

After Hours Access Policy



Commencement Date

1 February 2015

1.0 Purpose

The purpose of this policy is to provide faculty, staff and students with convenient and safe after-hours access to Jazz Music Institute campus, in support of academic and student programs and activities. It also seeks to ensure that Jazz Music Institute property is safeguarded.

2.0 Scope

This policy applies to all staff, students, contractors and other personnel at workplaces under the management or control of Jazz Music Institute.

3.0 Objectives

The Institute is committed to the following principles that underpin this policy.

- To provide guidelines to the access of JMI campuses outside of regular hours
- To eliminate all risks to health and safety, and where elimination is not reasonably practicable, to reduce risks to health and safety so far as is reasonably practicable.

4.0 Implementation

After Hours Access

JMI's campus and facilities will be available out of hours only to authorised access holders. The campus will be able to be accessed by authorised access holders between the hours of 4pm – 10pm and 7am – 10am weekdays and from 7am – 10pm on weekends and public holidays.

After Hours Access is granted to the library and rooms 1 – 6. Access to the performance space during these hours is strictly prohibited unless there is a formal JMI activity being undertaken in that space.

All authorised access holders are required to observe all rules regarding safe practice and conduct as per the JMI Occupational Health and Safety Policy, as well as complying with reasonable requests that are made to ensure their safety and health or that of others.

All authorised access holders who breach this policy may have their after-hours access privileges denied, and action may be taken under the Code of Conduct Policy.

Authorised Access Holders

All current staff, students and alumni of Jazz Music Institute are authorised to gain after-hours access upon the following conditions:

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- a) Each authorised access holder must complete and sign the “Application for After-Hours Access Form”
- b) Authorised Access Holders must follow the “Conditions of Use” outlined below.

Conditions of Use

- Authorised Access Holders must swipe their access card and “sign in” on the attendance book.
- Authorised Access Holders must also “sign off” on the attendance book when vacating the building at the conclusion of any after hours session, weekdays or weekends.
- Access to the building is for the library and rooms 1, 1A, 2, 3, 4, 5 & 6 only ie: no access is allowed into the performance space
- Entrance and exit of premises must only be by swipe-card access doors. Under no circumstances are windows or doors to be propped open to allow access by any persons, authorised or unauthorised.
- Users are to ensure that the swipe-card door locks securely after them each time they pass through it.
- Each user is to swipe their own card - multiple person entry on one card is not permitted. Authorised users should note that the use of their identification card is recorded automatically, and this information is recorded for reference on a needs basis. Spot checks are undertaken. Any person found in a building without having used their swipe card to gain access, and without having signed the attendance book, will be banned from future after-hours access.
- The identities of all persons, areas entered, times of entering and leaving the building shall be entered in the attendance book.
- Users must not allow student identification card or keys to be given to any other person at any time
- No one shall, by any means such as windows or doors propped open, admit any person to the premises.
- In the event of any swipe card or keys being lost, or a person ceasing to attend JMI, the Executive Officer must be informed immediately by the key/swipe-card holder.
- Students will take all reasonable precautions to ensure JMI's Occupational Health and Safety Policy is adhered with
- No food, coffee, tea, soft drinks, etc will be consumed in accessible rooms.
- All air conditioners, PA's, amps and lights must be turned off once the room is vacated.
- No JMI equipment can be removed from rooms without permission from JMI management.

Non Compliance

Frequent “spot checks” of the sign in/out attendance book and access card logs will be conducted by JMI Executive Management. Any student found to be not complying with any of the “Conditions of Use” above will have their library access suspended for a given time at the discretion of JMI Executive Management and be banned from future after hours access. There will be no warnings given. Access Holders will be

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held responsible for their actions and must take it upon themselves to understand the “Conditions of Use”.

Access holders that have been banned from after hours access and wish to appeal against their ban must follow the Student Grievance Policy and Procedures appeal process.

Emergency

In case of an emergency occurring after business hours, JMI’s Emergency and Evacuation Procedures should be followed.

Replacement Cards

In the event that an access card has been lost or stolen, the Authorised Access Holder must notify JMI administration immediately so that the card can be cancelled. A replacement card will cost the access holder \$50.

5.0 Definitions

After Hours: Any time outside of the normal operating hours of JMI. For the purposes of this policy, this would be between 4pm and 10am weekdays and all hours of the weekend and public holidays.

Attendance Book: A log of people accessing premises after hours including name, ID, time of entry and exit and rooms accessed.

Authorised Access Holders: People who have been granted after-hours access. Can only be current JMI staff, students and alumni who meet the specified requirements.

Formal JMI Activity: For the purposes of this policy, any workshop or performance being delivered by JMI and being held in the performance space.

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Occupational Health and Safety Policy
- Code of Conduct Policy
- Staff Induction Procedures
- Orientation Information
- Evacuation and Emergency Procedures
- Premises Security Arrangements

7.0 Review

Three years from commencement or last review.

8.0 Accountabilities

The Executive Management is responsible for review and approval of this policy.

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9.0 Version Control

Document	After Hours Access Policy	Author	JMI Executive Management
Approver	JMI Executive Management	Approved	1 February 2020
Version No.	2		
Reviewer	JMI Academic Board	Due for Review	1 February 2023