



Startup Stiwdio Cardiff is located on USW's Atrium Campus.

ACCESS PROCEDURE:

The building is open 8am-10pm week days and 8am to 8pm weekends. Members are required to download Safezone, and familiarize themselves with the Atrium security contact info in case of emergency.

Atrium Security: 07766181573 or landline (01443) 6 68538

"Security - Cardiff" cardiffsecurity@southwales.ac.uk

All visitors must be logged in on the Envoy Visitor App using iPad in the foyer. Please ensure your visitors to log out when leaving the building.

SAFEZONE PROCEDURE

-All USW Stiwdio Staff and Members must have the SafeZone App installed and operational when on campus and follow any instructions immediately.

-Stiwdio members should immediately share any SafeZone notifications with other Members currently in the building.

COVID PROCEDURE

If you are unwell with a respiratory illness such as COVID-19 please follow the latest University COVID guidance information as listed on the website.

If you are unwell and consider there is a possibility you may have contracted COVID-19 please do not attend the Stiwdio building until you have undertaken a COVID test **and the result is negative**.

If the result is positive please stay at home until you test negative, in line with current UK government guidelines.

If Covid test is negative I.e., you are unwell with other illnesses such as the flu virus, please also try and work from home in order to reduce the possibility of transferring the virus to others in the building.

Additional requirements

- During Oct to April months (and any other cold times) open windows and turning on fans to increase ventilation, ensure all CO2 monitors and COVID19 air purifiers are working and leave the room/building if the CO2 monitors reach the Red Warning level.

- Sanitizing stations are still in operation at the entrance to Startup Stiwdio and at key locations in the building e.g. toilet areas. Please use these regularly, especially when arriving in the building.

- Ventilation: Heating and ventilation fans systems have been serviced and will allow fresh air from outside the building to be drawn in and stale air to be removed more quickly.



- 4 x Portable Virus Killer Air Purification Units are operational and can be moved to locations throughout the building to add air purification.
- 4 x CO2 monitors will be located throughout the building. These will be set to raise an alarm when the monitors reach `red`. If alarms are triggered all Staff and Members in the building will need to leave (for at least 15 minutes) until the alarms stop (in order for fresh air to circulate)
- All windows will be opened whenever anybody is working in the building,
- but the fire doors MUST NOT be opened (unless in an emergency) as this would create a very high level of security risk to the building for theft.
- If using the AV studio or the meeting room the internal ventilation system must be turned on i.e. the air conditioning unit with the fan set at high and also a CO2 monitor should be placed in the room during all work (if the CO2 monitor reaches Red Alert leave the room immediately until it has returned to the safe `green` level.

LONE WORKING PROCEDURE

-If you are the only person in the Stiwdio, you must notify Atrium Security staff that you are working alone in the building, when you enter or leave the building.

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"Security - Cardiff" email: cardiffsecurity@southwales.ac.uk

All Stiwdio Members are required to confirm awareness and compliance with Lone Working Policy for Cardiff Startup Stiwdio including confirming knowledge of the emergency evacuation procedures and agreeing that it is their responsibility to plan how to get home safely when working 'out of normal campus hours'.

COSHH PROCEDURE

COSHH materials are secured in a locked room /cupboard with clear signage indicating the presence of hazardous materials; Stiwdio members are not authorized to enter.

SLIP TRIP AND FALL

-Stiwdio staff and Members are required to ensure that all work areas and shared spaces are kept clean, tidy and to report any potential Slip/Trip/Fall hazards immediately to the Stiwdio staff or Atrium Security.

-If a hazard is identified, e.g. a spillage of liquids in the toilets or kitchen areas then Yellow Hazard Display signs are placed in the area until the hazard is removed.

-All walkways throughout the building must be kept clear and any obstruction reported to Stiwdio staff immediately.

FIRST AID

Please be aware of the First Aid procedures. Stiwdio members are required to install Safezone on their phones, so that they can make first Aid requests if necessary and notify nearest first



aiders. First Aid kit is located opposite the toilets. Stiwadio members are encouraged to save the University emergency number 01443 4 83333

FIRE SAFETY

- To help prevent fires, Staff and Members, are required to be particularly vigilant when using kitchen equipment such as the toaster and microwave, which must not be left unattended and must not use these pieces of equipment if they are left unattended.

- In the event of a fire, follow directions from the Fire Marshall, leave immediately through the nearest safe fire exit and wait in the fire assembly point. Do not attempt to bring any belongings with you. Everyone must make themselves aware of the emergency evacuation exits and the fire assembly point.

- Where possible windows should be closed as members are effecting their evacuation to help control the spread of a fire, though their safe evacuation is priority.

- Doors to the broadband and network server room, cleaning cupboard, offices and AV suite should be closed at all times (unless short-term access is required) to reduce the likelihood of a fire spreading throughout the building.

- Members are responsible for explaining the fire evacuation procedures to their visitors if a fire alarms sounds.

- Fire-fighting equipment for putting a fire out quickly are in place adjacent to all 3 emergency evacuation exits. All fire exits and escape routes are clearly marked and kept unobstructed at all times. Location of safe assembly areas are also clearly signed next to all Emergency Evacuation exits

ERGONOMICS

- All staff must undertake a work station assessment and training. Any remedial actions identified should be raised with your line manager.

- Stiwadio Members are required to confirm that USW cannot be held responsible for any ergonomic injuries or eye strain that is determined to be the result of poor workstation patterns of working or poor working procedures as a self-employed person.

OTHER

TERRORIST ATTACK

- Be vigilant.**

- Terrorist attacks usually happen in public places. **Keep a watch for suspicious behavior, vehicles or packages.** If you have any fears or suspicions, tell the police by calling 999 and if possible contact Atrium campus Security.

- Terrorist attacks happen without warning. To stay informed, keep an eye on the government's terrorism threat levels via <https://www.gov.uk/terrorism-national-emergency>

- If a Terror attack does happen follow the **RUN. HIDE. TELL.** principles:



- **RUN** Escape if you can Consider the safest options Is there a safe route? Run, if not Hide. Can you get there without exposing yourself to greater danger? Insist others leave with you, but don't let their indecision slow you down. Leave belongings behind. Do not attempt to film the incident. Run.

HIDE If you cannot Run, Hide. Find cover from gunfire If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe. Bullets go through glass, brick, wood and metal. You must still hide, even If you are behind a locked door. Find cover from gunfire e.g. substantial brickwork/heavy reinforced walls. Be aware of your exits. Try not to get trapped. Be quiet, silence your phone and turn off vibrate. Lock/barricade yourself in. Move away from the door

TELL Call 999 – What do the police need to know? If you cannot speak or make a noise, listen to the instructions given to you by the call taker: Nature of the Incident - What is happening? Location - where is the incident taking place? Give an address or general location Suspects – Where are the suspects? Direction – Where did you last see the suspects? Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so

Armed police response: Follow the police officer's instructions

Remain calm. Avoid sudden movements that may be considered a threat Keep your hands in view Officers may: Point guns at you Treat you firmly Question you Be unable to distinguish you from the attacker

Officers will evacuate you when it is safe to do so

Plan and prepare now. You must stay safe: What are your plans if there was an incident? What are the local plans? (personal emergency evacuation plan, first aid training etc.) Consider first aid when it is safe to do so

ELECTRICAL EQUIPMENT

No items of personal equipment must be used on University premises unless it is in a good state of repair and used in the manner for which it is intended. Any item that develops a fault must be withdrawn from use and regular user checks should be carried out:

Stiwdio members are responsible for ensuring their electrical equipment is safe and good working order:

User checks

1. These are informal checks by persons prior to using items of portable electrical equipment. There is no requirement to record user checks.
2. The person using items of electrical equipment should look at it before use and check for signs that it may not be in sound condition, for example:
 - damage to the cable, including fraying or cuts
 - damage to the plug or connector, e.g. the cracks in the casing or bent pins



- inadequate joints, including taped joints in the cable
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the colored insulation of the internal cables were showing
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or otherwise contaminated
- damage to the external casing of the equipment

OVERNIGHT SECURITY PROVISION

As USW overnight security provision has been removed on Cardiff campus, and Atrium security has moved to a keyholding alarm response, members are advised to take out relevant insurance to ensure any equipment left in the Stiwdio overnight is protected, and to cover any disruption to business that may result from equipment loss. You are aware that belongings left in the Stiwdio are not covered by USW insurance.

Read | Confirm Understanding | Confirm Compliance

Stiwdio Members and staff working for organisations with office license agreements must confirm that you have read, understood and will fully comply with the Stiwdio Member Health & Safety Policy and Procedure and all associated health and safety procedures as published in the Startup Stiwdio Cardiff Health and Safety Policy and Procedures (Nov 2023).

This includes being fully aware of the evacuation procedures for the building if an emergency occurs or the fire alarm sounds and confirming that you have installed the USW Safe Zone App and will keep this operational whilst on all USW campuses.

All Members are asked to recognize their joint role in creating and maintaining a safe working environment for all USW Staff, visitors and other Stiwdio Members, and to report to the Stiwdio Officer or Incubator Manager all accidents, incidents and near misses or potential hazards.

JAN 2024