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Dear students,

A very warm welcome to the winter semester 2020 at the HFBK Hamburg to all those beginning their studies.

You are standing at the start of a new chapter, which we are sure will prove itself to be a rich and rewarding intellectual and creative experience. The appeal of the new is surely to be accompanied by a measure of disquiet: we would encourage you to open yourself to the unknown beyond the well-worn paths. Be assured that the teaching staff of the HFBK Hamburg are experienced guides in the terra incognita of your studies, well versed in the highways and byways of artistic development.

You have a singular advantage, standing as you are at the start of your journey as artists. You very own independence and experimentality have yet to be dulled by insipid established knowledge and practice. At least we hope that this is the case, otherwise you have really come to the wrong place. The HFBK has dedicated itself to the cause of interdisciplinarity in artistic practice and the fathoming of the depths of our society with aesthetic tools, all purely for the sake of art itself. Are you ready to begin? The HFBK provides you with the freedoms that you need to realize this aim and unleash your artistic personality to shake the foundations of existence. This is the only possible way to generate true art, which fires the imagination and alters our view of the world.

Take advantage of this freedom and start today. We wish you a good start!
HFBK Website  www.hfbk-hamburg.de
- General information on the university and on studying here
- Up-to-date information on dates and projects
- Publishing of announcements and scholarships

The Lerchenfeld magazine
www.hfbk-hamburg.de/lerchenfeld
*Lerchenfeld* reports on current exhibitions and events, and also on projects in the HFBK context. Essays, interviews, and other texts present defined positions on questions relating to art, culture, and science that extend beyond the cosmos of the HFBK. Five issues appear per year in printed form, and it can also be downloaded.

The HFBK student mailing list (my HFBK)
www.hfbk-hamburg.de/my-hfbk/
Students who are registered on the mailing list will receive notification of times and dates by email approximately twice a week. Additionally, information relevant to students and announcements of grants and scholarships will be sent out via the mailing list.

We publish exhibition and event information connected with the HFBK, and also on projects by students, tutors, or alumni of the university. Please send your date and time announcements at as early a stage as possible to newsletter@hfbk-hamburg.de; so that they can be sent out via the HFBK homepage and/or the my HFBK newsletter.

HFBK flights  www.hfbk.flights
HFBK flights is the terminal display board in the lobby in the main building. It shows up-to-date times, extending beyond the HFBK context. Events can be entered independently by means of an online interface. On this site, also, they are accessible to the wider public.

Rhizome  www.rhizome.hfbk.net
An HFBK social network especially for students and all interested parties. Here, artistic productions and art university discourses can be combined with current debates.

HFBK Social Media
- Facebook  www.facebook.com/HFBKHamburg
- Instagram  www.instagram.com/hfbkhamburg
- Twitter  www.twitter.com/HFBKHamburg
- Youtube  www.youtube.com/
  user/HamburgHFBK
- Mediathek  www.mediathek.hfbk.net
- Hashtag  #hfbkhamburg
Academic year

Winter semester 2020/2021
1 October 2020 - 31 March 2021
First day of teaching: 2 November 2020
Last day of teaching: 19 February 2021
Formal opening of the semester: 4 November 2020
Christmas vacation: 24 December 2020 – 1 January 2021

Summer semester 2021
1 April - 30 September 2021
First day of teaching: 1 April 2021
Last day of teaching: 12 July 2021
Graduates’ exhibition 9 - 12 July 2021

Re-enrolment

After enrolment, students are required to re-enrol for every new semester. This is achieved by on-time payment (bank transfer) of the semester fee.

The semester fee is made up of a number of components to cover the semester ticket, a contribution to the Studierendenwerk Hamburg, the Student Council (AStA) and an administration fee. The semester fee is due twice a year, payable between 15 February and 15 April (summer semester) and 15 August and 15 October (winter semester).

Students receive information regarding re-enrolment before the re-enrolment phase.

Losing student documents (semester ticket, student ID card etc.)

Replacement semester tickets, student ID cards or BAföG confirmation can be issued following payment of a fee.

Changes of address

Students who move during their studies are required to inform us of their new address; they should also notify the HFBK of any changes to their e-mail address or telephone number. Please send an e-mail to hfbk-studverw@hfbk.hamburg.de.

Part-time study

Students cannot study part-time at the HFBK.

Intermission

Students who are unable to complete a minimum of half of the classes in a semester can take an intermission semester.

Applications for intermission are to be made before transferring the semester fee. The fee must still be paid even by students on intermission.

Intermission semesters are not recorded as subject-specific semesters. Students retain all the rights and obligations conferred by membership of the university. Students on intermission are not permitted to complete examinations or assignments.

Students who develop a serious illness, suffer a serious accident or any other such hardship during the semester can place an application for intermission outside the re-enrolment period.

Applying for reimbursement of the semester ticket fee (case of hardship)

The semester ticket is not optional or conditional upon use. It will be issued automatically upon enrolment and re-enrolment. Under certain circumstances, students can submit an application to the Studierendenwerk Hamburg for non-use of the semester ticket and reimbursement of its cost.

The deadline for such applications is 31 March (for the summer semester) and 30 September (for the winter semester).

Further information and the application form is available here: www.studierendenwerk-hamburg.de/studierendenwerk/de/finanzen/semesterticket/

First Presentation

Bachelor’s students are to make their first presentation of artistic work completed during the first and second semester at the end of the second subject-specific semester. The presentation takes place in front of an examination panel.

This examination is mandatory and can be repeated a maximum of twice.

After passing the first presentation, students will be divided into specialist classes from the third subject-specific semester.

The Office of Students’ and Examination matters will provide students with information about the first presentation at the appropriate time.
ToR - Transcript of Records
Students who require a record what they have achieved in their studies so far – for applications for grants etc. – should submit their Study Book with all the relevant signatures to the Office of Students’ and Examination matters.
A Transcript of Records will be issued 7–14 days later; students can then collect their Study Book.

Bundesausbildungsförderungsgesetz (BAföG)
Please address all questions regarding BAföG to the Studierendenwerk Hamburg.
More detailed information is provided here: www.studierendenwerk-hamburg.de/ studierendenwerk/de/finanzen/BAföeG/Bafogg.php.
Students are issued with §9 confirmation and their semester documents automatically following payment of the semester fee.
To obtain the “§48 confirmation” required from the 4th subject-specific semester, students must present their Study Book to the Students Office.

Final examinations
Starting a degree programme is a challenge; students have to deal with a large amount of information.
Students requiring information about the final examinations and the examination procedure now, should contact the Office of Students’ and Examination matters.

Studying with a disability
Students with a disability or suffering from a chronic illness can face a range of potential challenges to the completion of their degree.
The Hochschule für bildende Künste Hamburg has appointed named members of staff to provide advice and support in such cases.
Please address all enquiries to the disability officer Frank Richters or his deputy Christoph König.

– Katrin Nöprick, Head of the Students Office
Room: 04a Wa
Telephone: +49 40 42 89 89-270
e-mail: katrin.noeprick@hfbk.hamburg.de

– Frank Richters
Students Office
Room: 01 Wa
Tel: +49 40 42 89 89-269
e-mail: frank.richters@hfbk.hamburg.de

– Christoph König
Office of Students’ and Examination matters
Room: 06a Wa
Tel: +49 40 42 89 89-335
e-mail: christoph.koenig@hfbk.hamburg.de

Office hours
Tuesday and Thursday 10.00–12.00 and 13.00–15.00 or by appointment.
Please address questions about examinations to hfbk-pruefungsverw@hfbk.hamburg.de
Please address questions about study to hfbk-studverw@hfbk.hamburg.de
International networks at the HFBK Hamburg

Internationality and sustainable networking express the core values of creativity, academic research and teaching embodied by the HFBK Hamburg. Every winter semester, the HFBK welcomes a continually increasing number of international students, teachers and guest artists.

The HFBK Hamburg also seeks to provide domestic students with the ability to gather international experience. The large number of university partnerships maintained within the scope of the Erasmus+ programme enables our students to study in Europe or further afield for a semester or a whole academic year. Studying abroad not only widens the horizons, but also introduces students to new traditions of teaching and learning, theoretical approaches and beacons of excellence, and enables them to experience a new culture and society. This alone often exercises a lasting impact on the student’s artistic development.

The Erasmus+ programme not only ensures financing for a year abroad, it also enables students to attend language courses and other events at the host university. Participants can take advantage of the local Erasmus network. Learning agreements enables credit transfer between the institutions involved in the programme.

The Erasmus+ programme also provides students with the opportunity to choose a twelve-month internship from a range of European companies and institutions, including leading museums, galleries and studios.

The Art School Alliance provides comprehensive funding for students. This global alliance of leading art schools comprises 14 academies in North and South America, Asia and Europe. The programme provides funding for up to 22 students from the HFBK Hamburg to study at one of the partner institutions without the need to pay tuition fees. For its part, the HFBK Hamburg invites up to international 22 students to profit from its services and provision.

The exhibition exchanges which the HFBK Hamburg has maintained with Goldsmith’s College London since 2010 enables students from both institutions to present their projects to an international audience and to take part in group discussions. Exhibition exchanges also take place with a range of other international partners.

The various programmes maintained by the HFBK Hamburg International Office are co-ordinated in close co-operation with the President’s Office and the teaching staff. The International Office provides information and advice to students interested in participating in the various international co-operation programmes run by the HFBK Hamburg. Please come to the office within its consultation hours.
The International Office
– Eike Pockrandt, Head of the International Office
  Room: 04b Wa
  Telephone: +49 40 42 89 89-247
  e-mail: eike.pockrandt@hfbk.hamburg.de

– Gaby Grumke
  Room: 06b Wa
  Telephone: +49 40 42 89 89-265
  e-mail: internationaloffice@hfbk.hamburg.de
  Consultation hours:
  Tues. + Thurs. 10.00–12.00 + 13.30–14.30
  (Due to the current Coronavirus/Covid-19 pandemic,
  we would request that students contact us to arrange
  an individual appointment. Please comply with all hygiene measures during the appointment.)

As participation in many of the programmes requires considerable prior planning (see the application deadlines) we recommend that students visit our website or the International Office early – even at the very beginning of their studies.

The current pandemic conditions could result in changes to the international programme at short notice. Despite these changed conditions, the International Office is currently working hard to maintain up-to-date information and oversight of our international co-operation programmes and is attempting to guarantee as much international co-operation as possible.

An overview of the programmes at the HFBK Hamburg:

Art School Alliance (ASA)
An international exchange programme initiated by the HFBK Hamburg, the Art School Alliance seeks to establish intensive networking and exchange with selected leading academies of art.

The next application deadline for an exchange semester in WS 2021/22: end of November 2020

Erasmus+
Erasmus+ study: The Erasmus+ programme provides funding for study at international partner universities in Europe.

The application deadline for the following academic year: 20th January

Erasmus+ internship: Self-organized full-time internships in Europe can be funded.

Exhibition exchanges
These include an annual exhibition exchange with Goldsmith's College in London.

The application deadline for the following academic year: end of November 2020.
2014 the HFBK Hamburg awarded »family-friendly university« status by Berufundfamilie gGmbH, an initiative from the Hertie-Stiftung. Re-certification followed in 2017 and consolidation in 2020. The audit preceding the award required the HFBK to establish working and studying conditions on an increasingly family-friendly trajectory, above all providing students with children the support they need to combine their family responsibilities with study for a degree. The HFBK Hamburg has implemented a several initiatives to this end.

Welcome to the HFBK
All students who have recently become parents are invited to visit Ingrid Jäger to receive a small gift for their newborn. We are looking forward to meeting you! Contact: ingrid.jaeger@hfbk-hamburg.de, Lernchenfeld 2, Room K34

Childcare room
The childcare room in the HFBK main building provides a comfortable retreat in which parents can relax or play with their children. Nappy changing facilities are also available. The key to the childcare room can be collected from Ingrid Jäger in the porter’s lodge. This requires prior one-time registration.

Children’s midday meal
All the children of HFBK students are eligible for a voucher entitling them to 10 free midday meals in the HFBK refectory. The voucher can be collected from the Students Office. Contact: hfbk-studverw@hfbk.hamburg.de, Wartenau 15, Room 01

Free-of-charge emergency childcare
HFBK students can take advantage of emergency childcare should their regular daytime childcare be cancelled suddenly, their child falls ill suddenly or if they have an important deadline in their course. This service dispatches qualified childcare within two hours and with no complicated form filling. The university will carry all the costs involved. It is simple: Use of the emergency childcare service is available to all HFBK students; this requires prior one-off registration with the Students Office. Students requiring the emergency childcare service should apply directly to www.notfallmamas.de.

Childcare during HFBK events
The HFBK childcare service is available to participants in conferences, lectures and other events to enable them to concentrate on the programme. Those requiring this service should contact Bärbel Hartje, baerbel.hartje@hfbk.hamburg.de in advance.

Activities for children
The HFBK annual exhibition and Graduate Show is accompanied by guided tours for adults and separate tours for children of primary school age and above. A “child’s island” designed by HFBK students provides a space for children to discover Art.

Maternity leave regulations for pregnant and breast-feeding students
To enable the university to undertake the steps requisite to ensuring the protection of mothers, we rely upon pregnant and breast-feeding students to notify the university of their status. Nevertheless, this does not represent a statutory requirement and students can also choose the point at which they provide this information. All information (communicated in person, in writing or in digital form) pertaining to a pregnancy (and the estimated delivery date e.g. via a copy of the mother’s pass) or the breast-feeding period is to be submitted to: Students Office Wartenau 15, Room 01, 22089 Hamburg, e-mail: hfbk-studverw@hfbk.hamburg.de.
Diversity refers to the existence of plurality in an organization or society in terms of various individual or structural characteristics such as social and cultural origin and belonging, gender identity, sexual orientation, age, mental and health disadvantage, but also religious and family background.

The HFBK Hamburg lives its values of internationality and diversity. Giving voice to a spectrum of identity and opinion, we seek to foster an atmosphere of respect as the key to inspiration, opportunity and artistic profit.

The equal opportunities approach central to the philosophy of the HFBK constantly seeks new ways of widening diversity. All services are open to all and continue to be opened to further marginalized groups. We welcome feedback from all quarters.

The diversity officer: Bärbel Hartje, baerbel.hartje@hfbk.hamburg.de, Lerchenfeld 2, Room 144b

Advice regarding discrimination and sexual violence
We are the central point of contact (advice and support) for victims and those with concerns or question about sexual violence. Please do not hesitate to contact us in cases of harassment and direct or indirect discrimination. We treat every case with complete confidentiality.

You can talk with the following contact persons:

Equal opportunities officer and trusted third parties:
- Ingrid Jäger, ingrid.jaeger@hfbk-hamburg.de, Lerchenfeld 2, Room K34 (opportunities officer)
- Prof. Heike Mutter, mutter@phaenomedia.org, Wartenau 15, Room 312 (opportunities officer)
- Prof. Ingo Offermanns (Vice President responsible for diversity), ingo.offermanns@hfbk-hamburg.de, Lerchenfeld 2, Room 252
- Bärbel Hartje, baerbel.hartje@hfbk.hamburg.de, Lerchenfeld 2, Room 144b (diversity officer)
ASA
The Student Council of the HFBK – open for students of all departments.
An advice centre for university politics, life-skills advice, information exchange, discussions, support in the organization of events and exhibitions, information about internal structures, support in problems with the university administration.
- Room 41
- Every Tuesday from 18:00
- Public Student Council meeting & fresher's chill
- Food, sofas, drinks
- Hire of: tools, stereo equipment (PA), record players, smoke machine
- Contact: asta@hfbk.de

WIFI
WIFI is available free-of-charge in all buildings of the HFBK. Information about access and use of the WIFI is available in the Computery (Room: 243 (Le)), e-mail: it-support@hfbk-hamburg.de, URL: www.it-support.hfbk.net.

Photocopiers
Copy cards can be purchased from the porter’s lodge. A copy card with credit for 100 copies costs 5.50 € – payment by debit card.
This copy card can be used with the black-and-white photocopier in the lobby to the refectory (Le).

Free-of-charge entrance for HFBK students
HFBK students have free entry to the following institutions (show a confirmation of enrolment at the HFBK Hamburg):
- Bucerius Kunst Forum
- Deichtorhallen Hamburg
- Hamburger Kunsthalle

Equipment hire
HFBK students can hire technical equipment (projector, screen, loud speakers, playback device etc.) from the HFBK post office.
- Contact: Christine Metzler
- Room: K55 Le
- Telephone: +49 40 42 89 89-204
- e-mail: christine.metzler@hfbk.hamburg.de

Opening hours for equipment hire: By arrangement only. Please send an e-mail to hfbk-hausservice@hfbk.hamburg.de.
Workshops and laboratories

The workshops and laboratories of the HFBK Hamburg support the realization of the respective artistic projects under the aspect of their specific material-related requirements. Students can choose from the following offerings:

- Audiolab (Raeithel, Felix)
- Library (Dr. Klier, Andrea)
- CAD/3D (Stickler, Alexander)
- Computery (Kremer, Tilo)
- Digital/Material (Klever, Johannes)
- Digital typesetting and graphics (Albrecht, Tim)
- Digital editing/Film (Jelinski, Lutz)
- Printing techniques (Brandis, Birgit)
- Electronics and media engineering (Huss, David)
- Fine metals (Müller-Westermann, Tina)
- Film production (Sorgenfrei, Marie)
- Film studio (Professoren des SSP Film; Fried, Louis)
- Final cut (Prof. Engel, Udo)
- Analogue photography (N.N.)
- Digital photography (Haneke, Egbert)
- Photo studio (Sommer, Götz)
- Plaster (Jäger, Ingrid)
- Wood (Krause, Gerhard)
- Camera/Light/Sound (Fried, Louis)
- Ceramics (Jäger, Ingrid)
- Plastics (Dachselt, Michael)
- Metal (Holtkamp, Alexander)
- Mixed Media/Internet art (Freyhoff, Ulf)
- Prepress workshop/Materialverlag (Bacher, Ralf)
- Silkscreen printing (Wittern, Ulrike)
- Textile (Wittern, Ulrike)
- Publishing workshop/Materialverlag (Gauthier, Claire; Hinrichs, Lars)
- Video (Janssen, Ute)
Guidance on the use of
the HFBK Hamburg workshops

The HFBK workshops are institutions open to all university members. Here, HFBK students can implement their artistic projects. In the workshops, students can receive competent support on technical, craftwork, design, and content issues, allowing them to realize their plans confidently and independently.

The workshop equipment includes extremely expensive apparatus and working materials, some of which are also dangerous. For this reason, all workshops have their own individual regulations specifying the conditions for students being allowed to work in them. Workshop regulations must be adhered to to prevent harm to persons and equipment. Each workshop has its own set of workshop regulations that must be accepted and that imposes the same obligations on everyone who works in the workshop. These regulations, workshop educational events, the courses on offer, and general information can be found in the lecture timetable, on the black board belonging to the workshops on the ground story, and in each workshop.

Use of workshops for the implementation of artistic projects is of course free of charge. Materials used, however, must be reimbursed. For the realization of other projects, we will assist you in finding competent external services, as the workshops lack sufficient capacity to handle these services also. As a rule, materials for the regular operation of the workshops are available, but extensive projects that are demanding in terms of materials should be discussed well in advance with the workshop supervisors. This is partly to ensure that all the necessary materials and equipment are ready to hand. In principle, there should be no self-service in the HFBK workshops except when an exception is explicitly permitted. The use of consumable materials must be discussed in advance with the responsible workshop supervisors.

We, as the artistic workshop supervisors, are pleased to be able to help students to realize artistic projects. Additionally, however, the upkeep of our workshops, maintaining the equipment, and carrying out organizational work is very time-intensive. If you wish to discuss a project, it is always best to arrange an appointment with the workshop supervisor, as otherwise spontaneous discussions or assistance will not be possible. Professional work – and this includes professional craftwork – requires time and skill, and cannot be 'dashed off'. During the courses offered, use of workshops will often be restricted.

In the case of special timing-related difficulties – for students with special family responsibilities, for instance – the workshop supervisors will endeavor to find individual solutions.

In the event of discrepancies in workshop use or workshop access, a workshops trust committee exists to find a mutually agreeable solution.

The current contact persons are:

– Ingrid Jäger: ingrid.jaeger@hfbk-hamburg.de
– Egbert Haneke: egbert.haneke@hfbk-hamburg.de
– Lutz Jelinski: lutz.jelinski@hfbk-hamburg.de
The HFBK campus comprises 4 buildings:
- Lerchenfeld 2 (studios, library, refectory, seminar rooms, administration, workshops)
- Wartenau 15 (foundation classes, seminar rooms, administration)
- Finkenau 42 (studios, catering suite)
- Finkenau 35 (cinema, Department of Film, workshops)
1 Ceramics/plaster workshop
2 Metal workshop
3 Digital/material workshop
4 Electronic and media engineering workshop
5 Fine metal workshop
6 Plastics workshop
b Canteen
Building Lerchenfeld 2, basement

**Workshops and laboratories**

1. Ceramics/plaster
2. Metal
3. Digital/material and media engineering
4. Electronic
5. Fine metals
6. Plastics

**Studios and offices**

- MB  Prof. Martin Boyce
- AS  Prof. Andreas Slominski
- PS  Prof. Pia Stadtbäumer

**Further rooms**

- a  Childcare room
- b  Canteen
- c  Photocopy room
- d  Post office
- e  Caretaker service
1 Audiolab

2 Wood workshop

b Auditorium

c Front hall auditorium

Reception area
Building Lerchenfeld 2, main floor

Studios and offices
RB  Prof. Raimund Bauer
SD  Prof. Simon Denny
TD  Prof. Thomas Demand
KG  Prof. Konstantin Grcic
GL  Prof. Glen Oliver Löw
MM  Prof. Michaela Melián
PS  Prof. Pia Stadtbäumer

Workshops and laboratories
1 Audio
2 Wood

Further rooms
a Masterstudio Design
b Auditorium
c Front hall auditorium
d Reception area
e Seminar room
ASTA Allgemeiner
Studierendenausschuss
1 Silkscreen printing

2 Textile workshop

3 Publishing workshop/Materialverlag
Building Lerchenfeld 2, first floor

**Workshops and laboratories**
1. Silkscreen printing
2. Textile
3. Publishing/Materialverlag
4. Prepress/Materialverlag

**Further rooms**
a. Administration

**Studios and offices**
- AA Prof. Dr. Armen Avanessian
- WB Prof. Wigger Bierma
- FB Prof. Dr. Friedrich von Borries
- AB Prof. Angela Bulloch
- JF Prof. Jeanne Faust
- KR Prof. Christoph Knoth & Prof. Konrad Renner
- MK Prof. Martin Köttering
- HL Prof. Hanne Loreck
- MM Prof. Michaela Melián
- MO Prof. Dr. Michaela Ott
1 Video workshop

2 Library

3 Mixed Media/internet art workshop

4 Computery

5 Digital typesetting and graphics workshop

6 Digital photography workshop

a Lecture hall

e Seminar room
Building Lerchenfeld 2, second floor

Studios and offices
- BC Prof. Adam Broomberg
- WB Prof. Werner Büttner
- SD Prof. Simon Denny
- IO Prof. Ingo Offermanns
- AR Prof. Anselm Reyle
- BU Prof. Dr. Bettina Uppenkamp

Workshops and laboratories
1. Video
2. Library
3. Mixed Media / internet art
4. Computery
5. Digital typesetting and graphics
6. Digital photography

Further rooms
- a Lecture hall
- b HFBK Gallery
- c Video box
- d FOLGEND*
- e Seminar room
- f Administration
1 Workshop printing techniques

2 Analogue photography workshop

2 Analogue photography workshop
Building Lerchenfeld 2, third floor

Studios and offices
BC Prof. Adam Broomberg & Prof. Oliver Chanarin
JF Prof. Jesko Fezer
JK Prof. Jutta Koether
AR Prof. Anselm Reyle
RS Prof. Ralph Sommer
JV Prof. Jorinde Voigt

Workshops and laboratories
1 Printing techniques
2 Analogue photography
1 Photo studio
Building Wartenau 15, main floor

Workshops and laboratories
1 Photo studio

Further rooms
a Administration
Seminar room
Further rooms
a Administration
b Seminar room
Auditorium
Building Wartenau 15, second floor

Studios and offices
- AM Prof. Astrid Mania
- BS Prof. Bernd Schoch
- NS Prof. Dr. Nora Sternfeld
- AS Prof. Dr. Anja Steidinger

Further rooms
- a Cinema
- b Project room Media
- c Auditorium
Building Wartenau 15, third floor

Studios and offices
AA  Prof. Abel Auer
MB  Prof. Michael Beutler
VK  Prof. Valentina Karga
AL  Prof. Annika Larsson
HM  Prof. Heike Mutter
BS  Prof. Bernd Schoch

Further rooms
Tea kitchen
Building Wartenau 15, fourth floor

Studios and offices
VK  Prof. Valentina Karga
2 Camera/Light/Sound workshop
Building Finkenau 35, basement

Workshops and laboratories
1 Film production
2 Camera/Light/Sound
3 Final cut

Studios and offices
UE Prof. Udo Engel

Further rooms
a Festival office
2 Digital editing/film workshop

3 Film studio

2 Digital editing/film workshop

b Cinema
Building Finkenau 35, main floor

Studios and offices
- RB Prof. Robert Bramkamp
- PD Prof. Pepe Danquart
- AS Prof. Angela Schanelec
- UE Prof. Udo Engel

Workshops and laboratories
- 1 Film production
- 2 Digital editing/film
- 3 Film studio

Further rooms
- a Kitchen
- b Cinema
1 Kitchen workshop
Building Finkenau 42, main floor

Studios and offices
SD  Prof. Simon Denny
JF  Prof. Jeanne Faust
AG  Prof. Andrew Gilbert
MM  Prof. Michaela Melián

Time-based Media

Painting/Drawing

wc
Building Finkenau 42, first floor

Painting/Drawing

Sculpture

Studios and offices

TD Prof. Thomas Demand
JK Prof. Jutta Koether
AR Prof. Anselm Reyle
AS Prof. Andreas Slominski
PS Prof. Pia Stadlbäumer
Building Finkenau 42, second floor

Studios and offices
AB  Prof. Angela Bulloch
WB  Prof. Werner Büttner
AS  Prof. Andreas Slominski

Time-based Media
Sculpture
AB
AS
WB
Painting/Drawing
Safety information
Workplace Hygiene Policy – HFBK Hamburg

Last updated: 12/08/2020

Preamble
The HFBK Hamburg’s hygiene policy is designed to help keep all members of the University as safe and healthy as possible and to help prevent the further spread of the COVID-19 virus.

The most effective way of preventing the spread of the virus is to avoid group gatherings and maintain the recommended distance of 1.5 metres between individuals. Working on-site at the University will only be possible in very limited circumstances for the foreseeable future.

The HFBK is putting various measures in place to ensure that students receive as much support as possible during this difficult time, and to allow teaching and practice to take place in small groups in the workshops and studios from 1 June 2020. For this to be possible, it is essential that all staff and students comply with the following guidelines.

General Guidelines

1. Mouth and nose covers
   – A mouth-and-nose cover must be worn on the general circulation areas of the University (entrance area, auditorium, staircases, corridors).
   – Persons in charge of the rooms, such as workshop leaders or administrative staff, can set special requirements for the wearing of mouth-nose covers in their rooms.
   – Students are asked to bring their own masks.

2. Personal hygiene
   – Anyone who thinks that they may have symptoms of infection or who has been in contact with an infected person must not enter the University site. Members of staff must inform the HR department if there is any possibility that they may have been infected, and students must inform the student administration office.
   – Keep your distance. Wherever possible, a minimum of 1.5 metres distance must be maintained between individuals.
   – Hand hygiene: To ensure correct hand hygiene, you should wash your hands carefully and regularly for at least 20 seconds following the technique shown at www.infektionsschutz.de/haendewaschen.html.
   – Avoid touching shared surfaces such as door handles or lift buttons with your whole hand and/or fingers as far as possible.
   – If you have to cough or sneeze, do this into your bent elbow and as far as possible away from other people.

3. Hygiene measures on University sites
   – General guidelines on infection prevention are displayed in all buildings and at the entrances.
   – Hand disinfectants are provided in the entrance areas of the University.
   – Lecture halls and seminar rooms, offices, toilets and wash-rooms are regularly cleaned by a professional cleaning company. At present, the HFBK does not deem it necessary to disinfect the rooms.
   – However, rooms should be aired thoroughly for several minutes, ideally through cross-ventilation (opening windows on each side of the room) before and after each use.
   – Guidelines on good hand hygiene practices (how to wash your hands correctly) are displayed in the toilets and wash-rooms, which are also supplied with soap and paper towels.
   – Kitchenettes, photocopying rooms and comparable rooms in which the distance of 1.5 meters cannot be maintained can only be used by one person at a time.
   – Surface sanitiser can be obtained from the Facilities team (‘Hausservice’) if needed.

4. Pregnant employees and students
   – The applicable minimum distance and hygiene measures must be reliably maintained towards pregnant employees and students.
   – If this is not possible, organizational or technical protective measures must be taken to eliminate hazards.

5. Measures to be put in place to avoid group gatherings
   – The minimum distance of 1.5 metres between individuals must be maintained at all times.
   – To help with social distancing in waiting areas, posters with information about distancing and/or floor markings can be put in place by the Facilities team (‘Hausservice’).
   – If it is impossible to maintain the 1.5 metres rule, a screen can be placed between University staff and the waiting area on request.
   – If a lecture or seminar is taking place, precautions must be taken before and after the event to ensure that groups of people do not gather.
   – The canteen dining room (‘Mensa’) remains closed until further notice.
   – Lifts may only be used by one person at a time. The Facilities team will display notices on the lift doors with this information.

6. Public events, committee meetings and business travel
   – No public events will take place at the HFBK until further notice.
   – The University is closed to the public.
   – Visits from people who are not members of the University should be kept to the absolute minimum, and their contact details should be recorded along with the time they entered and left the University site. Visitors must be informed of the University’s hygiene policy.
     – Staff may only attend committee meetings in person if all hygiene requirements, especially the minimum 1.5 metres distance between individuals, can definitely be met. If there is any doubt as to whether the requirements can be met, then the meeting must take place online.
     – Requests for business trips are checked by the respective superior for necessity under Corona aspects.

7. Examinations
   – The minimum distance of 1.5 metres between individuals must be maintained at all times during examinations.
   – If there is any doubt as to whether this is possible, then a face mask which covers the nose and mouth must be worn by all participants of the examination.
– The examination venue must be aired for several minutes before and after each examination by opening all the windows in the examination halls to their full extent. If possible, a window should remain open during the examination itself.
– Members of the University who are not directly involved in the examination must not enter the examination venues until further notice. However, students may admit up to two further students to their examination.

8. Track and Trace policy

– Only the main entrance to the University is open. All other entrances will remain closed.
– With the exception of University employees, anyone wishing to enter the central University building at Lerchenfeld 2 must sign in at the reception and provide their name, mobile phone number and the names/numbers of the rooms which they will be using during their visit. They must sign out again at the reception when leaving the University.
– Students wishing to enter the seminar rooms and other work areas at Wartenau 15 and Finkenau 42 must sign the lists that are laid out in each room for this purpose. They must do this every day that they attend, not just on the first day that they use the room.
– Each list will be kept for four weeks for tracking and tracing purposes.
– The library remains open and may still be used by members of the public provided that there is enough space. The contact details of anyone using the library must be recorded.

Guidelines for individual areas

1. Using the studios
– The minimum distance of 1.5 metres between individuals must be maintained while using the studios.
– The University will stipulate the maximum number of people allowed to work in each studio at any one time, and this information will be displayed on the door of each studio.
– Teaching staff are responsible for organising the layout of the spaces where they teach.
– Signing-in lists for the studios at Wartenau 15 and Finkenau 42 will be organised by the Facilities team. Any student attending in person must sign the relevant list(s) on each day that they attend. The lists must be kept for four weeks.
– Students currently preparing for examinations will be given priority use of the studios.
– Group feedback sessions can still take place, as long as the number of people attending does not exceed the maximum number allowed for the room.
– Students and staff should bring their own working materials as far as possible, or set aside certain materials in the studios for their personal use. If this is not possible, then the user must ensure that the materials are disinfected when he or she has finished using them. Disinfecting cleansers can be obtained from the Facilities team.

2. Workshops
– The minimum distance of 1.5 metres between individuals must be maintained while using the workshops.
– Where this is not possible, students and workshop leaders must wear face masks or visors covering the nose and mouth.
– Workshops must be booked or their use pre-agreed in advance.
– It is still possible to teach courses in small groups provided that the general hygiene requirements can be met.
– The workshop leader is responsible for recording the times and dates when the workshop is used along with the names and telephone numbers of the people attending in person. This list must be kept for four weeks.
– Students currently preparing for examinations will be given priority use of the workshops.
– Additionally, each workshop leader must design a hygiene policy to cover the use of their own workshop. This policy must state:
– The maximum number of students who may take part in courses held in the workshop
– The maximum number of people who can work in the room at any one time
– How the workshop can be booked by those wishing to use it
– What steps will be taken to clean the tools and equipment in the workshop
– Whether there is a lone working option
– Ventilation intervals
– The policy must be approved by the University Executive Board.
– The agreed policy will then be circulated as required and displayed in the relevant workshop.
– The workshop leader is responsible for ensuring that anyone using the workshop is made aware of the policy.

3. Lecture halls and seminar rooms (Aula, Hörsaal, 11, 213 a/b, 213, Aula Wartenau, Seminarram Wartenau)
– The Executive Board is responsible for stipulating the maximum number of users for each room.
– The approved room layout and maximum permitted number of users will be displayed in each room.
– The layout must not be altered.
– The professors are responsible for ensuring that the usage figures and the specified distances are observed during their course.
– These rooms must be pre-booked with Ms. Kowalewski and must not be used until Ms. Kowalewski has confirmed the booking.
– Each room must be aired before and after each use through opening the windows to their full extent. Opening the windows just at the top (‘Kippen’) is not sufficient for this purpose.
– During an event, a ventilation break must be performed after max. 45 minutes.
– The minimum distance of 1.5 metres between individuals must be maintained at all times.
– When entering and leaving the respective room, the distance rule must be observed and a mouth-nose cover must be worn. This can be removed during the event.
– If a room is used several times in one day by different groups of people, the surfaces (e.g. light switches, door/window handles, tables, chairs) must be cleaned.

4. The Library
– The library is still open to a limited number of visitors for loans, research and on-site study purposes.
– Library staff are responsible for ensuring that no more than the stipulated number of visitors use the library at any one time. They will also record the date and time of use, name and contact details for each visitor in a list, which must be kept for four weeks.
– The staff of the library are also responsible for designing a hygiene policy for the library setting out
– The maximum number of visitors
– How tools and equipment will be kept clean (especially keyboards, e.g. through disinfecting them or using transparent plastic film)
– Practical measures such as how the doors will be kept open, how the counter will be screened off, the use of markings if needed to prevent groups of people gathering.
– The policy must be approved by the Executive Board of the University.
– The agreed policy will then be circulated and displayed as required.
– Library staff, including student assistants (‘SHK’s’), are to record their own presence in the library in a list that must be kept for four weeks.

5. Administrative Offices
– Staff working in the University administrative offices must ensure that they
maintain the minimum distance of 1.5 metres at all times.

– Where this is impossible, alternative measures must be put in place, e.g. through providing screens or organising room use so that offices are only used by one person at a time.

– Each department is responsible for designing its own hygiene policy setting out

– The practical measures taken to ensure that minimum distancing can be maintained (e.g. floor markings, screens etc.) and if necessary, fixed routes within the office

– The maximum number of people that will be permitted in each area at any one time

– How to ensure that materials used by more than one person (including visitors), e.g. pens, can be used safely

– How to access the office for appointments (only pre-booked appointments/set hours)

– The policy must be approved by the Executive Board of the University.

– The agreed policy will then be circulated and displayed as required.

– The name, date and time of visit of each visitor, along with the names of all other persons in the office that the visitor may have had contact with, are to be recorded in a list which must be kept for four weeks.
1. General

1.1 Foreword
These fire safety regulations apply to all HFBK buildings and property and describe codes of conduct, measures to be taken and responsibilities for preventative fire safety and in the event of a fire. Information on fire safety regulations is provided in order to improve fire safety. The best way to avoid fires and to avoid damage in the event of a fire is to be attentive and to take sensible action.

Male figures have been used throughout for simplicity and comprehensibility.

1.2 The objectives of these fire safety regulations
– ensuring risk and hazard free creation of artwork at the university
– the safety and protection of people, property and the environment from fire risk
– informing all those employed at or studying at the HFBK Hamburg of measures for preventive and protective fire safety
– making people aware of how to handle flammable materials correctly
– training and instructing those responsible for preventive and protective fire safety

1.3 The structure of the fire safety regulations, according to DIN 14 096
– Fire safety regulations – Section A
(Notice on display): Intended for everyone within the HFBK's buildings (staff, students, those renting rooms, visitors, guests, employees of external companies)
– Fire safety regulations – Section B
(Brochure for persons without special responsibility in case of fire): Intended for persons more permanently resident at the HFBK (staff, students, those renting rooms)
– Fire safety regulations – Section C
(Brochure for persons with special responsibility in case of fire): Intended for persons with special responsibility in case of fire (the heads of departments, fire safety officer, fire safety assistants, safety officer, person qualified to supervise welding work)

2. Fire safety regulations – Section A

Preventing fires
– No naked flames
– No smoking

What to do in case of fire
– Stay calm
– Report the fire: fire service emergency number: 0-112#, porter's lodge: 0-(040) 428 989, set off the fire alarm, inform all persons within reach

– Get everyone to safety: warn all endangered persons Help anyone requiring help out of the building. Close doors and windows. Use designated fire exit routes. Do not use lifts. Follow instructions.

– Assemble at assembly point: Uferstrasse, corner with Funkenau/Wartenau, corner with Uhlandstrasse, see escape and rescue routes.

– Attempt to extinguish fire: use fire extinguisher

Fire safety regulations – Section B

Section B of the fire safety regulations contains generally valid rules of conduct for preventing the starting and spread of fire. It also lists measures to be taken in case of fire.

3.1 Fire prevention

Bans on smoking and on any use of naked flames are to be observed. Matches, ash etc. may only be deposited in non-flammable ash receptacles.

Ignitables, readily ignitable and highly ignitable liquids (formerly all flammable liquids of group AI, All and B) may be used in workplaces only in the containers provided, and only in the quantities required for use.

For workshops where larger quantities of flammable liquids are constantly required, the maximum permitted quantity of fluid that can be kept in non-unbreakable containers is 5 liters. The maximum permitted quantity in other containers in protected areas is 10 liters.

Flammable substances, stored goods and waste such as packaging should be collected and stored only in the designated spaces and containers.

Disposal must proceed so as to avoid risks during storage, transport and destruction. Even small quantities of solvents must not be poured away into drains.

Cleaning wool, cleaning cloths etc. that are oily, fatty, or impregnated with flammable materials must be kept in non-flammable containers with self-closing lids (due to the danger of spontaneous combustion).

Work on electrical systems and equipment may only be carried out by qualified electricians.
Damaged electrical equipment must immediately be taken out of use, marked, and secured.

The building’s janitorship service should be informed immediately of any problem with fire protection equipment or damage to electrical installations, or any signs of trouble (flickering lights, a burning smell, etc.).

Electrical appliances must be used appropriately, in compliance with operating/use instructions. The janitorship service is authorized to remove any privately-owned devices that might represent a fire risk.

Appliances used for warming food (cookers, immersion heaters, coffee machines etc.) may only be operated on non-flammable surfaces (such as ceramic tiles). Only materials and objects that are not readily flammable may be affixed or placed in the immediate proximity of these pieces of equipment.

All machines, equipment, and devices must be switched off at the end of usage sessions or teaching sessions, unless this is for some reason impossible.

3.2 Fire and smoke spread

Fire protection doors, fire compartment doors, and smoke protection doors must be kept closed.

Keeping doors and shutters open by means of wedging, tying or blocking them, by taking them off their hinges, by altering or damaging the door’s mechanism or by other similar measures is not permitted, unless it is done for operational reasons by means of holding-open mechanisms approved by the building authority.

If a fire breaks out, all doors and windows are to be immediately closed, but not locked.

3.3 Escape and rescue routes

It is the responsibility of everyone active in the HFBK’s buildings to know where the fire escape and rescue routes are.

- The signs marking escape and rescue routes must not be removed or concealed.
- Fire escape and rescue routes must be kept clear!

Emergency exits must be easy to open, and must not be closed during working hours.

Emergency exit routes leading to outside spaces, transit areas and access routes for the fire service and emergency services must be kept clear at all times. No obstruction of these routes – by vehicles, bicycles, refuse containers, and other unattended items – is permitted.

3.4 Alarm and extinguisher systems

HFBK buildings contain fire alarms (fire/service alarms), emergency phone, handheld fire extinguisher, smoke and heat extraction systems. All staff are expected to know where these items are located within their own areas, and how to operate them.

Staff responsible for checking and operating the central fire alarm system, the sprinkler system and building alarm system, the loudspeakers etc. must be properly instructed in the operation of these devices.

Fire extinguisher and fire alarm equipment must be unobstructed at all times. The same applies outside buildings (to surface and underground hydrants, for instance). The information signs must be clearly visible at all times.

3.5 What to do in the case of a fire

- Remain calm and collected! Do not panic!
- Report the fire!
- Close doors and windows!
- Where possible, switch off gas taps, running machines and equipment, laboratories and workshops, use the emergency off switch
- Saving human life should take precedence over fighting the fire!
- Try to extinguish the fire!

3.6 Reporting the fire

- Fire service emergency no. 112 (via mobile phone)
- Fire service emergency no. 0-112# (via the HFBK’s own telephone)

The fire should be reported to the fire service as follows:
- Where is the fire?
- What is on fire?
- How many are affected/injured?
- Who is reporting the fire?
- Wait to answer any further questions!

The fire alarm or building alarm should be activated using the nearest push-button alarm, and the porter’s lodge informed.

3.7 Pay attention to alarm signals and to proper instructions

When the fire alarm sounds, everyone should leave the building immediately. A person familiar with the building should wait for the fire service at their place of approach to provide them with information. Persons with special responsibilities in the event of fire will head to the location of the fire or the damage.

Once the fire service arrives, the people with special responsibilities in the event of fire will assist the operational leader of the fire service team by providing relevant information. From this point on, they will be involved only at the request of the operational leader of the fire service team.

The building should not be reentered until clearance has been given by the leader of the fire service team or by the person currently responsible for the building!

3.8 Get to safety

- Leave the danger area as rapidly as possible!
- Assist those who are injured, in danger or in need of assistance!
- Do not panic!
- Do not use the lifts!
- In rooms filled with smoke, you should crawl to stay near the floor. If possible, place a wet cloth over your nose and mouth.
- If the emergency escape and rescue routes are filled with smoke, you should try to reach the space furthest away from the fire’s location. Using, for instance, a mobile phone, send a signal to attract attention!
- Find an assembly point! (For the assembly points, see Appendix I)
- Report anyone who is missing!

3.9 Attempt to extinguish the fire

People with burning clothing should be stopped and flames immediately extinguished using a fire extinguisher!

For safety, maintain a distance of 2 to 3 meters and avoid directing the jet into the person’s face. If a powder extinguisher is used, then the powder should be washed off immediately afterwards using plenty of water. A carbon dioxide extinguisher...
CO2 should only be used if no other extinguisher is available (owing to the freezing risk). If it is used, it should not be directed at the same area of the body for any length of time. In Room 359, clothing fires should be dealt with using the emergency shower.

Where property is on fire, you should only attempt to extinguish it if the fire is incipient and if there is no risk to yourself. Handheld fire extinguishers are primarily available for this purpose.

Fire extinguishers should be activated only at the fire's location:

How to use an extinguisher correctly:

- Pull out the safety element
- Activate the release device by e.g. pressing down on the button
- Extinguish the fire using targeted jets

Where possible, do not attempt to extinguish fires alone!

Activities that, in the event of a fire, present a risk of explosion, chemical burns, poisoning or electrical current should (where possible) be immediately discontinued. Emergency plans should be drawn up for the laboratories and workshops where these activities take place.

Supply lines carrying explosive, flammable, toxic, health hazard or corrosive substances should immediately be closed off in any areas affected or immediately threatened by fire (emergency off switch, emergency off button, shut-off valve).

If fires break out in ventilation systems or other systems, machinery or devices, they should, as far as is possible, be put out of operation.

Fires in electrical machinery and devices should be combated using dry extinguishers – primarily CO2 extinguishers, but also powder extinguishers if necessary.

Water extinguishers should only be used below the 1000V limit. For safety, maintain a distance of 1m. Risk of electric shock!

4 Fire safety regulations – Section C

Section C of the fire protection regulations describes the responsibilities, duties and tasks of specific people in preventive and protective fire safety.

4.1 General

Overall responsibility rests with the president of the HFBK Hamburg. For various areas, he transfers his obligations and tasks to the chancellor, the head of the department for building and construction management, and their representatives. Correspondingly, these individuals take on the principal function within their areas of responsibility.

Inspection and supervisory responsibilities are unaffected by this. The transfer of obligations notwithstanding, these continue to rest with the president. This applies particularly to cases where the provisions of the fire safety regulations severely affect or restrict teaching and research. If, for instance, they stand in the way of an artistic project being implemented, the president should be immediately informed, so that a carefully considered, equitable solution to the conflicting interests can be found.

4.2 Fire prevention

In particular, the chancellor has the following obligations and duties:

- overseeing the training of the fire safety and evacuation helpers
- organizational responsibility for the evacuation of those in need of assistance
- ensuring adherence to scheduled inspections for all rescue and fire safety equipment requiring such checks
- organizational responsibility for informing staff and students of fire safety requirements
The head of the department for building and construction management at the HFBK Hamburg has the following special obligations and tasks:

- announcing the fire safety regulations
- Keeping the emergency exit routes leading out of buildings clear at all times. This also applies to transit areas and to the approach routes for the fire service and emergency services.
- approving work involving fire or high temperatures, according to point Number 3.3 of the procedural regulations (see Appendix II)
- adherence to the fire regulations in measures initiated or supervised by staff of the department for building and construction management such as the repurposing of rooms, new constructions, extensions and conversions, and the implementation of building administration measures
- coordinating with the fire safety officer and the occupational safety operative of the HFBK Hamburg in the measures already mentioned
- attending to any reported problems in connection with a fire prevention inspection and other inspections by members of the fire service

The fire safety officer (Appendix III) has the following tasks:

- issuing regular written instructions to the evacuation helpers
- advising staff, the contractor, and HFBK institutions on matters relating to structural and organizational fire safety
- issuing white helmets and red high-visibility vests
- developing premises-related alarm plans (guidelines for emergency situations), in consultation with the leadership of the department for building and construction management

The tasks of safety officers:

- reporting problems and advising the administrative department on concerns relating to structural and organizational fire safety in their working area

The tasks of the qualified person for welding work:

- Activities involving fire or high temperatures such as welding, cutting, soldering, abrasive cutting, flame heating and similar work with open flames, heated gases or arcs can only be carried out with the approval or in the presence of the person responsible for welding work. The rules for fire- or-high-temperature work (Appendix II) apply to this.
- In the case of work carried out in the metal workshop, and artistic work that is supervised from the metal workshop, the head of the workshop is to be considered the person qualified to oversee the work.

4.3 Fire fighting

In the event of a fire, all the people within the building are required to get themselves and others to safety (without endangering themselves).

Certain people have special responsibilities:

Fire safety helpers (who wear red high-visibility vests):
- Without endangering their personal safety, the fire safety helpers will put out incipient fires, assist with evacuation drills, and check the fire safety equipment and emergency exit and rescue routes.

Evacuation helpers:
- In the event of a fire, all HFBK staff will act as evacuation helpers and assist in clearing the building. All staff are responsible for evacuating those in need of assistance from their own assigned spaces.

4.4 Safety precautions

In the event of a fire, the head of building systems or janitor will direct the lifts to the ground storey and put the smoke and heat extraction system into operation.

As a matter of principle, in the event of an alarm, the buildings will be closed either by the president himself, or by a person authorized by him. If danger is imminent, this may be done by another person. In this event, the president must be immediately informed of the closing of the buildings.

4.6 Precautions following a fire

Any damage that occurs (including any fire, however small) must be reported to the head of the department for building and construction management and to the HFBK’s fire safety officer.

After they have been deployed, fire alarms, extinguisher systems, equipment and fittings must be made immediately and completely operational.

5 Final provisions and notification

The fire safety regulations do not give dispensation from the obligation to observe and comply with other legal provisions made by health and safety legislation and by general rules pertaining to the use of technology. The fire safety regulations may be supplemented by detailed emergency plans for certain areas.

5.1 Issuing of fire safety regulations

Section A of the fire safety regulations (DIN A5 with a red border) should be displayed in all regularly occupied rooms (e.g. office spaces, auditoriums, seminar rooms, and workshops).

In areas where risks are particularly high (such as the workshops), Section B of the fire safety regulations should be displayed.

Sections B and C of the fire safety regulations should be distributed to all staff by the head of building and construction management. These regulations should be presented to staff on a regular basis.

Lecturers should be acquainted with the provisions of the fire safety regulations that are relevant to their work.

Students should be informed of the relevant fire safety regulations at the beginning of their period of study by those responsible for the relevant areas (workshop leaders and professors). In areas where the risks are particularly high (such as the workshops), students should be informed of the relevant fire safety regulations at regular intervals.

5.2 When these regulations come into force

These fire safety regulations for the HFBK Hamburg come into force on the 29.10.2015. They will supersede the fire safety regulations of 02.04.2004.

Hamburg, 29.10.2015
President Prof. Martin Köttering

Appendix I – Sites and assembly points

Sites
- Larchenfeld 2
- Finkenau 35
- Wartenau 15

Assembly points
For the Larchenfeld and Finkenau buildings: Uferstrasse, corner with Finkenau (area marked by sign)
For the Wartenau building: Wartenau, corner with Ulandstrasse (pedestrian traffic light)

Appendix II – Procedure for fire-or-high-temperature work

These procedural instructions apply to the carrying out of work involving fire or high temperatures (such as welding, cutting, soldering, abrasive cutting, flame heating and similar work with naked flames, heated gases and arcs) in all HFBK Hamburg
institutions and associated environs. They should also be applied when, for instance, work is carried out by employees of third-party firms.

The permission to carry out fire-or-high-temperature work is issued by the contractor, in accordance with accident prevention regulations. The contractor is defined as the contractor who has received the contract to carry out the work. Within the contractor business, this will rest with the person to whom the carrying out of the work in question is transferred by the contractor. In any event, it will not rest with the person carrying out the fire-or-high-temperature work (see point no. 7 of the permit form).

It will be unnecessary for a permit to be issued in the case of

– authorized welding areas
– fire-or-high-temperature work undertaken in areas where no risk of fire or other risk exists
– Construction work that comes under building site ordinances. Where this is the case, special regulations apply, which will be provided for reference either by the principal or by the coordinator for health and safety.

The principal, under point 6 of the permit form, has the managing function in the issuing of the permit. This includes, for instance, the initiation and supervision of the procedure. The principal is responsible for ensuring that all documentation has been drawn up prior to the beginning of the fire-or-high-temperature work.

Only persons over 18 years of age are entitled to carry out fire-or-high-temperature work. With regard to the carrying out of work under the accident prevention regulations for welding work, the person carrying out the work must have passed a valid test to prove that they have the necessary skills and knowledge.

For the person qualified to oversee welding work under the accident prevention regulations for welding work, see Appendix III. This individual will advise HFBK Hamburg staff whenever fire-or-high-temperature work is carried out in areas where the risk of fire cannot be entirely excluded for architectural or operational reasons. Additionally, welding work on containers that contain dangerous substances or may previously have contained dangerous substances may only be carried out under the supervision of the qualified person.

Where fire-or-high-temperature work is contracted out externally, the word “principal” in relation to the permit may only be taken to refer to a contractor in a direct contractual relationship with the HFBK Hamburg. This regulation is intended to avoid difficulties related to subcontractors.

The fire safety officer and the occupational safety operative will provide any advice required on procedure and on the implementation of the work.

The following additional safety measures should be ensured during any activity involving fire or high temperatures:

– Work involving fire or high temperatures may only be carried out if at least one other person is present besides the persons carrying out the work. Fire guards will continue to observe as long as the work is in progress.
– At intervals, the neighboring areas should be checked, as these are endangered by sparks, droplets, and heat conduction.

Once the work is completed, the following safety measures are required:

– Welding equipment and gas containers should be removed from the danger area immediately after the cessation of work. The valves on the gas containers should be closed.
– The surrounding areas should be checked for potential sources of fire.
– For organizational reasons, the follow-up inspection should be carried out by people whose area of responsibility relates to the work to be completed.
– In a follow-up check, the area should be checked at determined intervals for possible sites of smoldering fire. Initially, half-hourly checks are required. Later, checks can be carried out at more
infrequent intervals. A final check after 4 hours will normally be sufficient.
– Fire extinguishers should be kept ready to hand until the checks have been completed.

Appendix III – Persons with responsibility in the event of a fire

– President: Martin Köttering
– Chancellor: Anna Neubauer
– Head of the department of building and construction management: Ute Reiter
– Fire safety officer: Michael Sommerfeld
– Qualified person for welding work in the area of building systems: Technician for building management (Thorsten Tedt)
– Qualified person for welding work in the area of artistic work and the metals workshop: Artistic head of workshop for metal (Alexander Holtkamp)
– Fire prevention assistants: All workshop and building services staff
– Wartenau fire prevention assistants: Spokesperson for the professors of introductory studies
– Evacuation helpers: All staff
We would like to welcome you as students at the HFBK and look forward to our time together.

During this time we aim to offer you particularly good learning and working conditions. This also means that accidents and health hazards are kept to a minimum.

The university is interested in providing you with information so that hazardous situations can be avoided, and so that you know what to do if there is an accident or danger.

Please read the following pages carefully. Work safety and accident prevention are successful when we all apply common sense.

Thank you for your cooperation!
Anna Neubauer (Chancellor)

Who is involved in work safety and accident prevention at the HFBK?

– Chancellor: Dr. Anna Neubauer, anna.neubauer@hfbk.hamburg.de, organizational responsibility for work safety and accident prevention
– Work safety specialist: Michael Sommerfeld, michael.sommerfeld@hfbk.hamburg.de, advice for students and employees on all questions related to work safety and accident prevention
– University physician: Dr. Brita Ambrosi, brita.ambrosi@personalamt.hamburg.de
– UK Nord: insurer of students and employees for accidents at work. If you have an accident during work related to your studies, including on your way to university or back, please contact the work safety specialist or the office of student affairs.
– Security officers, first responders, fire protection helpers, see HFBK website: www.hfbk-hamburg.de

Common causes of accidents in the workplace: use of electrical equipment

How can we protect ourselves from the dangers?

– Use only fully functioning equipment (visual inspection before use)
– Do not manipulate safety devices
– Never make changes to the electrical equipment of the HFBK
– Do not operate wet devices
– Turn off the power circuit in the event of a fault
– Report damages immediately
– Do not make any repairs. Repairs may only be made by a qualified electrician!

In case of an accident: Never touch with bare hands!

– Turn off the power circuit (pull out the power plug, remove the fuse)
– Or: break contact with the power source with a non-conductive object
– Call emergency services
– Provide first aid

Common causes of accidents at work: tripping and slipping

– Tripping hazards due to cables and hoses lying around and objects not properly disposed of
– Risk of slipping due to leaked liquids (such as oil, paint, cleaning products, etc.) and due to paper and foils lying around

First aid

What should you do if you or your fellow students have an accident at the HFBK?

– Notify first responders!
– The names, room number, and telephone number of the first responders can be found in the list on the first-aid kits. First aid kits are available in all areas of the HFBK.
– Look after the injured person if necessary until the first responders arrive.
– Record the accident in the first aid book!
Imprint

Publisher
Prof. Martin Köttering
President
Hochschule für bildende
Künste Hamburg (HFBK)
Lerchenfeld 2
22081 Hamburg

Images
Tim Bruening (front cover, inside cover,
inside back cover, back cover, pp. 2–14,
p. 46, pp. 59–60)
Klaus Frahm (pp. 18–32, p. 38)
Max Lequeux (p. 36)
Imke Sommer (pp. 30, 32, 40)

Printing
Reset St. Pauli