

## Regulations governing access to the Ravenna Technopole (Marina di Ravenna site)

These Regulations contain instructions for accessing the Ravenna Technopole (Marina di Ravenna site) 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:

- a) Protect the safety of University staff, collaborators and visitors who access the University premises for various reasons;
- b) Protect the University's movable and immovable property;
- c) Prevent wilful misconduct and gross negligence;
- d) Take appropriate measures to ensure that those who access the University premises are authorised to do so.

To find out more about safety at the Marina di Ravenna site, please refer to the relevant **Emergency and Evacuation Plan (PE)**, its **general rules of conduct**, and the University of Bologna webpage about the measures taken to work safely and prevent COVID-19 from spreading <https://www.unibo.it/it/ateneo/covid-19-misure-adottate-da-alma-mater/covid-misure-universita-di-bologna>.

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.

### UNIVERSITY FACILITIES HOSTED AT THE MARINA DI RAVENNA SITE

The Marina di Ravenna site (address: Via Ciro Menotti no. 48) is part of the Ravenna Technopole. The site is occupied exclusively by the Interdepartmental Research Centre for Renewable Resources, Environment, Sea and Energy – CIRI FRAME.

All staff currently working at the site are part of CIRI FRAME. However, at the same time, these staff are also part of the Department of Physics (DIFA), the Interdepartmental Research Centre for Environmental Sciences (CIRSA), the Department of Biological, Geological and Environmental Sciences (BIGEA), and the Department of Chemistry (CHIM).

The site houses research laboratories and offices only.

No administration offices, lecture halls or teaching laboratories are available on site.

### 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 FRAME (or an hosted Department),** such as research fellows, scholarship holders, external collaborators.
- **External staff, including but not limited to:**
  - a) 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;

b) 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.

#### **MARINA DI RAVENNA SITE OPENING HOURS**

No concierge service is available at the Marina di Ravenna Technopole building. **Access is permitted Monday to Friday only, excluding holidays. In particular:**

- **8:00 a.m. to 6:30 p.m. for local staff;**
- **9:00 a.m. to 5:00 p.m. for third parties.**

**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 is permitted only on an occasional and exceptional basis and subject to authorisation by the Head of CIRI FRAME.**

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 premises **outside the opening hours given above cannot be avoided, the Head of each research group must inform the Head of CIRI FRAME of such requirement.**

After receiving a request, the Head of CIRI FRAME 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 **should be requested well in advance** to allow the appropriate assessment to be made.

To be granted extraordinary access to the Marina di Ravenna Technopole, please refer to the following annexes: “C” and “D”.

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. The University will provide general and specific training for medium-risk activities (at least 3 modules of 4 hours each).

#### **PICKING UP THE KEYS (OR BADGE) TO ACCESS THE BUILDING. ACCESS OF NON-PERMANENT STAFF**

In order to access the Marina di Ravenna site, staff members must **submit a request** to pick up the keys and sign a **delivery report**. The keys will be delivered in person by the Facility Coordinator appointed (Antonio Primante). 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** will be kept by the Coordinator of the Marina di Ravenna site 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). The competent Head of Teaching and Research (RDRL) will submit the form to the Head of CIRI FRAME.

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 at this point 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 CIRI FRAME (i.e. the head of the facility).

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

### Head of CIRI

The Head of CIRI is responsible for the general coordination of protection and prevention activities, according to the tasks and functions assigned to him/her in the *Regulations on occupational health and safety* (R.D. no. 87 of 07/02/2013 as amended).

The Head of CIRI is in charge of informing the staff based at the site 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 performed by a member of professional staff, who is mainly tasked with reporting the instructions issued by the Head of CIRI to the Heads and persons in charge of teaching and research. The ALS liaises with the competent offices for construction and logistics in matters relating to safety, building management, ordinary and extraordinary maintenance, as well as the certificates and authorisations that each facility requires to operate.

**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**

**Unless activity-specific training is required**, no special fulfilments are provided 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.

**Internal non-permanent staff of the following categories:**

- a) last-year students, students preparing their dissertation, PhD students of the University of Bologna who carry out research or learning activities in the laboratories;
- b) other research fellows, scholarship holders, holders of collaboration agreements with CIRI (Co.Co.Co.), experts on the subject;

**and external non-permanent staff of the following categories:**

- c) 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 governing access to the Marina di Ravenna site;*
- *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 will provide an overview of the risks specific to the workplace where each person will operate (e.g. excerpt from the Risk Assessment Document – DVR).

To officially submit an access request, **the staff referred to above (points a) b) and c))** must fill out the following forms, taking into account the type of activity to be carried out at the site and the corresponding activity-specific risks. After filling out and signing the forms (which must also be signed by the Head of CIRI), these will be sent to the Facility Coordinator in office (Antonio Primante - [antonio.primante3@unibo.it](mailto:antonio.primante3@unibo.it)) and to the ALS (Denis Zannoni - [denis.zannoni@unibo.it](mailto:denis.zannoni@unibo.it)):

**Form “Annex A-B – 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 (sheet 4) – Notification to the Occupational Health 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, an adequate insurance cover and compliance with all the training obligations under Legislative Decree 81/2008 will be required to access the Technopole.**

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.**

No access procedure is required for **external companies**, including cleaning staff, maintenance staff and the like, when confirmation of receipt of information has been given by the relevant contractor. 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. Those documents will be drafted with the support of the relevant technical and administration offices.

### **CONTACTS**

#### **Ravenna Technopole Coordinator – Marina di Ravenna site (Antonio Primante)**

Via Ciro Menotti no. 48

email: [antonio.primante3@unibo.it](mailto:antonio.primante3@unibo.it)

Tel. +39 0544 9337951

#### **Local Safety Officer (Denis Zannoni)**

Technical, technical-scientific and data processing division

email [denis.zannoni@unibo.it](mailto:denis.zannoni@unibo.it)

Tel.: +39 0544 937 308

#### **Interdepartmental Research Centres**

General Administration – University of Bologna

Via Zamboni 18 Bologna - staircase C - first floor

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Office hours: Monday, Wednesday and Friday, 10:00 a.m. to 1:00 p.m.

Tuesday and Thursday, 10:00 a.m. to 1:00 p.m. and 2:30 to 3:30 p.m. – Closed on Saturday

#### **Head of CIRI FRAME (Francesco Melino)**

email: [francesco.melino@unibo.it](mailto:francesco.melino@unibo.it)