



## GUIDELINES FOR THE REGULATION OF ACCESS TO THE CENTRO GRANDI STRUMENTI

### Objective

The Centro Grandi Strumenti (CGS) intends to regulate the methods of access to its facilities - even outside regular opening hours - with the aim of ensuring the best organization of its activities and at the same time ensuring a high level of security.

The present Guidelines define the criteria for providing access, on the part of personnel employed by the University of Pavia but who do not work at the CGS, to the facilities of the CGS, and to the use of the specific instruments located there.

### Personnel involved

Teaching staff, contract professors, PhD students, research fellows and scholarship holders, and technical-administrative staff [hereinafter defined as P\_EXT or staff external to the CGS] are required to comply with these Guidelines.

Students (third-year undergraduates and master's degree students - P\_ST) can access the CGS only during opening hours, or in the presence of authorized technical personnel.

### Sites concerned

These Guidelines relate to access to CGS1 (buildings 19H and 19N, Cascina Cravino, Via Agostino Bassi 21 Pavia), CGS2 (Building 38\_Golgi Spallanzani, ground floor, via Ferrata 9, Pavia) and CGS3 (Building 38,\_Golgi Spallanzani, 1<sup>st</sup> floor, Imaging laboratory at the Interdepartmental Service Centre for the Unified Management of Housing and Radiobiology Activities).

### Opening hours

The opening hours, during which access is granted to all CGS sites in the presence of the relevant staff, are as follows:

- weekdays from Monday to Friday, from 8:30 a.m. to 5:30 p.m.

These Guidelines also govern access to CGS facilities outside the aforementioned opening hours, i.e. on the days and times when the porter is present:

CGS SITE	opening hours
CGS_1	from Monday to Friday, from 5:30 p.m. to 7 p.m.
	Saturday, from 9:00 a.m. to 6 p.m.
CGS_2	from Monday to Friday, from 5:30 p.m. to 7.45 p.m.
	Saturday, from 9:00 a.m. to 6 p.m.
CGS_3	from Monday to Friday, from 5:30 p.m. to 7.45 p.m.
	Saturday, from 9:00 a.m. to 6 p.m.

### Rules for access and responsibility

Outside normal opening hours, there must be at least two people present, one of whom is a tenured employee (P\_EXT), in compliance with the Rectoral Decree "Regulations for the allocation of departmental spaces and access to them" Prot 29394/2012 art. 7.



Pursuant to Legislative Decree 81/08, it is specified that:

- a) the Individual Risk Sheet (SdRi) of the Worker applying for access must include **an assessment of the specific risks associated with the activity that is to be carried out at the CGS sites.**
- b) the Worker applying for access must have valid **safety training certificates**, in relation to the risks indicated in the SdRi.
- c) the specific training relating to the risks associated with the activities to be carried out at the CGS laboratories is certified by means of the receipt and acknowledgment of the specific procedure form (**module\_2 / n °**)
- d) the **Supervisor** and the Manager of the Worker who is applying for access are named in the SdRi.

University personnel who do not work specifically at the Centro Grandi Strumenti [P\_EXT] can use the instruments on condition that they assume all responsibility in the case of damages.

CGS staff will carry out appropriate checks on the state of the equipment, and reserve the right to request compensation for any damages from the department where the P\_EXT who caused the damage is employed.

#### **Access methods - AUTHORIZATION PROCEDURE**

The staff of the CGS [P\_INT] is authorized autonomous access to the CGS and its instruments. Access can take place both during normal working hours and, with the written authorization from the Management of the Centre, outside normal opening hours.

#### **For all other users (P\_EXT, as defined in art. 2) -**

Only those who have submitted the "Request for activities to be carried out outside opening hours" (module\_1: attachment 1), completed and signed in all of its parts, may request access to the CGS outside opening hours.

Together with module\_1, all of the documentation specified on the module itself must be delivered to the Director of the Centre.

The CGS Manager, having verified the completeness of the required documentation, will authorize the applicant to have access outside opening hours, by countersigning module\_1.

The affixing of the signature of the CGS Manager has the value of authorization.

The applicant will be given a specific procedure (form\_2 / n °), indicating what activities can be carried out outside opening hours.

The CGS Manager will issue directions to activate the applicant's badge for the opening of entrances equipped with an electric lock connected to a magnetic badge reader; for those gates and doors NOT equipped with magnetic badge readers, the porters will be responsible for opening them or disarming the anti-intrusion alarm, if installed.

The badges will be activated for access after opening hours for ***a period of 1 year, with the possibility of renewal.***



Access on **Saturdays** must be requested by booking on the calendar, and the CGS Manager will be responsible for informing in advance the staff present at the porters' lodge, who will manage the gates and the anti-intrusion alarm.

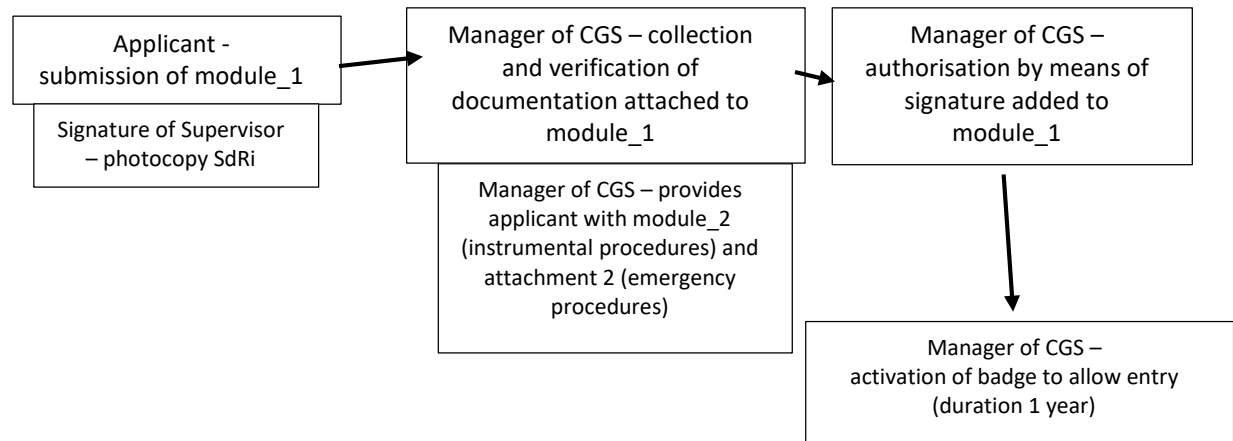
Having obtained authorization from the Director of the CGS, the P\_EXT user must make a reservation using the calendar on the CGS website <https://prenotazioni.unipv.it/calendar.php>

The Superintendent of the instruments [RS] (see CGS website [https://cgs.unipv.it/?page\\_id=1020](https://cgs.unipv.it/?page_id=1020) - List of RS technicians), having verified the effective usability of the required instruments, then validates the reservation.

**BOOKING PROCEDURE**

1. The Personnel Manager requesting access (Supervisor) proceeds with the booking on the calendar, indicating in the "booking description" the name of the users (always two), the type of activity that will be carried out, and the reasons for which the activities cannot be carried out during the opening hours of the Centre.
2. The actual users of the instruments at the CGS must be included amongst those who are recognized as expert users, or who have previously submitted the module\_1 completed and signed in all its parts, who have signed the training sheet (attachment 2) in which the Emergency and First Aid Procedures provided for by the CGS are examined and who have received authorization through the affixing of the signature of the CGS Manager on module\_1
3. The Superintendent of the instruments (RS) accepts the booking of the calendar through the system;
4. The Director of the Centre will have the badges of the actual users enabled, and will notify the porters for Saturday.

**AUTHORISATION PROCEDURE**



**BOOKING PROCEDURE**

