



ACCESS AND SAFETY REGULATIONS FOR DASTU SPACES

1. Purpose and scope of application

This *Access Regulation* disciplines the procedures to access all the spaces assigned to the *Department of Architecture and Urban Studies – DASTU* (listed in Annex 1).

People can access DASTU spaces according to different procedures depending on their affiliation category, determined by their contractual or collaborative relationship with *Politecnico di Milano*.

The categories that have the possibility of autonomous access to the Department's spaces are:

- Teaching Staff of the Department (Full Professors, Associate Professors and Researchers)
- Technical/Administrative Staff of the Department
- Retired Staff of the Department
- Visiting Professors invited by the Department
- Students of postgraduate programmes provided by the Department
- Students of Masters Programmes provided by the Department
- Students of the Graduate School in Architectural and Landscape Heritage (*Scuola di Specializzazione in Beni Architettonici e del Paesaggio*)
- Students enrolled on Ph.D. programmes offered by the Department
- Research Fellows of the Department and PIF (Polimi International Fellows) whose supervisor belongs to the Department
- Adjunct Professors of the Department
- Trainees/Interns (Master and post-graduate students) whose supervisor belongs to the Department
- Supervisors of Department's programmes
- Visiting and Erasmus Students of the Department
- Collaborators with an Ongoing Coordinated Collaboration Contract (*co.co.co.*), with the Department for research activities

2. Procedure to access DASTU spaces

The access to DASTU spaces is only permitted by the enabled badge. The only exception are the spaces assigned to the Department on *Leonardo da Vinci Campus, 32 – Building 4 – Ground floor, mezzanine floor and first floor, and on Bonardi Campus – Building 11B* where autonomous access is permitted only using a key because these spaces are not equipped with magnetic badge readers.

For all the authorized people **the access to these spaces is guaranteed from Monday to Friday, from 7:00 am to 9:00 pm.**

All authorized people or people who have applied for authorization to access DASTU spaces must demonstrate that they **have passed the Basic Course on Safety** in workspaces at Politecnico di Milano, available on Politecnico website, in Italian and English, **providing the related certificate.**

They also must self-certify that **they have received and they know the Procedure in case of emergency and for the safe use of DASTU spaces** (Annex 2).



The *Basic Course on Safety (BCS)* is available on the website www.polimi.it in *Online services > Services > Data > Safety, privacy and GDPR courses > Courses on Safety* using personal access data.

The *BCS* is a mandatory general training required by law for all workers. It provides a detailed examination of the basic content and a presentation of the general concepts about the themes of prevention and safety at work.

It also includes specific training, typical of the majority of the activities at the University, such as the use of equipment with display screens, and the procedures on how to behave in case of emergency.

For the request procedure and specific information about the personal access data, you can see the article 3 in Annex 3.

Anybody who is not in one of the categories written in the article 1 of the *Access and Safety Regulation* is considered as a **Guest** and, as such, he can't access DASTU spaces autonomously, using a personal authorization.

Guest's access can only take place with an authorized user, which means that he must belong to one of the categories written in the article 1. The *authorized user* is responsible for the guest during the entire period of time spent inside the *DASTU* spaces. The responsibility of the *authorized user* concerns both the actions and the activities of the *guest* and the protection of the same in case of emergency, because the *guest* may not have any formation about the procedure of emergency of the *Politecnico di Milano* or of the building in which they are.

3. Request for authorization to access DASTU spaces

Anyone who is in one of the categories written in article 1 of the Access and Safety Regulation – except for the *teaching staff* and the *technical/administrative staff of the Department* (that are automatically authorized) – can request the authorization to access DASTU spaces filling the *Independent Access to DASTU Areas Application Form* ([Annex 4](#)).

This form includes a self-certification that guarantees **they received and they know the Procedure in case of emergency and the procedure to use DASTU spaces in safety** ([Annex 2](#)).

Please remind that, as specified in the article 2 of this Access and Safety Regulation, at the same time of the *Form* you must show the **certificate of the Basic Course on Safety** in *Politecnico di Milano workplaces*.

The *Independent access to DASTU Spaces Application form* is available on the Department's website, in the page [Amministrazione e servizi > LOGISTICA, ACCESSI, ICT](#)

The office that deals with Department's spaces and with the **Servizio Accessi DASTU** can be contacted at:

02 2399 5410 or accessi-dastu@polimi.it

This office is in piazza Leonardo da Vinci, 32, building 4, ground-floor.

For any further information and forms, please refer to *DASTU Access Service (Servizio Accessi DASTU)*.



4. Use in safety of DASTU spaces

All DASTU spaces (annex 1) are subject to the *University Regulations of Workers' Health and Safety in workplaces* and related spaces.

The following instructions provide further details on the safe use of the areas allocated for office activities or meetings.

The same instructions are applied to the lab's spaces, the archive and the storage when the activity carried out in these spaces is comparable to the office's activity.

All the activities which are not comparable to office's activities are regulated by specific documents and they are drawn up in accordance to the *Risk Assessment Document (DVR)* which refers to these specific spaces and to the activities conducted here.

Spaces used for office or comparable activities

Every person who has been designated as supervisor of the space used for office's activities or comparable activities is responsible of that space and of the activities carried out there, as well as he is responsible for *Guests* to whom has been permitted access. Please remember that the *Guest's* access to *DASTU* spaces can only take place with an authorized user. The *authorized user* is responsible for the guest during the entire period of time spent inside the *DASTU's spaces*.

The responsibility of the *authorized user* concerns both the actions and the activities of the *guest* and the protection of the same in case of emergency, because the *guest* may not have any formation about the procedure of emergency of the *Politecnico di Milano* or of the building in which they are.

Users of the Department's spaces must, in particular, observe the following rules:

- in all *DASTU* spaces smoking is strictly forbidden; this legal prohibition meets criteria of public health, the health of workers in workplaces and fire prevention criteria;
- it's also forbidden to use kettle or comparables tools such as: lunch box warmers, ovens, microwave ovens, electric cookers, toasters, etc. because if they aren't under continuous and direct supervision during function and periodically cleaned, they constitute a risk in terms of possible fire outbreak; a risk of fire is associated as well with the equipment being connected to the mains electricity when not in use. The use of these tools will be permitted exclusively in designated areas;
- the use of electric radiators and/or heaters, which could be a source of fire outbreak, is only permitted if these tools conform with the standards, which means that they have the CE mark and they are in a good state of maintenance and cleaning (they mustn't be dusty or have broken plugs or damaged cables).
- these tools can only be connected after checking that the electrical power supply is compatible with the power of the appliance. Furthermore, these tools must be used exclusively in the presence and under the direct supervision of the user, who must ensure that appliances are not placed on or next to flammable materials;
- it is necessary to ensure that electrical appliances are correctly connected to the building's power supply in order to prevent tripping hazards and dangers resulting from insufficient protection from



overloading due to use of non-certified extension cords, improper use of these or use of triple plugs;

- it is necessary to ensure that no combustible materials, such as models and rolls of drawings in inappropriate quantities to the size of the doors are not deposited in these spaces, in order to prevent fire loading in rooms that are not suitably partitioned, to prevent improper piling-up of materials and to prevent accidents resulting from falling materials
- it is necessary to ensure that no dangerous substances are stored in these spaces such as: glues, paints, solvents or gas cylinders, which could constitute a health hazard or contribute to the aggravation of a fire outbreak;
- it is necessary to inform the building's Prevention and Protection Officer about staff members *exposed to VDU* (Video Display Unit), in order to allow the required health monitoring.

Contracts for portage and fitting-out works

Italian *Legislative Decree 81/2008* on safety at work establishes that, in all cases in which provision of services by a third-side company is required, the regulations of *Art. 26 or Title IV (Temporary or Moving Building Yards)* must be applied.

In accordance with the above-mentioned Article, the *Employer* (in this case the Purchaser) “ensures the technical and professional suitability of contractors or self-employed persons of services and supplies to be awarded under contractor's agreement or contract for works or services”. (Annex 5)

It also “provides the above-mentioned sides with detailed information on the specific risks existing in the areas in which they will work and on the prevention, protection and emergency adopted measures, related to their work”.

These information must be part of the contract, which must always be drafted, and must be included in the *Unique Interference Risk Assessment Document (DUVRI)* resulting from the *Risk Assessment Document (DRV)*, which both sides must have.

Every company that signs a contract must be in order with both administrative terms and with all legal requirements concerning safety, established by the *Italian Legislative Decree 81/2008*: they must have a *Safety, Prevention and Protection Manager*, they must have evaluated the need for health monitoring of workers through a *Competent Doctor*, they must possess a *DVR on its activities*, from which the prevention and protection measures are derived, with which its workers are required to respect and which will allow the drafting of the *DUVRI* with the Principal.

Therefore, **anyone who contracts work within DASTU spaces** or on behalf of *DASTU*, **automatically assumes all costs relating to the inspections described above.**

They must also notify this activity to the *Department Manager* and to the building's *Prevention and Protection Officer*.

In the absence of such notification, they will be unable to fulfil their surveillance obligations.

Date of approval of these *Access Regulations* by the *DASTU Council*
2019 March 26



Annex 1

Areas allocated to the *DAStU*

Città Studi District

Bonardi Campus - building 11B - via Ampère, 20

- Ground floor
 - *Moa's lab – Architectural modelling*
- Mezzanine floor
 - *Moa's lab – Architectural modelling*

Sede Bonardi - edificio 12 - via Bonardi, 3

- Mezzanine floor
 - *Department's office*
 - *Meeting room*
- First floor
 - *Department's office*
 - *Meeting room*
- Second floor
 - *Department's office*
 - *Meeting room*
- Third floor
 - *Department's office*
- Fourth floor
 - *Department's office*
 - *Teaching room*
- Fifth floor
 - *Department's office*



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Nave Building - building 14 - via Bonardi, 9

- Basement floor
 - *Department's offices*
 - *Meetings room / teaching room*
- Ground floor
 - *Department's office*
 - *Meeting room / teaching room*

Carta Building - building 29 - Leonardo da Vinci Square, 26

- Mezzanine floor
 - *Department's office*
 - *Meeting room / teaching room*
- First floor
 - *Department's office*
 - *Meeting room / teaching room*
- Attic floor
 - *Department's office*

Bovisa Campus – via Candiani

building B7 – via Durando, 38/A

- Second Floor
 - *Bottoni's archive*



Annex 2

Emergency Procedure and use in safety of DASTU's spaces

In case of an emergency, all people authorized to enter DASTU spaces must observe scrupulously what they learned during the **Basic Course on Safety** in workplaces at *Politecnico di Milano*, or the course **Managing Emergency**. They must also follow the guidelines provided in this document and the instructions of the *Emergency Team*, who is recognisable because of the orange safety vest.

Anyone noticing an emergency of **fire outbreak** must **signal it immediately through the Alarm Buttons** installed in the common areas of each building and, if needed, at a later stage only, call the *Emergency Team*.



Medical Emergencies, such as **sudden illness** or **accident**, must be signalled calling one of the **First Aid Officers** and, only if no one of them is available, it must be signalled using the *Alarm Buttons* and/or requesting assistance directly from the *External Emergency Services* by dialling **112**, the *Unique European Emergency Number (NUE)*.

You can find **names and phone numbers** of *First Aid Officers* on the *Medical Emergency* signs installed in the common areas of each building.



Upon an alarm signal, which can be either audio or visual

All people in the building must **immediately begin evacuation** through the escape routes and follow instructions from the *Evacuation Officers* until the arrival at the *Meeting Point*, in an orderly manner and **without using lifts**.

Anyone who is with *Guests* (*individuals not authorised to independently access the building*) must remember that they are under its protection and must, therefore, provide them with all necessary instructions to safely carry out the evacuation procedures and guide them to the *Meeting Point*.



In the event of a fire outbreak, anyone is authorized to take prompt action to extinguish it in its early stages since timely action is essential in order to prevent the flames from spreading. In any case, it is **essential to promptly activate the emergency procedure using the Alarm Push Buttons**, as this will ensure activation of the evacuation procedures and intervention by the *Emergency Team* which are crucial in the event that initial extinguishing operations are not sufficient to eliminate the emergency.

For prompt action, all *Staff* operating in the building have to memorize the locations of the portable extinguishers and *Alarm Push Buttons*. The staff must also remember that no *Staff* or *Emergency Team* member can use fire hydrants or hose reels. This equipment is provided for use by specialist rescue personnel only. Note that it is dangerous to use water to extinguish fire outbreaks, particularly if these involve electrical systems or equipment.

Remember that, normally it is **the Emergency Coordinator who calls the External Emergency Services** after he assessed the emergency and after checking that it is not a false alarm or a drill.



Using *DASStU* Spaces Safely

All *DASStU* spaces (Annex 1) are subject to the ***University Regulations on Workers' Health and Safety*** and related annexes.

The following information provides further details on the safe use of the areas designated for office activities or meetings.

Everyone entrusted with the supervision of an area dedicated to an office or comparable activities is responsible for the above-mentioned area and for the activities carried out there, as well as for *Guests* to whom they permit access. Note that **access to *DASStU* areas by *Guests* is only permitted with someone with independent access authorization**. The *Hosting Person* is responsible for the *Guest* for the entire duration of his presence in the *DASStU* spaces.

The *Hosting Person's* responsibility concerns both the actions and activities of the *Guest* and his safeguarding in the event of an emergency, since *Guests* could have no training on the emergency procedures of the *Politecnico di Milano* and of the building in which they are hosted.

All users of *DASStU* spaces must conform to the following rules

- In all *DASStU* spaces **smoking is strictly forbidden**; this legal prohibition meets criteria of public health, the health of workers in workplaces and fire prevention criteria;
- **It's also forbidden to use kettle or comparables tools** such as: lunch box warmers, ovens, microwave ovens, electric cookers, toasters, etc. because if they aren't under continuous and direct supervision during function and periodically cleaned, they constitute a risk in terms of possible fire outbreak; a risk of fire is associated as well with the equipment being connected to the mains electricity when not in use. The use of these tools will be permitted exclusively in designated areas;
- **The use of electric radiators and/or heaters**, which could be a source of fire outbreak, is only permitted if these tools conform with the standards, which means that they have the CE mark and they are in a good state of maintenance and cleaning (they mustn't be dusty or have broken plugs or damaged cables). Such equipment can only be connected after checking that the electrical power supply is compatible with the power of the appliance. Furthermore, it must be used exclusively in the presence and under the direct supervision of the user, who must ensure that appliances are not placed near flammable materials;
- **It is necessary to ensure that electrical appliances are correctly connected** to the building's power supply in order to prevent tripping hazards and dangers resulting from insufficient protection from overloading due to use of non-certified extension cords, improper use of these or use of triple plugs;
- **It is necessary to ensure that no combustible materials**, such as models and rolls of drawings in inappropriate quantities to the size of the doors are not deposited in these spaces, in order to prevent fire loading in rooms that are not suitably partitioned, to prevent improper piling-up of materials and to prevent accidents resulting from falling materials;



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- **It is necessary to ensure that no dangerous substances are stored in these spaces** such as: glues, paints, solvents or gas cylinders, which could constitute a health hazard or contribute to the aggravation of a fire outbreak;
- **It is necessary to inform the building's *Prevention and Protection Officer*** about staff members exposed to VDU (Video Display Unit), in order to allow the required health monitoring.



Annex 3

Application procedures for the individual categories and access credential requirements

For further information, please contact: accessi-dastu@polimi.it, or phone 02.2399.5410

USER CATEGORY	ACCESSIBLE AREAS	DURATION OF AUTHORIZATION	APPLICATION PROCEDURE	REQUIREMENTS
Teaching Staff of DASTU	All DASTU's spaces	-	Authorization performed by default by the <i>Access Service</i>	
Technical / Administrative Staff of DASTU	All DASTU's spaces	-	Authorization performed by default by the <i>Access Service</i>	
Retired Staff of the Department	All DASTU's spaces	1 year from retirement	Anyone requiring access should submit an application via the <i>DASTU Department Teaching Staff Management Service (Servizio DASTU di Gestione del Personale Docente Strutturato)</i>	
Visiting Professors invited by DASTU	Visiting Professor's room building or Hosting Professor's room building	For the duration of the contract	Anyone requiring access should submit an application via the Department's contact person for Visiting Professors	
Students of postgraduate programmes provided by DASTU	All DASTU's spaces	For the duration of the contract	Anyone requiring access should submit an application via the DASTU Teaching Support Office (<i>Ufficio Supporto alla Didattica DASTU</i>)	<p>The Teaching Support Office will send to the <i>Access Service</i>:</p> <ul style="list-style-type: none"> - the names of those enrolled and their person codes - the premises and timetables for access - the duration of the programme - the <i>Basic Safety Course</i> certificates - self-certificate that guarantees that you have read the <i>Local Emergency Plan (PEL Piano di emergenza locale)</i> <p>At the end of the programme, it will collect the temporary cards issued.</p>



USER CATEGORY	ACCESSIBLE AREAS	DURATION OF AUTHORIZATION	APPLICATION PROCEDURE	REQUIREMENTS
Students of Masters Programmes provided by DASTU	Premises where the lessons are held	For the duration of the programme	Anyone requiring access should submit an application via the DASTU Teaching Support Office (<i>Ufficio Supporto alla Didattica DASTU</i>)	<p>The Teaching Support Office will send to the <i>Access Service</i>:</p> <ul style="list-style-type: none"> - the names of those enrolled and their person codes - the premises and timetables for access - the duration of the programme - the <i>Basic Safety Course</i> certificates - self-certificate that guarantees that you have read the <i>Local Emergency Plan (PEL Piano di emergenza locale)</i> <p>At the end of the programme, it will collect the temporary cards issued.</p>
Students of the Graduate School in Architectural and Landscape Heritage (Scuola di Specializzazione in Beni Architettonici e del Paesaggio)	Premises where the lessons are held	24 months (on completion of classroom teaching, a further two years of activities are provided for, during which some students make use of the classrooms of the "Nave" Building premises for study and graduation work activities; in these cases, the access period may be extended through authorization from the School's management)	Anyone requiring access should submit an application via the School's Secretariat or the DASTU Teaching Support Office (<i>Ufficio Supporto alla Didattica DASTU</i>)	<p>The Teaching Support Office will send to the <i>Access Service</i>:</p> <ul style="list-style-type: none"> - the names of those enrolled and their person codes - the premises and timetables for access - the duration of the programme - the <i>Basic Safety Course</i> certificates - self-certificate that guarantees that you have read the <i>Local Emergency Plan (PEL Piano di emergenza locale)</i> <p>At the end of the programme, it will collect the temporary cards issued.</p>
Students enrolled on PhD Programmes offered by the Department	All DASTU's spaces	For the duration of the programme + 6 months	Anyone requiring access should submit an application via the DASTU Teaching Support Office (<i>Ufficio Supporto alla Didattica DASTU</i>)	<p>At the start of each new cycle, the Teaching Support Office will send the <i>Access Service</i>:</p> <ul style="list-style-type: none"> - the names of those enrolled and their person codes - the <i>Basic Safety Course</i> certificates - self-certificate that guarantees that you have read the <i>Local Emergency Plan (PEL Piano di emergenza locale)</i> <p>As and when the final examinations are held, the Teaching Support Office will communicate the names of those who have discussed their graduation work</p>



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USER CATEGORY	ACCESSIBLE AREAS	DURATION OF AUTHORIZATION	APPLICATION PROCEDURE	REQUIREMENTS
DASU Research Fellows and PIF (Polimi International Fellows) whose contact person belongs to the Department	Hosting Professor's room building or supporting office building	For the duration of the contract + 3 months	Anyone requiring access should submit an application directly to the <i>Access Service</i> using a form signed by the Hosting Professor	
Adjunct Professors of DASU	Hosting Professor's room building or supporting office building	For the duration of the contract (12 months from 1st November to 31st October of the following year)	Anyone requiring access should submit an application directly to the <i>Access Service</i> using a form signed by the Hosting Professor	
Visiting and Erasmus Students of DASU	Hosting Professor's room building	For the duration of the Visiting or Erasmus period	Anyone requiring access should submit an application directly to the <i>Access Service</i> using a form signed by the Hosting Professor	
Trainees/Interns, and Post-Graduate Students	Hosting Professor's room building	For the duration of the internship or traineeship	Anyone requiring access should submit an application directly to the <i>Access Service</i> using a form signed by the Hosting Professor	
Collaborators with an Ongoing Coordinated Collaboration Contract (co.co.co.), with the Department for research activities	Hosting Professor's room building	For the duration of the collaboration contract	Anyone requiring access should submit an application directly to the <i>Access Service</i> using a form signed by the Hosting Professor	



Annex 4

Independent Access to *DAStU* Areas Application Form

To the *Department Manager* of the *Department of Architecture and Urban Studies*

the undersigned
 person code
 and/or date of birth
 e-mail
 and/or telephone

- Leonardo - Building 4 Nave - Building 14
 Bonardi - Building 12 Carta - Building 29

as

- Student of a DAStU Postgraduate Programme*
 Student of a DAStU Master Programme
 Student of DAStU Graduate School in Architectural and Landscape Heritage - SSBAP
 PhD Student at DAStU
 Visiting Professor at DAStU

or in the capacity of

- Adjunct Professor at DAStU*
 Visiting or Erasmus Student at DAStU
 Master of Science or Post-Graduate Intern or Trainee Student at DAStU
 Temporary Research Fellow or PIF (Polimi International Fellow) at DAStU
 Researcher with an Ongoing Coordinated Collaboration Contract at DAStU

guest in room Building floor room

hosted by Professor

signature of hosting Prof.

Submits, together with this form, a certificate of attendance of the **Basic Course on Safety** in workspaces at *Politecnico di Milano* and self-certifies **receipt of and familiarity with the Emergency Procedure and Safe Use of Workspaces at DAStU**. Commits to return the issued temporary badge at the end of the established period of use as well.

signature of applicant date / /

the *Department Manager* hereby authorizes the applicant for independent access to *DAStU* spaces as requested.

signature of *Manager* date / /



Annex 5

Contracting of Portage and Fitting-out Works

List of the documents, to be requested from suppliers, based on which the *Employer* (in this case the Principal) shall “ensure the technical and professional suitability of contractors or self-employed persons to the services and supplies to be awarded under contractor’s agreement or contract for works or services”, in accordance with Italian Legislative Decree 81/2008 on safety

Italian Legislative Decree 81/2008 - Annex XVII

Technical and professional suitability

1. For the purposes of ensuring technical and professional suitability, firms must present to the Principal or the person responsible for the works, at least:
 - a) registration with the *Camera di Commercio, Industria e Artigianato* (Italian Chamber of Commerce, Industry and Crafts) with a business objective relevant to the type of contract;
 - b) *DVR* (Risk Assessment Document) on the risks pursuant to article 16, paragraph 1, letter b) or self-certification pursuant to article 28, paragraph 5 of this Legislative Decree;
 - c) specific documentation demonstrating compliance of machinery, equipment and provisional works with the provisions of this Legislative Decree;
 - d) a list of the Personal Protective Equipment provided to workers;
 - e) names of the Head of the Prevention and Protection Service, those responsible for the implementation of fire prevention and fire-fighting, evacuation, first aid and emergency management measures and the Company Doctor when necessary;
 - f) name(s) of the workers’ safety representative(s);
 - g) certificates demonstrating the training of the above-mentioned figures and workers as required by this Legislative Decree;
 - h) a list of the workers present in the employee register and the relative medical fitness certification as required by this Legislative Decree;
 - i) Italian certification of social security compliance (*documento unico di regolarità contributiva*);
 - l) declaration of not being subject to suspension or prohibition measures pursuant to Art. 14 of this Legislative Decree.
2. Self-employed persons must present, at least:
 - a) registration with the *Camera di Commercio, Industria e Artigianato* (Italian Chamber of Commerce, Industry and Crafts) with a business objective relevant to the type of contract;
 - b) specific documentation demonstrating compliance of machinery, equipment and provisional works with the provisions of this Legislative Decree;
 - c) a list of the Personal Protective Equipment supplied;
 - d) certificates of their training and relative medical fitness certification as required by this Legislative Decree;
 - e) Italian certification of social security compliance (*documento unico di regolarità contributiva*).