

Estates Handbook

2025-26

October 2025

Contents

1.0	OPENING HOURS AND ACCESS OUT OF HOURS	2
2.0	CCTV AND SURVEILLANCE.....	10
3.0	DYNAMIC LOCKDOWN	13
4.0	CAR PARKING POLICY	15

1.0 OPENING HOURS AND ACCESS OUT OF HOURS

Introduction

- 1.1** The Northern School of Art takes the health and safety of all staff and students very seriously. Therefore, the School must be aware of staff and students on site at all times, particularly in the event of an emergency
- 1.2** Much of Health and Safety regulation is concerned with instruction, training, information and supervision. For this reason, the School needs to ensure that staff and students wishing to access School premises out of hours must follow this procedure.

Opening hours at Middlesbrough Campus

1.3 Opening hours for staff

Monday – Thursday 07:30 – 18:00

Friday 07:30 – 16:30

Caretakers and cleaners will be on site from 06:00

1.4 Opening hours for students and visitors (excluding student interviews)

Monday – Thursday 09:00 – 17:00

Friday 09:00 – 16:30

Students are expected to have left the campus by 17:00. Any students who are waiting for transport home will need to wait in the Reception area. The caretakers will aim to have the building closed at 18:00 by which time staff and any prospective students will have to have left the building.

1.5 Weekday term time access

During term time staff should only stay later than the closure time with the expressed consent of the caretaking staff (see Appendix i) giving as much notice as possible. Access is at the discretion of the Facilities Manager. This allows for the planning of shift patterns and clarity around the close time for the day. Extension of opening hours should be by exception and not the norm. Open day dates need to be communicated to the Facilities staff to arrange for extending opening where necessary.

1.6 Weekday out of term time access

Out of term time, the School will close at 5.00pm Monday to Thursday and at 4.30pm on Fridays unless agreed otherwise by Principalship. Any requirements outside of these hours are at the discretion of the Facilities Manager (see appendix iii).

Academic staff and students wishing to use School premises out of term time must obtain permission from both the Cluster Leader and the Facilities Manager using the form in Appendix iv. Advance notice of at least a week is preferred as out of term shift patterns differ to term-time

Once full approval has been obtained then staff must inform Reception of the staff or students they are expecting in, providing details of names, rooms to be used, times of access and who will be supervising them. The Facilities Manager will arrange caretaker cover for the times agreed.

On arrival staff and students must sign in the signing in sheet and when leaving sign out on the signing in sheet, this can be found on the reception desk. This is needed so that the caretakers and fire marshals are aware of anyone who is in the building who is not normally expected to be on that day.

Out of term time any students wishing to access the School must have supervision at all times. Academic staff must provide and organise this supervision. Cluster Leaders must also organise the use of any other areas other than their own studios with the respective owner of that space, particularly in relation to the IT suites, workshops and other facilities.

1.7 Weekend access

All weekend access to the School requires the completion of Appendix v for approval. Generally, this will apply to Saturday Clubs, Open Days and on occasion for staff to work.

Only students who are enrolled on classes are permitted to be on the premises and need to be supervised at all times.

Staff and Students are expected to sign in and out via reception to ensure that the School knows who is on site at all times in case of emergency.

Open day groups may be signed in by the party leader who declares how many people are in their group and in event of emergency ensures all members are accounted for.

Opening hours at Hartlepool Campus

1.8 Opening hours for staff

Monday – Thursday 07:30 – 19:00

Friday 07:30 – 16:30

Caretakers and cleaners will be on site from 06:00

1.9 Opening hours for students and visitors

Monday – Thursday 09:00 – 19:00

Friday 09:00 – 16:30

1.10 Workshop opening hours

Monday – Thursday 09:00 – 1700

Friday 09:00 – 1630

Workshops will only be accessible to students during these hours. If there is a need for the hours to be extended, then the application in Appendix ii should be completed.

The School takes its Health and Safety responsibilities seriously and without exception the workshops are environments where relevant staff supervision is required. They contain machinery, tools, equipment, chemicals and other substances and materials where supervision is required and students should not be left 'lone working' in these areas.

1.11 From 5:00pm there will be a Duty Manager on site who is the emergency contact for Caretakers and Students.

1.12 Extension of opening hours should be by exception and not the norm. Open day dates need to be communicated to the Facilities staff to arrange for extending opening where necessary.

1.13 Studios will be only be available after 17:00 for students where a risk assessment has been conducted by Programme Staff responsible for the studio and Estates Staff available. This is to identify and mitigate any dangers that may be apparent outside of normal staff work hours. Only studios where this has taken place and been reviewed and signed off by the Health & Safety Advisor will the studio be allowed to stay open past 17:00. The risk assessment should be conducted as per the risk assessment procedure available on the VLE.

1.14 Weekday out of term time access

Out of term time the School closes at 17:00 Monday to Thursday and at 16:30 Friday unless agreed otherwise by Principalship. All staff are expected to leave the premises reasonable promptly, unless prior arrangements have been made with the Facilities Manager - Resources. See Appendix iii

1.15 Students wishing to use the School premises out of term time must obtain permission from their Senior Lecturer and Facilities Manager using the form in Appendix iv. Advance notice of at least a week is preferred as out of term shift patterns differ to term-time.

1.16 The form should be filled in by the Senior Lecturer and passed on to the Facilities Manager for approval. Once full approval has been obtained then the Faculty Leader must inform Reception of the students they are expecting in, providing details of names, rooms to be used and times of access. The Facilities Manager will inform the Caretakers. Access is only permitted with relevant supervision.

1.17 Weekend access

All weekend access to the School requires the completion of Appendix v for approval. Generally, this will only apply to Open Days and on occasion for staff to work

Appropriate academic staff supervision will be required for students to be allowed on site.

With the exception of open days staff and students are expected to sign in and out via reception to ensure that the School knows who is on site at all times in case of emergency.

Application for Permission to work outside of opening hours

To be completed by student / member of staff					
Name of Student (Please list on back of form if more than one)		Date			
Date of required access		Room No			
Course		Year	1	2	3

To be completed by student
Nature of Work/Task to be undertaken including any specialist equipment / machinery to be used

To be completed by Senior Lecturer			
Risk Assessment Required?	Yes	No	If yes please attach
Supervision Required?	Yes	No	
If yes who will be providing supervision			

To be completed by Senior Lecturer	
Any further information you would like to add	
Senior Lecturer Signature	
Authorisation of Facilities Manager	

When completed please pass this on Reception

Duty Receptionist to ensure students have signed in and inform:

Academic Duty Officer ☐

Duty Caretaker ☐

Application for Permission for Students to use workshops after 17:00

To be completed by student					
Name of Student (Please list on back of form if more than one)					Date
Date of required access					Room No
Course			Year	1	2
				3	

To be completed by student
Nature of Work/Task to be undertaken including any specialist equipment / machinery to be used

To be completed by Senior Lecturer			
Risk Assessment Required?	Yes	No	If yes please attach
Member of staff providing supervision			

To be completed by Senior Lecturer	
Any further information you would like to add	
Senior Lecturer Signature	
Authorisation of Facilities Manager	

When completed please pass this on to Reception

Duty Receptionist to ensure students have signed in and inform:

Academic Duty Officer ☐

Duty Caretaker ☐

Application for Out of Term Time Late Opening

Staff Name		Date	
Date of required late opening			
Please state the areas which you require access to			

Nature of Work/Task to be Undertaken			
Are other members of staff to be present?	Yes	No	If yes, please list on reverse
Are students to be present?	Yes	No	If yes, please list on reverse
Risk Assessment Required?	Yes	No	If yes please attach
Staff Signature			

To be Completed by Facilities Manager			
Will Caretaker Cover be Required?	Yes	No	
If Yes, will this incur overtime payment?	Yes	No	
If Yes, approximately how many hours overtime are to be incurred?			
Authorisation of Facilities Manager			

Application for Permission for Students to work in School out of Term Time

To be completed by student					
Name of Student (Please list on back of form if more than one)			Date		
Date of required access			Room No		
Course		Year	1	2	3

To be completed by student
Nature of Work/Task to be undertaken including any specialist equipment / machinery to be used

To be completed by Senior Lecturer			
Risk Assessment Required?	Yes	No	If yes please attach
Member of Staff providing supervision			
Will this incur overtime, if yes approximately how many hours overtime?	Yes	No	Approx. Hours

To be completed by Senior Lecturer	
Any further information you would like to add	
Senior Lecturer Signature	

Course / Programme Leader to forward to the Facilities Manager for authorisation

Authorisation of Facilities Manager	
-------------------------------------	--

When complete please forward to Duty Receptionist. Duty Receptionist to ensure students have signed in and inform:

Duty Caretaker ☐

Application for Weekend Access

Staff Name		Date	
Date and time of required week end opening			
Please state the areas which you require access to			

Nature of Work/Task to be Undertaken			
Are other members of staff to be present?	Yes	No	If yes, please list on reverse
Are students to be present?	Yes	No	If yes, please list on reverse
Risk Assessment Required?	Yes	No	If yes please attach
Staff Signature			

To be Completed by Facilities Manager			
Will Caretaker Cover be Required?	Yes	No	
If Yes, will this incur overtime payment?	Yes	No	
If Yes, approximately how many hours overtime are to be incurred?			
Authorisation of Facilities Manager			

When complete please forward to Duty Receptionist. Duty Receptionist to ensure students have signed in and inform:

Duty Caretaker ☐

2.0 CCTV AND SURVEILLANCE

Introduction

2.1 The Northern School of Art has a CCTV surveillance system in place across its campus sites, the use of which falls under the Data Protection Act (DPA) of 1998, the General Data Protection Regulations (GDPR) 2018 and to any subsequent data protection legislation that may be published. The School pays due regard to the above legislation, to the Freedom of Information Act (FOIA) 2000 and to the Protection of Freedoms Act (POFA) 2012. The School will also pay due regard to the Surveillance Camera Code of Practice, issued under the Protection of Freedoms Act 2012 with reference particularly to the 12 guiding principles within.

2.2 This policy utilises the guidance issued by the Information Commissioner's Office (ICO)

[Video surveillance \(including guidance for organisations using CCTV\) | ICO](#)

Purpose

2.3 This policy exists to ensure that the School's operation and control of CCTV complies with legislation and guidance and that the scope and responsibilities for the systems are clearly defined

2.4 This policy applies to CCTV and any other systems which capture images of identifiable individuals operated for the purpose of promoting security and to identify criminal activity in order to enhance the safety and wellbeing of students, staff and visitors. It also applies to information relating to individuals for the purposes of monitoring activities and/or behaviours on School premises including the car parks which require a response. Any response should be appropriate to the incident being witnessed.

System use summary

2.5 The School uses CCTV for the following purposes:

- To detect, prevent or reduce the incidence of crime and support the apprehension and prosecution of offenders.
- To prevent and respond effectively to all forms of harassment and disorder on School property.
- To reduce the fear of crime.
- To create a safer staff and student community.
- To gather evidence by a fair and accountable method
- To support insurance claims.
- To help protect the physical environment.
- To investigate complaints and disciplinary issues, only as part of a formal complaint investigation.

System use overview

2.6 The CCTV system is owned by The Northern School of Art, Newport Road, Middlesbrough, TS1 1LA and is managed by the School. In accordance with the General Data Protection Regulations, the School is the “data controller” for images produced by the CCTV system.

2.7 The Vice Principal (Resources) is the Data Protection Officer for the School and The Facilities Manager and the IT Manager are jointly responsible for the installation, maintenance, monitoring, data storage, reviewing and ensuring compliance with this policy.

Signs are placed at pedestrian and vehicle entrances in order to inform students, staff, visitors and members of the public that CCTV is in operation. The signage indicates that the system is managed by The Northern School of Art and a contact number is provided.

2.8 Any proposed new or additional CCTV installation should follow the ICO guidelines in section 2.2

2.9 Cameras are monitored in the Estates Offices at each campus by members of the Estates team during working hours

2.10 Images are recorded centrally on secure servers. Only members of staff with expressed authorisation by the Facilities Manager can view data to review incidents. Images recorded are automatically overwritten on a rolling basis (approx. 30 days) by the system

Applications for disclosure of images

2.11 Requests from individual data subjects for images relating to themselves should be submitted in writing to the Vice Principal (Resources) together with proof of identification. Sufficient detail must be provided by the data subject in order to locate the relevant images.

2.12 Where the School is unable to disclose images to a subject without disclosing personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the disclosure, or where reasonable, having regard to the circumstances, to comply without the consent of the individual.

2.13 Requests for images made by a third party should be made in writing to the Northern School of Art. In limited circumstances it may be appropriate to disclose images to a third party, such as when a disclosure is required by law, in relation to the prevention or detection of crime or in other circumstances where an exemption applies under relevant legislation. Such disclosures will be made at the Principal’s discretion, with reference to relevant legislation and where necessary, following advice from the Health & Safety Committee.

2.14 Where a suspicion of misconduct arises and at the formal request of the Investigating Officer or HR Manager/Advisor, access to CCTV images may be provided for use in staff disciplinary procedures.

2.15 A record of any disclosure made under this policy will be held with the CCTV management system itemising the date, time, camera, requestor, authoriser and reason for the disclosure.

Definitions

2.16 Useful definitions

- CCTV – closed circuit television
- DPA – Data Protection Act 1998
- GDPR – General Data Protection Regulations 2018
- FOIA – Freedom of Information Act 2000
- POFA – Protection of Freedoms Act 2012
- ICO – Information Commissioners Office
- Data – in this instance refers to images of identifiable individuals captured by the CCTV cameras. It may also refer to registration marks of vehicles captured by the same means. No sound is recorded on the CCTV system.
- HR – Human Resources
- Investigating Officer – the manager assigned the task of formally investigating an incident or allegation for a member of staff

Responsibilities

2.17 The Northern School of Art recognises its responsibility to operate the CCTV system in accordance with the Data Protection Act 1998 and subsequent legislation as identified previously. To that end it ensures that the personal data captured is:

- a. Processed lawfully, fairly and in a transparent manner;
- b. Collected for specified, specific and legitimate purposes and not further processed in any manner that is incompatible with those purposes;
- c. Adequate, relevant, and limited to what is necessary in relation to the purposes as described in 2.5 above;
- d. Accurate and up to date where necessary;
- e. Kept secure and in a form which permits identification of the data for no longer than is necessary for the purposes for which the data was captured;
- f. Processed in a way that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2.18 The Facilities Manager is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice

3.0 DYNAMIC LOCKDOWN

Introduction

- 2.19** This procedure document has been produced in accordance with the School's Prevent Policy. It gives guidance on The Northern School of Art's lockdown procedures in response to a fast-moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity. Due to the differences between the vast array of potential incidents and the various locations of our sites it is not possible to give prescriptive advice, however this guidance details procedures applicable to most eventualities. The procedure has been created through partnership with Cleveland Police Counter Terrorism and Middlesbrough Borough Council and follows guidance provided by the National Counter Terrorism Security Office (NaCTSO).

What is dynamic lockdown

- 2.20** Dynamic lockdown is the ability to quickly restrict access and exit to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). Due to the varied location and nature of all our sites it is recognised that some sites will not be able to physically achieve full lockdown.

Why develop dynamic lockdown

- 2.21** Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. The School will continue to review its ability to detect and deter threats at the attack planning phase. This will be achieved by presenting a strong security posture through visible and effective activity, including staff awareness and training, reporting processes, efficient use of CCTV and deterrent communications.
- 2.22** If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

Emergency incident planning

- 2.23** Emergency Incident Planning will be a standing agenda item on the Health & Safety Committee which meets 3 times a year
- 2.24** Staff Training should include using principles of "Stay Safe" (see below). The Estates Manager and Health and Safety Advisor should ensure people know what is expected of them, their roles and responsibilities, and include regular testing and exercise plans with staff.

On site security

- 2.25** At all School sites access to the building is for members of the School Community only and is achievable through our automatic locking doors with an identity card. This card is active during the course of an enrolment or employment period only. CCTV is available for the majority of site entrance points. Other potential exit points include the emergency exits. These remain closed at all times and allow emergency exit only.

- 2.26** The School currently has two sites. They are our Middlesbrough campus (Further Education) and our Hartlepool campus (Higher Education).
- 2.27** In Middlesbrough the campus is situated in one location with a single entrance point at the front of the building. The building opened in September 2021 and has been designed and built with careful consideration to Safeguarding and Prevent guidance. The main entrance can only be released by members of the School community or via the intercom provided. In addition, a secondary gated entrance point can only be accessed through use of a student ID card or visitor pass.
- 2.28** In Hartlepool the School has seven closely located buildings. Church Square is the location for three of these buildings with four buildings located at 1 Church Street. All entrances to all buildings at the Hartlepool site are accessible only by members of the School Community through use of their ID badge and are covered by CCTV. Other potential exit points include the emergency exits. These remain closed at all times and allow emergency exit only.

In event of an incident

- 2.29** Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives. This section of the procedure will look at two broad eventualities. These are an incident external or in the vicinity of our sites, or an incident in one of our buildings. Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

Evacuation advice

- 2.30** Counter Terrorism Police have visited the School and suggest using the Run / HIDE / TELL protocol. Here is a link to a video which explains this protectuk.police.uk/sites/default/files/2021-08/10 - ACT For Youth - Education Film %5BPresentations%5D.mp4
- 2.31** The School has been advised by Cleveland Police Counter Terrorism NOT to use muster points as this results in staff and students congregating at a single point which may be vulnerable to attack. The advice given is to 'scatter'.
- 2.32** The Police have recommended that staff and students evacuate and go in various directions (not the same) in order to reduce the risk of attack. This advice follows terrorist attacks across the UK and Europe where motor vehicles have been used to attack groups of people to inflict maximum casualties.
- 2.33** Senior management and Estates staff will monitor what is happening at the School at a safe distance in order to inform others of whether it is safe to return or otherwise. Police response teams will be on site promptly and these staff will liaise with them as to what should be done.
- 2.34** Course and Programme teams should decide where they will meet after a 15-minute period to decide on the next steps of action. At this point senior management may have better information from Police response teams and be able to offer further guidance which may include to stay away as the situation is still dangerous.
- 2.35** Only once Police have confirmed that the site is secure and safe to re-enter can anybody return to the building(s)

4.0 CAR PARKING POLICY

Introduction

- 4.1** The School has parking facilities at each of its campuses. The demand and capacity differ between sites and this policy defines what is permitted at each site in turn. The School does not guarantee parking facilities to any members of staff, visitors or students and this is covered below.
- 4.2** ALL staff and students using the car park must have a permit to park in the car park
- 4.3** *Cars and other vehicles are parked at the owners' risk and the School accepts no liability for any damage or incidents that occur in the car parks. Should a car be left overnight the Caretakers should be informed in advance to avoid trying to find a member of staff or student on campus at locking up time. If Caretakers are unable to find the owner of the car it may be locked on campus overnight. It is the responsibility of the car owner to leave by the site closure time.*

Middlesbrough

4.4 Staff parking

The School has provided a car park at the Newport Road site for use by staff and visitors. Permits are required for staff and they are available from the Facilities Manager on request.

Cars must be parked in the bays provided and when there are none available staff should park their cars off site. There are numerous car parks in the nearby vicinity which offer affordable car parking facilities.

Staff travelling from Hartlepool for meetings should park off site and can claim for parking charges through the milage and expense process.

4.5 Student and visitor parking

There is no student parking available at the Newport Road Campus other than for disabled students who may use the disabled parking bays on presentation of a 'blue badge'.

Students being dropped off and picked up should arrange for this to be off site and not enter the car park. This is to avoid congestion at the barrier and to keep the car park as safe as possible during busy times.

Visitors may use the car park if there is space available. If not, they should use one of the many car parks available in the vicinity.

Hartlepool

4.6 Staff parking

The School has provided car parks at the Church Square and Church Street Campuses for use by staff and visitors. Permits are required for staff and they are available from the Facilities Manager on request.

Cars must be parked in the bays provided.

4.7 Student and visitor parking

There is student parking available at the Church Street Campus.

Permits can be purchased from Student Services at Church Square. If students are 'blue badge holders' they will be issued a permit for no charge which may be used at any School car park in Hartlepool.

Students should only park in those areas designated for students.

There is no charge for parking on site after 1700. This is to allow for safety of students who wish to use facilities after normal teaching hours when the area surrounding the School is much quieter and dark during the winter months.