

Somerset Film at The Engine Room

User Information

Welcome to The Engine Room, a community media centre managed by the charity Somerset Film and Video Ltd (Somerset Film). We want you to enjoy your time here and would ask that you take a moment to read through the following important information. Use of our services and facilities is deemed as an acceptance of these terms.

Acceptable Use Policy

The Engine Room operates and Acceptable Use Policy and use of these services and facilities is deemed as an acceptance of the terms within that policy. The system is protected by firewall and net nanny software. A full copy of the policy is available on request but the following is strictly prohibited:

- Using the facilities to create, access or download images or site, which are pornographic, depict violence, incite hatred or violence, breach copyright or breach our equality and diversity policy.
- Hacking or abusing computer systems to violate privacy, corrupt or destroy others work, defraud individuals or companies or steal data.
- Downloading or installing new software onto our computer systems.
- Changing default settings on computers or other equipment.
- Online purchases.
- Use of our project hub sessions for personal financial gain

Misuse of the contravention for this policy will result in action by Somerset Film.

Copyright and Acknowledgments:

The copyright of all material used within courses is retained by Somerset Film and Video Ltd. We reserve the right to use material created by participants using their facilities without prior notification to the participant. We are unable to accept any responsibility resulting from the loss of data stored by users on our computer systems. We advise that files should be kept on two separate personal storage devices at all times.

Important: When your creative project or film is complete, please consult with a member of staff with regard to crediting The Engine Room and Somerset Film and Video Ltd. Guidance and logos will be made available.

Comments or Complaints:

- We welcome your opinion and feedback on our activities. If you have any comments that you would like to make, we would be pleased to hear them. We currently have two advisory panels - one for children and young people and one to represent those with disabilities. This is made up from the members of the general public who use, or would like to use, our services. The groups meet twice a year, and if you would like to play a part in one of the panels then do let us know. Contact details are at the end of this document.
- If you are unhappy with any part of our service then do let your tutor/member of staff know as soon as possible. If the matter is not resolved to your satisfaction then contact Deb Richardson (Creative Director) either in writing, by telephone, or in person. Contact details are at the end of this document. Our trustees are made aware of all complaints at bi-monthly meetings. Our full complaints policy can be found on our website home page, in the footer.

Your Comfort, Health and Safety.

Your comfort, health and safety are important to us. If you experience any accident or injury whilst at The Engine Room please report it to your tutor as soon as possible. First aid kits are available, staff members are all appointed first aiders. Whilst using The Engine Room we recommend the following:

Fire Safety:

- Whichever space you are working in, please take a moment to note the nearest emergency exit. If the fire alarm should sound, please leave via your nearest exit and wait at the assembly point (by the tree opposite the main café entrance. A member of staff will guide you). Please do not stop to collect personal belongings.

Monitors:

- Extensive research has found no evidence that monitors can cause disease or permanent damage to eyes, but long spells of VDU work can lead to tired eyes and discomfort.
- Try to avoid bright reflections or glare on the screens.
- Staff can help you to choose options to make text larger or adjust brightness and contrast controls for the screen.
- Take regular short breaks rather than one long break.
- If you would like additional lighting then ask a member of staff who can provide you with a desk lamp.

Computer Systems:

- Sounds and noise can damage your hearing if they are too loud, or you are exposed to it for a long time. Use the volume controls provided on the monitors and headphones.
- Adjust your chair and monitor to find the most comfortable position for you to work. A member of staff will be happy to help you.
- As a guide your forearms should be approximately horizontal and your eye the same height as the top of the monitor.
- Try to keep your wrists straight when typing on the keyboard. Keep a soft touch and don't overstretch your fingers.
- When using a mouse, support your forearm on the desk and don't grip the mouse too lightly.
- Avoid repetitive movements and stretching to reach things.

Social Media:

We encourage you to follow us on Instagram @somerset.film Twitter @somerse~~t~~film and **Like** our Facebook Page /*SomersetFilm* to keep up to date with our latest news and announcements including any cancelled events, important information or changes.

The Engine Room operates an equality and diversity policy and action plan, environmental action plan and safeguarding (children and vulnerable adult protection) policy amongst others.

Contact Us:

The Engine Room

52, High Street,

Bridgwater,

TA6 3BL