may use any equipment or machinery until fully instructed and authorised by an appropriate member of staff.

ii All machine guards must be in place and properly adjusted before work starts.

iii All appropriate Safety Procedures must be adhered to everywhere and at all times.

#### 4.3 Health and Welfare

##### 4.3.1 First Aid

The Conservatoire has the following medical facilities and personnel available when required:

First Aid Rooms are situated on the ground floor (near to Reception Desk) at Renfrew Street and Wallace Studios

First Aid Boxes in:

- All Client Services receptions
- Technical Workshop area
- Wardrobe

Trained First Aiders are available throughout the buildings and comprise of members of the client services team and departmental staff where deemed necessary.

Any person requiring medical attention, either through illness, or as a result of an accident should be reported immediately to the **Client Services Assistant on duty at Reception**. Emergency cases will be taken immediately to the local accident and emergency department.

##### 4.3.2 Health Promotion

The Conservatoire holds information leaflets on many aspects of health promotion and actively encourages attendance at organised seminars and other programmes on health promotion.

Further details, along with the full health, safety and wellbeing policies and procedures are available on the intranet, 'portal' at <https://portal.rcs.ac.uk/health-safety/>, or by contacting a member of the health, safety and wellbeing department.

## 5 Compulsory Training

All students are required to undertake mandatory Health and Safety Induction Fire Training and Cyber Security Training. Some students, depending upon their course, may also be required to Child Protection training. This may be face-to-face training or online training.

Fire training is an annual requirement and other training needs to be refreshed every 3 years.

Failure to complete the training will normally result in disciplinary action for serious misconduct as described in Section H.

## 6. RCS AV Department and the AV Store

The AV Department are responsible for all installed audio and visual systems, several portable AV Systems at both the Renfrew Street and Wallace Studios Campus, as well as operational control of The AV Store, and The Instrument Store.

The AV Store

The RCS AV Store has a stock of audio and visual equipment which can be loaned to Staff and students. For all equipment loans you can place your loan order with us either in person at the AV Store or by email to [avsupport@rcs.ac.uk](mailto:avsupport@rcs.ac.uk).

- 6.1 Staff/Students must show a valid RCS ID on collection of equipment, in some cases, valid photographic ID will be accepted.
- 6.2 All equipment for your booking will be available from 9am on the start day of your booking unless advised otherwise by AV Staff.
- 6.3 All loans should be returned to the AV Store **NO LATER** than 12-noon on the end date of your loan unless an agreement has been made with AV Staff for a later return. This must be agreed with AV Staff **PRIOR** to your loan ending. Any loan not returned by the 12-noon deadline is subject to a fine. For more information please see [AV Department Fines](#).
- 6.4 If equipment is required outside of the normal AV Stores operating hours, special arrangements must be made at least 5 working days in advance.
- 6.5 For a full list of terms and conditions for AV Store bookings, please visit [AV Store Booking Terms and Conditions](#).

## 7 The Instrument Store

The instrument store has a stock of musical instruments which are available for loan to staff and students.

- 7.1 All Instrument loans must be approved by the relevant Head of Department for that discipline, loans will not be released without approval.
- 7.2 Staff/Students must show a valid RCS ID on collection of instruments, in some cases, valid photographic ID will be accepted.
- 7.3 When the loaned instrument is being used in direct connection with RCS studies / activities, the instrument is covered by the RCS Insurance Policy
- 7.4 When the instrument is being used for personal purposes unrelated to RCS activities, the borrower is required to obtain their own insurance policy, for more information on insurance please see our [Insurance Information](#) document.
- 7.5 All loans should be returned to the AV Store **NO LATER** than 12 noon on the end date of your loan unless an agreement has been made with the AV Staff for a later return. This must be agreed with AV Staff **PRIOR** to your loan ending. Any loan not returned by the 12-noon deadline is subject to a fine. For more information please see [AV Department Fines](#).
- 7.6 For a full list of terms and conditions for Instrument Store bookings, please visit [Instrument Store Booking Terms and Conditions](#)

## 8. Notices and Messages

Urgent telephone messages will be delivered when possible, but students may not be called to the telephone. It is the responsibility of students to consult daily the boards which display official notes, timetables, rehearsal times, etc. and to check their mailbox holes and email accounts regularly.

## 9. Outside Lessons, Classes and Engagements

- 9.1 Students are not allowed to enrol on any educational programme outwith the Conservatoire without the permission of the appropriate Head of Programme/Head of Department (or equivalent) and the appropriate Director of School.
- 9.2 Full-time students may not undertake any professional or amateur engagements, take part in public performances, publish compositions, give interviews to the press or be described upon programmes or professional announcements as 'of the Royal Conservatoire of Scotland', 'of the School of Music', 'of the School of Stage and Screen or 'of the School of Dance' without seeking the advice of the appropriate Head of Programme/Head of Department (or equivalent).
- 9.3 Full-time students may not enter for the external examination of other institutions without the prior permission of the appropriate Programme Head/Head of Department (or equivalent) and the appropriate Director of the School.
- 9.4 In accordance with the Immigration Rules, Student route visa holders are **not** permitted to be employed as an entertainer unless the performance is arranged through the

Conservatoire's External Engagements department and the performance forms an integral and assessed part of the programme of study.

**International Student route students cannot be self-employed**, engage in business activity, work as a professional sportsperson, including as a sports coach, or take on a permanent full-time job. Student route students are permitted to work for up to 20 hours per week in term-time and full-time during the holiday periods.

Any Student route student who is suspected of not complying with these regulations will be reported to UK Visas and Immigration immediately, risking both the immigration status of the student and the sponsor status of the Conservatoire. Disregarding these rules may lead to action under the Student Misconduct policy

#### **10. Private Tuition on Conservatoire Premises**

Private tuition shall not take place on Conservatoire premises without the written approval of the Director of the School. This is in compliance with the [Private and Sponsored Use of Conservatoire Facilities policy](#).

#### **11. Tuition for Students of the School of Music**

Students will be allocated to a 1:1 Principal Study teacher by their Head of Department (HoD) when they begin studies in the School of Music. Colleagues will do their best to accommodate requests to study with a particular teacher, where they have advance notice, but cannot promise to fulfil all requests. Please see the Change of Teacher policy in full [here](#).