

Regulations for access to the spaces of the Forlì-Cesena Technopole (Cesena Campus - via Quinto Bucci 336)

These Regulations contain instructions for accessing the Cesena Technopole (Cesena Campus) and general indications for anyone visiting the facility.

These Regulations are intended to give an overview of the building and implement the legislation in force on occupational health and safety, pursuant to Legislative Decree 81/2008 and the applicable University regulations.

Accordingly, these Regulations aim to:

1. Protect the safety of University staff, collaborators and visitors who access the University premises for various reasons;
2. Protect the University’s movable and immovable property;
3. Prevent wilful misconduct and gross negligence;
4. Take appropriate measures to ensure that those who access the University premises are authorised to do so.

For information on the specific contents on safety within the Cesena Technopole, please also refer to reading the **Emergency and Evacuation Plan (PE)**, the **general rules of conduct** contained therein, as well as to the University of Bologna's web page on the measures adopted by the Office for occupational health and safety for the safe performance of activities [https://www.unibo.it/it/ateneo/organizzazione/servizio-salute-sicurezza-delle-persone-](https://www.unibo.it/it/ateneo/organizzazione/servizio-salute-sicurezza-delle-persone-nei-luoghi-di-lavoro/servizio-salute-sicurezza-persone-nei-luoghi-di-lavoro) [nei-lu-oghi-di-lavoro/servizio-salute-salute-sicurezza-persone-nei-luoghi-di-lavoro](https://www.unibo.it/it/ateneo/organizzazione/servizio-salute-sicurezza-delle-persone-nei-luoghi-di-lavoro/servizio-salute-sicurezza-persone-nei-luoghi-di-lavoro) .

These Regulations governing access to the University premises are designed to protect the health and safety of those who enter the building, while informing them about the building itself, the risks it entails, and the necessary authorisations to access it (including the prior compilation of the forms described below).

# WHO SHOULD READ THESE REGULATIONS

The procedure governing access to the premises, as set out in this document, will apply to anyone who needs to enter the Technopole, regardless of the reason. The procedure will therefore apply to both **permanent staff** and **non-permanent staff**.

**Non-permanent staff and visitors** must be covered by valid accident and third-party liability insurance.

Namely, the following staff can access the facility:

* **Permanent staff:** teachers, researchers, professional staff of the University of Bologna.
* **Internal non-permanent staff of the following categories:** last-year students, students preparing their dissertation, PhD students of the University of Bologna who carry out research at the site.
* **External non-permanent staff who have a legal relationship with CIRI AGRO and CIRI ICT (or a hosted Department)**, such as research fellows, scholarship holders, external collaborators.
* **External staff**, including but not limited to:
	1. staff of other Universities, occasional visitors and staff of external companies who carry out activities at the Technopole for a certain period of time and based on specific agreements;
	2. suppliers, technical maintenance staff, cleaning staff (other employees of external companies that have a legal relationship with UNIBO), who can access the premises based on a specific service agreement or as agreed with the University Administration. These staff can only access the premises if accompanied or expressly authorised to do so by permanent staff members of the University based at the Technopole.

# UNIVERSITY FACILITIES USING TECHNOPOLE SPACES

the Cesena Technopole houses two Interdepartmental Industrial Research Centres - CIRI:

* CIRI INTERDEPARTMENTAL CENTRE FOR INDUSTRIAL AGRI-FOOD RESEARCH (CIRI AGRO);
* INTERDEPARTMENTAL INDUSTRIAL RESEARCH CENTRE - ICT (CIRI-ICT).

It also hosts part of the staff of the Department of Agricultural and Food Sciences (DISTAL) and the Department of Computer Science and Engineering (DISI), which are involved in the two CIRIs.

The site in Via Quinto Bucci 336 houses research laboratories and offices only. No administration offices, lecture halls or teaching laboratories are available on site.

# OPENING HOURS OF THE CESENA TECHNOPOLE

No concierge service is available at the Cesena Technopole building. **Access is permitted Monday to Friday only from 8.00 am to 6.00 pm, excluding holidays.**

## Any periods of closure will be notified from time to time by the Facility Coordinator.

All professional staff must comply with their working hours in accordance with the applicable national legislation and University regulations.

This means that, while respecting the principle of autonomy in research, the Head of each research group carrying out work at the Technopole will be required to make sure that study and research activities take place during the hours given above.

## Access outside opening hours may only be permitted on an extraordinary and exceptional basis and upon express authorisation by the Director of CIRI AGRO or CIRI ICT or the director of another department formally hosted at the Technopole.

The University accepts no responsibility for accidents or injuries occurred outside the opening hours and days given above.

The staff already at the facility can be authorised to remain on the premises after closing only in the event of an emergency (e.g. sudden malfunction of equipment or systems) or to carry out urgent research. In this case, the manager (or other contact person) must be informed of the time of entering and leaving the building.

## No single member of staff, whether permanent or non-permanent, can use a laboratory unless other staff are present.

Whenever access to the work premises **outside the opening hours given above cannot be avoided**, **the Head of each research group must inform the Head of CIRI** or the head of the relevant department, of such need.

After receiving a request, the Head of the department will assess it with the persons concerned, taking the relevant responsibilities and risks – and possibly the opinion of the Prevention and Protection Service – into account. For these reasons, the authorisation for access **should be requested well in advance** to allow the appropriate assessment to be made.

The use of Annexes 'C' and 'D' is suggested for the notification of extraordinary accesses to the Cesena Technopole.

Access to the Technopole could be subject to change when **construction work** is ongoing. The purchasing office concerned will take the appropriate measures in agreement with the contractor.

# INFORMATION/EDUCATION/TRAINING

Those who carry out activities at the site are required to attend information/education/training sessions held by the Facilities and the University in compliance with Articles 36 and 37 of Legislative Decree 81/08.

# COLLECTING THE BADGE (OR KEY) TO ACCESS THE BUILDING. ACCESS OF NON-PERMANENT STAFF

Access to the Cesena Technopole is authorised with the delivery of the access badge, which is carried out by signing the **distribution report, upon request**. The keys are assigned personally by the identified facility contact person (Pietro Rocculi) or by the badge/access key contact person (Sara Barbieri). Giving or lending your personal keys to third parties or making copies of the keys is not permitted (see Annexes H and I).

**The list of permanent staff and internal and external non-permanent staff** who are **authorised to access the Technopole premises** will be kept by the Technopole Coordinator (Pietro Rocculi) and at the CIRI administration offices. The list will be made available for any checks.

**In order to access the Technopole for the first time, newly hired staff, non-permanent staff and visitors (who are planning to spend more than three months at the site or who will be exposed to specific risks) must submit the access request form** (Annex A-B), which must be submitted by the Head of Teaching and Research (RDRL) to the Head of the relevant department.

Then, the training status of the person concerned will be verified and the appropriate notifications will be made to the Occupational Health offices, if applicable. Only thereafter will the staff member be granted access and be able to pick up the keys, as described above.

“Non-expert” staff members (i.e. permanent and non-permanent staff still in training, or other staff identified as such by the RDRL) cannot access a laboratory alone.

If the RDRL is absent, access to laboratories by non-permanent staff members will have to be agreed with the head of the facility.

As for the visitors identified in: Representative/Technician of Commercial Company, Student/non-graduating technician, Visitor, other external personnel, the request for access must be submitted by the relevant lecturer/researcher by filling in Annex B.

# RESPONSIBILITIES PURSUANT TO LEGISLATIVE DECREE 81/2008 – KEY ROLES

Heads of CIRI

The Heads of CIRI are responsible for the general coordination of protection and prevention activities, according to the tasks and functions assigned in the *Occupational health and safety regulations (***Rector’s Decree** no. 87 dated 07/02/2013 as amended).

The Heads of the facilities, for their respective responsibility, are in charge of informing the staff of any changes that are relevant for safety purposes (e.g. beginning of new activities, use of new products or equipment) and of approving management procedures.

Head of Teaching and Research (RDRL)

The University’s Head of Teaching and Research (RDRL) fulfils his/her duties and responsibilities as the point of reference informed of all activities that will be carried out at the site and of their time schedule.

Local Safety Officer (ALS)

The role is held by technical-administrative division, whose main task is to report the directives defined by the Managers to the Heads of the research activities and to the persons in charge, and to coordinate with the offices in charge of building and logistics with regard to safety, building management, ordinary and extraordinary maintenance, and the certifications and authorisations required for the operation of the facility.

**INTERNAL DOCUMENT ADDRESSED TO THE STAFF ACCESSING THE TECHNOPOLE, THE RDRL, THE TECHNOPOLE COORDINATOR, THE LOCAL SAFETY OFFICER**

**- OPERATING INSTRUCTIONS AND GUIDE TO FILLING OUT THE FORMS -**

No special requirements are in place for **permanent staff**, as they have already received sufficient information and training to access the University premises according to their role and tasks. Upon accessing the site for the first time, permanent staff will only be required to read the relevant Emergency and Evacuation Plan and its rules of conduct.

## For internal non-permanent staff belonging to the following categories:

1. last-year students, students preparing their dissertation, PhD students of the University of Bologna who carry out research or learning activities in the laboratories;
2. other research fellows, scholarship holders, holders of collaboration agreements with CIRI;

and **external non-permanent staff belonging to the following categories:**

1. former research fellows, former scholarship holders, former PhD students, retired teachers and professional staff, visiting professors, staff of other Universities or external companies, external collaborators etc.;

will be informed of their rights and obligations concerning occupational health and safety protection upon accessing the Technopole for the first time. These staff will be required to read the following documents:

* *Regulations for access to the Cesena Technopole;*
* *Safety information based on the site emergency plan and rules of conduct*. The person concerned will be required to provide *Confirmation of* receipt of information (**Annex E).**

On the other hand, the RDRL is responsible for providing a summary of the assessment of the specific risks affecting the environments in which the individual will have to work (DVR).

To officially submit an access request, **the staff referred to above (points a, b, and c)** must complete the following forms, taking into account the type of activity to be carried out at the site

and the corresponding activity-specific risks. After completion and signature (also by the CIRI Director), these forms must be sent to the Facility Contact Person (Pietro Rocculi, pietro.rocculi@unibo.it)and ALS (Alessia Umberta Mattioli, alessia.mattioli@unibo.it):

## Form "Annex A - First access request prepared by the RDRL"; Form "Annex E - Confirmation of receipt of information"

**Form “Annex F – PPE distribution form”** (for laboratory activities);

**Form “Annex G – Notification to the Occupational Physician”;**

**Form "Annex H - Request for keys/badge to access the facility"; Form "Annex I - Keys/badge delivery report"; Form "Annex L - Confirmation of pregnancy".**

**Please note that in all the above cases, without exceptions, to access the Technopole adequate insurance cover is required, as well as compliance with all the training obligations under Legislative Decree 81/2008.**

Please note: EXTERNAL STAFF SHOULD ALSO REFER TO THE AGREEMENTS BETWEEN THE UNIVERSITY AND THE RELEVANT THIRD PARTY ON OCCUPATIONAL SAFETY AND ACCIDENT PREVENTION (e.g. PROVISION OF PROTECTIVE EQUIPMENT, TRAINING, HEALTH SURVEILLANCE, ETC.).

An ad hoc insurance cover will be required for those who are not University staff members and who use the Technopole for study/research/work purposes and not based on a formal agreement (e.g. new graduates, external scholarship holders, other external collaborators, etc.). This will have to be indicated in the Form “Annex A-B” and the person making the request will have to contact CIRI to carry out the procedure.

**Occasional external guests**: in these cases, only general safety information will be provided by handing out an excerpt of the Emergency and Evacuation Plan. The permanent staff member who welcomes guests must provide this information and record confirmation of receipt of

information in the appropriate Form **“Annex M – Visitor access request”, unless the conditions referred to in “Annex A-B – First access request prepared by the RDRL” apply**.

**For external companies**, including cleaning staff, maintenance staff and the like, when confirmation of receipt of information has been given by the relevant contractor, no access procedure is required. However, a coordination report or DUVRI (Interference Risk Assessment Document) will have to be prepared, depending on the level of complexity of the activity carried out. These documents will be defined with the support of the relevant technical

and administration offices.

**CONTACT DETAILS**

**Pietro Rocculi - Contact person for the Cesena Technopole**

Via Q. Bucci 336, 47521 Cesena (FC) Mail: pietro.rocculi@unibo.it

Telephone: +39 0547338120

**Sara Barbieri - Badge manager for the Cesena Technopole**

Technical, technical-scientific and data processing division Mail sara.barbieri@unibo.it

Telephone: +39 0547 338106

**Alessia Umberta Mattioli - Local Safety Officer** Technical, Technical-Scientific and Data Processing division alessia.mattioli@unibo.it

Telephone: +39 0547 338173

**Interdepartmental Research Centres**

Administration

Via Ugo Foscolo 7 Bologna - 051 2088465 Hours:

Monday, Wednesday, Friday 10.00-13.00 Tuesday, Thursday 10.00-13.00, 14.30-15.30 Saturday closed

Head of Unit: Katia Milanesi katia.milanesi@unibo.it

**Head of CIRI AGRO**

Francesco Capozzi

email: francesco.capozzi@unibo.it

**Head of CIRI ICT**

Luca Foschini - e-mail: luca.foschini@unibo.it