



## **Creating Space Code of Conduct**

Welcome to The Mill's Creating Space programme, a supportive space for creatives to meet and make. We want you to enjoy your focused time in our creative spaces. All bookers will receive a H&S induction into the space and a copy of this code of conduct. If you have any questions, please contact Laura Walker (Creative Learning Officer) on [laura.walker@themillartscentre.co.uk](mailto:laura.walker@themillartscentre.co.uk)

**All artists in use of the studio spaces via the Creating Space programme will agree to abide to a code of conduct as follows:**

### **Health & Safety & Sustainability**

- To follow H&S procedures for all tools and materials used.
- Any electrical equipment being brought into the building must be PAT tested.
- To follow all evacuation procedures and H&S guidelines from The Mill Arts Centre.
- Dispose of waste responsibly; recycle and reuse materials where possible.
- Immediately report hazards or maintenance issues to the Duty Manager.
- The Art Studio & Dance Studio are located on the first and second floor and are accessible by stairs.

### **Respect the Space & Other Users**

- Treat the studio as a collective environment, leave the space tidy and clean for others to use.
- Do not use materials or equipment from tutor's cupboards or storage spaces.
- Keep your workstation clean and tidy.
- Do not damage any furniture or equipment in the studios.
- Keep noise to a minimum and use headphones when listening to music or ask everyone if they are ok to listen to music collectively.
- Respect other creative processes and learning styles, avoid interrupting unless necessary or welcomed.

### **Inclusive & Safe Environment for All**

- Harassment, discrimination or exclusion of any kind will not be tolerated.
- The Mill Arts Centre has zero tolerance for aggressive behaviour. Building users being aggressive will be asked to leave and the Police will be called if necessary.
- Report any concerns or conflicts to The Duty Manager in a timely and respectful way.
- Any First Aid incidents or accidents must be reported to the Duty Manager.
- In the event of an evacuation, all users must leave the building using their closest fire exit and meet at the assembly point in Chamberlaine Car Park.

### **Community & Creativity**

- Embrace the spirit of community—share knowledge, support others and collaborate where welcome.

- Promote a culture of constructive feedback, openness and mutual encouragement.
- Represent The Mill's values in your behaviour, creativity and interactions with others.
- Share your creations with us by tagging us on Facebook and Instagram, help us promote these sessions at The Mill.

**Please note that violations of this code could result in a financial penalty and a review of your access to the studio.**