



ORDER AND SAFETY REGULATIONS

Enacted by the rector 23.05.2025

By registering as a student at KHiO in StudentWeb, you acknowledge that you have read and understood the Order and Safety Regulations, and accept that you must follow them.

Violation of the Order and Safety Regulations may lead to temporary restriction of access rights. Serious or repeated offences may result in liability for damages, expulsion or exclusion under the Universities and University Colleges Act.

Laws and regulations, as well as provisions from KHiO's landlord, help to regulate the use of the school's premises.

Access and Opening Hours

- Access to KHiO's premises is regulated by computerized access control. The access control system is used in accordance with GDPR and the Norwegian Data Protection Authority's guidelines.
- A photo access card is issued by KHiO and also serves as internal documentation that you are a student at the school. The access card is personal and should not be handed over to others.
- Replacement of a lost access card costs NOK. 100
- Use of the access card is logged in the system during the times when a pin code is required. Data from the access control system is used to create statistics on the use of the building.
- Students have access to the school's premises with their access card both weekdays and weekends. See the school's intranet page for current access times: [contact - KHiO \(khio.no\)](mailto:contact@khio.no)
- KHiO is closed to students on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. In addition, the school is closed to students for a period in the summer due to preparation for the new school year.

Safety

- Students are not permitted to lock up or otherwise prevent access to their workplaces. The areas must be always kept accessible for the performance of operational and cleaning tasks.
- KHiO is not insured for loss, theft or damage to equipment and furniture. Students are responsible for their own belongings.
- Students are liable for equipment that they have borrowed from the school.
- All students are obliged to contribute to maintaining the safety of fellow students, staff, equipment and the building by, among other things, keeping external and internal doors closed.
- It is recommended that all students familiarize themselves with www.sikresiden.no
- Chemicals must be used, stored and disposed of in a safe and responsible manner and in accordance with KHiO's Chemical Regulations.

Fire Regulations

- Students must follow KHiO's fire and safety regulations
- All students have the right and obligation to undergo KHiO's fire protection training at www.branntest.no. It is mandatory for all students to complete this at the start of their studies. Code for logging in to the training module: KHIO (capital letters only)
- Students must maintain the escape route safety on the school premises by not blocking escape routes or covering the green escape route signs. Items blocking these features will be removed without notice, at the owner's own risk.
- Students must maintain fire safety by not covering smoke detectors, the red or green switches by the doors, covering or installing anything from the sprinkler system or leaving doors in an open position.
- Access to and visibility of fire extinguishing equipment such as fire hose cabinets, hand extinguishers and signs for these should never be blocked. Objects placed in front of fire extinguishing equipment must be removed without notice, at the owner's own risk.
- Waffle irons and loose hobs/ovens may only be used with the approval of the Operations team. Smoke and heat from such equipment can trigger the fire alarm and will then lead to a call-out from the emergency services. The cost of such calls may be charged to the individual department.
- Hot work is only permitted in workshops that are adapted for this purpose. Carrying out hot work outside of these workshops requires a valid certificate for hot work, a fire watch, an approved application for the work and the submission of a responsibility form with an established work description. Contact the Operations team if you have any questions about this.
- Gas cylinders, for example for propane or oxygen, can only be stored and used in workshops where this has been approved by the workshop manager.
- Students must prevent fires and fire incidents. This means, among other things, that all students must:
 - Avoid connecting extension cords in series or overloading the electrical systems.
 - Avoid leaving cloths, paper, wood chips etc. with linseed oil on them to dry in the premises, as they can self-ignite within a few hours. Such items must be dried under supervision and then be disposed of in a fireproof waste container.
 - Must keep order and clean up after themselves.
 - Only use coffee makers, toasters and kettles if they are connected to a time switch/timer.

Rules of Conduct

- Staying in KHiO's premises outside opening hours is not permitted. Students found by the school's security contractor on the premises after closing time will immediately be shown out and reported to the school's management.
- Students found on the premises outside opening hours are obliged to show their access card or other identity document to the security guard. The security guard is instructed to call the police if people refuse to leave the premises or show their access card. Such situations will be handled as burglary on the school premises.
- Smoking is not permitted indoors, cf. section 25 of the Tobacco Damage Act.
- The use of alcohol and other intoxicants is not permitted on school premises. The rector or a person authorized by the rector may grant an exemption from the ban on alcohol in connection with social events. In this case, the organizer must apply for, and be granted, a liquor license from Oslo Municipality, if this proves to be necessary based on the scope and format of the party. All costs incurred by such an application must be covered by the event organizer. Reference is also made to the Student Regulations' guidelines on intoxicants and to KHiO's guidelines for serving alcohol.
- Animals are not permitted on the school premises. Exceptions to this apply to guide dogs, if a certificate is presented.

Use of the KHiO premises

- Students must use the school's premises, furniture and equipment in a careful manner and are obliged to repair any damage to walls, ceilings and floors themselves, and to paint walls in studios white at the end of the academic year if needed.
- Vandalism, littering or soiling of the KHiO premises may entail liability for damages. Students are expected to show respect for the property of the school, staff and fellow students.
- Installation of works, furniture and various equipment using the fixed infrastructure in ceilings and walls (pipes, ventilation system, light bridges, sprinkler system, etc.) is not permitted. Items installed from the technical equipment in ceilings and walls will be removed without notice and at the owner's risk.
- All floors must be protected against damage and stains. Before any work involving paint, damp materials, liquids (including clean water) and equipment that can cause cuts/damage, the floors must first be covered to protect it from permanent damage. Please contact the Operations team if you have any questions about floor protection.
- Bicycles must be parked outdoors. It is not permitted to park bicycles indoors. Bicycles stored indoors are removed continuously and without notice, and locks may be cut if necessary.
- Students must keep their own workplaces, changing rooms, workshops and common areas tidy.
- Use of the outdoor area on campus for exhibitions, project work etc. is only permitted if the student's department has applied for permission for this on the student's behalf from KHiO's landlord at least two weeks in advance and received a permission for this. Items left in the outdoor area without permission may be removed and disposed of without notice.

Parties

- You must apply for permission to hold a party on KHiO premises. Applications must be submitted to the respective department's management and to the Team Leader for Operations no later than two weeks before the planned event. The need for increased security/guards will be assessed by the Team Leader for Operations, and may result in liability and costs for the organizer.
- If permission is granted to organize the requested party, applicable agreements and safety instructions must be completed and signed well in advance, and a fire guard must be arranged. This is the responsibility of the organizer.
- The fire guard(s) must be trained well in advance of the party - contact the Team Leader for Operations to arrange a time for training.
- The organizing student's academic department is responsible for all parties, and the department management must therefore approve all events by signing the agreement documents.
- It is not permitted to serve, sell or drink alcohol on school premises without having been granted a liquor license. Please refer to the school's guidelines for serving alcohol and party events on the school's intranet page: <https://khio.no/en/intranett/arrangement-av-og-utstillinger#parties>

Contact

- All written information from the Operations team to students is sent by e-mail to the e-mail address assigned to students when commencing their studies. Students are obliged to keep up to date with emails sent from the school to this address.
- For operational enquiries, students can contact the operations team at service@khio.no
- The Operations team can also be contacted in the Service Centre during the opening hours of the Operations team.