CIT

**CORK
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TECHNOLOGY**

INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

Student
Induction Manual

The Department of Media
Communications

Photography Studio

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1   Introduction

The purpose of this student induction manual is to ensure that you, the student, are aware of the procedures in place for carrying out activities in the digital lab, darkroom and photo studios. These activities may include demonstrations, group workshops, or individual project work. There is an emphasis on health and safety, including a description of required personal protective clothing, how to evacuate in case of an emergency and information on what to do should an accident occur.

The roles of lecturing staff, technical staff, and you, the student, are outlined. A list of equipment and tools is provided, along with the function or purpose of each item. The major hazards and risks associated with working in the photography area are explained.

A description of the induction and competency testing processes is also provided.

If you have any queries relating to any item in this manual, please contact the Head of Department of Media Communications – Rose McGrath (rose.mcgrath@cit.ie)

A review of workshop use will take place periodically.

**Students who have successfully completed induction and have been authorized access outside of supervision of lecturing /technician hours are <u>not</u> authorized to allow access to other students – and should contact caretakers if they find themselves in a difficult situation in this regard.

2   Workshop Practices

The top priority for the Media Communications Department in relation to the Photography area is for their students to gain the knowledge, skills and experience necessary to engage in planning, making and evaluating their own art work through the various photo processes available.

All students wishing to work in the Photography Studio must complete an induction session.

There is generally not a technical officer on hand to provide support to individual students who have successfully completed the induction process so students must be personally competent in the activities and processes used.

GENERAL RULES

- You MAY be asked to remove certain items of jewelry e.g. dangling necklaces or large rings.
- No food or drink in the facility.
- No storage of personal items in the facility. In the darkrooms where necessary items must be stowed neatly in spaces under Enlarger bays. There is no storage of personal items permitted in the computer lab or Photo studio
- No headphones/MP3 players permitted unless stored neatly away.
- No mobile phones permitted in the darkrooms, the light emitted could affect exposed paper and unprocessed film.
- Facilities to be left in good working condition at all times.
- Equipment can be easily damaged by incorrect use; if in any doubt consult with a member of

 teaching or technical staff before use.
- PLEASE report any damage immediately.

3 Role of the Lecturer

In the context of workshop practice the role of the lecturer is as follows:
- to promote appropriate standards of safety in all stages of development and execution of work
- to oversee the delivery and recording of appropriate induction sessions to all students using the photography areas
- to determine, by means of competency tests, which students are capable of assuming personal responsibility for working unsupervised in the photo facilities.

Lecturers are NOT responsible for any accident that may occur while any students are working unsupervised.

It is the responsibility of the lecturer to ensure that:
- **Their students are instructed in safe working housekeeping practices**
- **Their students are prohibited from working alone on dangerous processes**
- **Any students working in an unsafe manner are removed from the workshop.**

4 Role of the Technical Officer

The role of the technical officer is as follows:
- Organising, preparing and setting up for a range of activities including: workshops, student induction, demonstrations, project and research work;
- To be present as required at each laboratory or workshop class to provide technical assistance or to provide demonstrations
- Provide technical assistance to lecturers and students on the safe operation and use of equipment and materials.
- Establishing and maintaining stock control of equipment and consumable materials.
- Arranging for safe disposal of used materials
- Participate in the carrying out of safety audits in all areas of operation in co-operation with other grades of staff.
- Ensure that laboratories, materials and equipment are kept clean, tidy and in good order.

The technical officer may also advise students on pre-project planning, and on processes and use of equipment.

The technical officer should be informed in advance of any scheduled activities to ensure adequate preparation etc.

5   Responsibility of the Student

Generally, as per Student Handbook:

Workshops and studios

Students have the responsibility to keep their workspaces clear of debris and hazardous materials and to follow College rules and regulations. Fire escapes and corridors are to be kept clear at all times. Waste is to be placed in bins and clear walkways must be maintained in all studios. Students have responsibility for their own safety and for those of others.

- No food or alcohol is to be consumed in the studio.
- No smoking in the college. Smoking shelters are provided for this purpose.
- Observe safety instructions and unless you are absolutely confident to undertake an operation safely, DO NOT PROCEED.
- You are requested to make known to your year tutor or a relevant staff member any information, such as a medical condition which may affect your safety in the workshops or your treatment in the case of an accident. This information is confidential and is for health & safety reasons only.
- Always keep fire escapes and corridors clear.
- Students have the responsibility to ensure that all equipment borrowed from the College is returned promptly and in good working order. *Equipment can be booked by logging onto www.ccadmediabookings.cit.ie*

Further specific responsibilities of students working in the Photo facility include:

-
Co-operating with lecturing and technical staff in relation to any instructions that may be issued in relation to the use of equipment;

- Ensuring that work is being carried out in a safe manner that will cause no harm to self or others;
- Tidying the workspace on completion of a project, or prior to departing the facility;
- Refraining from using headphones/mobile phones;
- Respecting the work of other students;
- Reporting any damage or accidents to academic or technical staff.

Students must ensure that they apply safe working and housekeeping practices at all times.

6   Induction

Student induction will usually take place at the beginning of the semester or as required, this will include:

1.   Introduction by academic staff to Photography facilities and technical support;
2.   Overview by academic staff of health and safety requirements, including induction manual;
3.   Demonstration by technical officer of equipment and associated hazards and risks;

Notices will be posted as to dates and times of each induction session.

7   Training and Competency

Training/information sessions/workshops may be held in a range of areas including:
   • Digital Lab
   • Studio
   • DSLR Camera usage

The induction process does not imply competency on any of the equipment or processes. By default, students who successfully complete Photo 101/102 will be deemed competent in DSLR camera and digital lab usage.

8   Access

8.1 General Access

Students who have been successfully inducted into Photo facilities **MAY** be given access to relevant areas during the academic year during normal college hours, when facilities are not scheduled for classes. Access is conditional on certification of competency.

Computer Labs – available to students between 9am – 9pm
Photo-studio – available for booking (refer to booking procedures below) Monday and Thursday from 5pm – 9pm and Wednesday and Thursday from 9am – 9pm, to students who have shown competency. Teaching staff approval is required for access during class hours on Monday, Tuesday and Friday 9am – 5pm. Final year or postgraduate students may apply to the relevant member of teaching staff for access to the facility outside of the times specified above.

Unsupervised access to these areas is normally only available to students who have satisfactorily demonstrated the required level of competence as determined by the academic staff.

8.2 Photo Studio – Booking

Bookings will hold space for only **20 minutes** from start time, after this you lose the booking and the studio may be reassigned. To book the studio, students must contact the department technical office

1 booking per person/group per week is permitted without the need for prior approval of staff. Multiple bookings within one week or serial/regular bookings over a short period of weeks will only be permitted in specific circumstances and must be cleared in advance and signed off by teaching staff.

Your allotted time should include **clean-up time** so that the studio is left in a clean and tidy condition ready for the next student. You <u>must</u> vacate the studio promptly at the end of your session to accommodate the next user.

The person booking the space is responsible for the proper conduct of <u>all</u> users during their allotted session and may be held liable for any damage caused during their session.

Studio use for timetabled class sessions take priority over individual bookings.

8.3 Studio Usage

Use of the photo studio carries responsibilities for user safety and proper use of facilities.

- The low light in the studio presents a hazard in itself. Various props, wires, stands, etc are less evident in the dark. When using the studio, users should not rely on their usual senses. Extra attention needs to be paid, taking an extra look around before making movements, taking notice of where things are.
- Always ensure that lights and fittings are correctly secured to stands, that stands and tripods are correctly stabilised and placed so as to avoid hazard.
- When working, ensure that cables are arranged in a tidy manner, do not lay cables across working area and ensure that there is sufficient space for everyone to move around without a tripping/collision hazard. Always return cables to the cable rack when finished.
- Only use extension cables if unavoidable – use a fused or circuit breaker (residual-current device) extension lead and never double up on extension leads. If in doubt consult with a staff member.
- Covers need to be removed before switching on the lights and fittings should be attached prior to the lamps heating up. Do not force connection of light fittings – seek assistance if you have difficulty with reflector/softbox attachment.
- Bulbs can become incredibly hot and could cause severe burns. They should never be handled.
- Take care moving lights that have been on for a time since they will be hot. Remember that the bulbs are significantly more fragile when hot and may blow so be extra careful moving lights that have been on for a time. Lights need to be allowed to cool before putting them away as to move them while hot blows the bulb.

- Never leave equipment ON if the studio is unattended – if you need to step out turn off all equipment before leaving even if for a short time.
- Exercise care when rolling backdrop papers – do not force or exert undue force, if you experience difficulty get assistance from staff.
- Return all studio equipment to assigned storage space at the end of your session
- No materials, props or non-studio equipment is to be left in the studio after a session. Any signed out photographic equipment remains the responsibility of the student until returned.

Eating, drinking and smoking are strictly forbidden in the studio.

Students are advised to take particular care when working in the studio alone especially in the evenings to protect against accidents and other risks to personal safety. In particular, notice should be given to the caretaker of such activity.

9 List and Function of Equipment and Processes

Equipment	Function
Barn doors	Attachments to control direction of light from flash head
Flash Head	Studio light
Hot Shoe Adapter	The hot shoe adapter allows you to connect a separate external flash to the camera
Light Meter	Used to determine the proper exposure for a photograph
Light stand	Stand for light head
Reflector	Bounces light in the direction required
Reflector	The Spill Kill Reflector produces a wide angle of light which is similar to 'bare bulb' (no reflector) lighting but without the light spill
Shutter release cable	Cable that fires shutter release without touching the camera.
Snoot and single Grid Set	Attachment for studio flash that gives a narrow beam of light.
Softbox	To diffuse flash head light
Sync lead	Cable for connecting light to camera
Wireless remote shutter release	An electronic device that allows camera to fire remotely.

10 Personal Protective Clothing and Equipment

No special PPCE required for the Photo Studio or Lab.

11 Evacuation in Case of Emergency

11.1   Evacuation from Digital Lab

In case of an emergency such a fire, there are several possible evacuation routes:

Evacuation Option ONE
- Turn left on leaving the facility
- Walk along this corridor, turning left at the end;
- Pass down the stairs and out of the College via the North Eastern doors.
- Exit from the grounds via the Northern gate;
- Assemble in St. Al's car park.

This is the normal evacuation route if the fire alarm should sound. Should the fire or emergency incident occur in the main hallway, follow Evacuation Option 2:

Evacuation Option TWO
- Turn right and walk along the corridor towards the print workshop
   Turn right at the end of this corridor and exit through fire escape;
- Go down the fire escape, and out the college Northern gate;
- Assemble in St. AL's car park.

11.2   Evacuation from Photo Studio

In case of an emergency such a fire, there are several possible evacuation routes:

Evacuation Option THREE
- Leave the facility and walk straight ahead along the corridor to the main stairs
- Pass down the stairs and out of the College into the yard via the southern door;
- Exit from the grounds via the southern gate, turning left on exit;
- Assemble in St. Al's car park.

This is the normal evacuation route if the fire alarm should sound. Should the fire or emergency incident occur in the hallway or southern stairs, follow Evacuation Option 4:

Evacuation Option FOUR
- Leave the facility, turn right and walk along the corridor towards the northern stairs;

- Go down the stairs, and out the college northern door;
- Exit from the ground via the northern gate, turning left;
- Assemble in St. AL's car park.

Link for photo studio

- Go down the stairs, and out the college northern door;
- Exit from the ground via the northern gate, turning left;