



Royal College of Art

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3 HEALTH AND SAFETY ORGANISATIONAL ARRANGEMENTS

3.1 College Council

The College Council fulfils the role of employer and is ultimately responsible for health and safety within the College.

The Council has a responsibility in terms of the Health and Safety at Work, etc., Act (1974) for the health and safety of the staff and students of the College and of any contractors or other visitors to College premises, and in particular assumes responsibility for:

- keeping under review the College Health and Safety Policy;
- allocating sufficient resources for health and safety measures;
- maintaining the organisation for the successful implementation and monitoring of the College Health and Safety Policy;
- reviewing on an annual basis a Health and Safety Report for the College; and
- identifying and allocating health and safety responsibilities to individual members of the staff within the College.

The Council is advised in these matters by the Health and Safety Committee.

A member of the College senior management team fulfils the role of "Health and Safety Director" for the institution, as envisaged by the Health and Safety Commission. This role is currently delegated to the Rector.

3.2 The Rector

Executive responsibility for health and safety management in the College is delegated from the College Council to the Rector. The Rector will attend the College Council as the institution's "Health and Safety Director"

The Rector has nominated the Pro-Rector (Operations) to be responsible for the implementation of the Health and Safety Policy. The Rector will receive an annual report from the Pro-Rector (Operations) on Health and Safety indicating the effectiveness of the Health and Safety Policy and this will be forwarded to the College Council.

The Rector will sign the Health and Safety Policy and will approve any changes to it.

3.3 Pro-Rector (Operations)

The Pro-Rector (Operations), under nominated authority from the Rector, has responsibility to ensure that the Health and Safety Policy is effectively applied throughout the College and will sit as Chair of the Health and Safety Committee.

The Pro-Rector (Operations) is responsible for ensuring that management systems are established to:



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- plan and establish strategic health and safety management within the College;
- direct and monitor the implementation of the Health and Safety Policy through the Safety, Health and Environmental Officer and the Health and Safety Committee;
- determine the allocation of resources necessary to sustain the Health and Safety Policy; and
- review and evaluate the effectiveness of the implementation of the Health and Safety Policy on an annual basis;

The Pro-Rector (Operations) will ensure that a Health and Safety report for the College is forwarded to the College Council on an annual basis.

In so far as is reasonably practicable, the Pro-Rector (Operations) will ensure that all staff, students, contractors and other visitors, fulfil their obligations in the implementation of the Health and Safety Policy.

The Pro-Rector (Operations) will be assisted, advised and, where appropriate, represented on health and safety matters by the Safety, Health and Environmental Officer, the Head of Buildings and Estates and the College Occupational Health Service.

3.4 Deans of School, Directors of Research and Directors of Administrative Departments

Each of the Deans of School, Directors of Research and Directors of Administrative Departments is responsible to the Pro-Rector (Operations) for the implementation of the health and Safety policy at School or Research/Administrative Department level and has responsibility for:

- Implementing, so far as is reasonably practicable, the College's Health and Safety Policy;
- Ensuring, so far as is reasonably practicable, the health and safety of staff, students contractors and other visitors under their area of responsibility;
- Ensuring that sufficient resources are allocated for health and safety;
- Appointing School/Area Safety Representative where appropriate and to offer them advice and support in discharging their health and safety responsibilities;
- Ensuring that mechanisms are in place for effective consultation and cooperation through a local health and safety forum and the College Health and Safety Committee;
- Ensuring that arrangements are in place for the regular monitoring and review of health and safety performance;



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- Ensuring that local health and safety policies, associated codes of practice and safe working procedures are in place and reviewed periodically;
- Ensuring that appropriate health and safety information, instruction, training and supervision is given to staff, students, contractors and other visitors;
- Ensuring that suitable and sufficient risk assessments are carried out and being aware of the most significant risks;
- Receiving reports on health and safety (including serious accidents/dangerous occurrences) from Heads of Programme, Heads of Research and Heads of Administrative Departments; and
- Reporting on health and safety in consultation with the Safety, Health and Environmental Officer.

3.5 Heads of Programme, Heads of Research, Heads of Administrative Departments and Heads of Technical Services and ICT.

Each of the Heads of Programme, Heads of Research, Heads of Administrative Departments and Heads of Technical Services and ICT is responsible to their Dean of School or Director of Research/Administration, for the implementation of the Health and safety Policy within their area of control, and has responsibility for:

- Implementing, so far as is reasonably practicable, the College's Health and Safety Policy and the local health and safety policy, associated codes of practice and safe working procedures;
- Ensuring, so far as is reasonably practicable, the health and safety of staff, students, contractors and other visitors undertaking activities and using equipment and facilities under their area of responsibility;
- Ensuring that all staff and students know and understand their responsibilities under the Health and Safety Policy and adhere to local procedures and codes of practice;
- Ensuring that health and safety is considered in planning and budgeting and that resources are used effectively and in proportion to the local risks.
- Ensuring that necessary health and safety information, instruction and training is given to staff, students, contractors and other visitors;
- Ensuring that staff and students are provided with supervision appropriate to the health and safety risks;
- Ensuring that all staff with supervisory responsibilities for other staff and/or students know and understand their health and safety responsibilities;



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- Ensuring that necessary health and safety records and documentation is in place, and is reviewed regularly to ensure it is kept up to date;
- Ensuring that suitable and sufficient risk assessments are in place, including the implementation of risk protection and prevention measures identified by these assessments;
- Ensuring that accidents/dangerous occurrences reported within their area of responsibility are subject to the appropriate level of investigation and the implementation of any remedial measures that are identified;
- Ensuring that routine Health and Safety audits and inspections are carried out;
- Ensuring that that all safety control measures are correctly used and adequately maintained;
- Ensuring that all plant, equipment and processes are adequately maintained and inspected in accordance with relevant statutory provisions;
- Ensuring that staff, students, contractors and other visitors are provided with appropriate protective clothing and equipment;
- Ensuring that staff receive appropriate occupational health screening and medical surveillance;
- Ensuring that sufficient First Aiders and Fire Wardens are appointed to cover their areas of responsibility in emergency situations;
- Planning and establishing a Health and Safety Action Plan for their Department, in consultation with the Safety, Health and Environmental Officer;
- Monitoring and reviewing the Health and Safety Action Plan on a regular basis and produce an annual progress report.

3.6 College Health and Safety Committee

The principal aims and objectives of the College's Health and Safety Committee are:

- to encourage consultation and co-operation between the College management, staff and students on matters relating to health and safety; and
- to recommend, instigate, develop, monitor and review action to ensure the health and safety of all persons affected by the activities of the College.



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The Committee membership will consist of:

- Pro-Rector (Operations) (Chair);
- Safety, Health and Environmental Officer;
- Head of Buildings and Estates;
- Head of Information and Learning Services;
- Head of Technical Services;
- Facilities Manager;
- Occupational Health Advisor;
- School/Area Safety Representatives;
- Representatives of each of the College trades unions;
- President of the Students' Union and one other appointed Student Safety Representative.

The Committee is empowered to co-opt persons with specialist knowledge to assist as necessary.

The Committee will produce minutes and these will be sent forward to the Staff Committee, a sub-committee of the College Council.

Approved minutes will be made available to all staff and students via the College Intranet.

Where the Committee wishes to make particular recommendations, actions will be implemented through the appropriate Committee member.

The functions of the Committee are to:

- Assist in the development of College policies and procedures on health and safety;
- Monitor the effectiveness of the implementation of those policies and procedures;
- Receive, consider and advise on reports and information provided by external auditors and enforcing authorities;
- Receive, consider and advise on formal reports submitted by trades union appointed representatives;
- Consider and advise on the effectiveness of health and safety training;
- Consider and advise on the effectiveness of communication systems in relation to health and safety;
- Receive and consider reports and statistics relating to accidents/incidents and dangerous occurrences and recommend remedial action; and
- Receive and consider reports relating to health and safety in general and recommend remedial action.



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There will be a minimum of three meetings per year (once per term). Additional or extraordinary meetings will be convened either on request of the Chairperson or by a request, in writing, to the Committee Secretary.

The Secretary will issue notice of Committee meetings at least 1 week in advance. An agenda will be circulated at the time of the notice. Items to be placed on the agenda must be forwarded to the Secretary in advance.

3.7 Safety, Health and Environmental Officer

The College will appoint a Safety, Health and Environmental Officer who will be a competent person to carry out the duties set out below. The Safety, Health and Environmental Officer will follow a programme of continued professional development to maintain the appropriate standard of professional competence.

The Safety, Health and Environmental Officer is responsible for advising the Pro-Rector (Operations) the Health and Safety Committee and all Responsible Persons on the implementation of the Health and Safety Policy and for providing a specialist advisory service relating to all matters concerning health, safety and welfare at work.

The Safety, Health and Environmental Officer will:

- Keep up-to-date with legislation, codes of practice, guidance and case-law and advise Schools/Programmes, Research Units and Administrative Departments accordingly;
- Promote health and safety awareness and assist in the development of a pro-active health and safety culture throughout the College;
- Provide health and safety information to staff and students using appropriate communication means including the College Intranet;
- Liaise with responsible members of staff all matters relating to health, safety and welfare;
- Advise and assist in the formulation of policies, procedures and codes of practice to ensure health and safety in Schools/Programmes, Research Units and Administrative Departments;
- Monitor the effectiveness of the implementation of these policies and procedures;
- Assist in the carrying out of Risk Assessments and the development of safe systems of work and advise on control measures including protective clothing and equipment;
- Assist in the development of Health and Safety Action Plans and ensure that these are reviewed and updated on a regular basis;



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- Undertake audits, inspections and surveys, make the relevant responsible member of staff aware of any unsafe activities or conditions found and advise on remedial actions;
- Ensuring that accidents and dangerous occurrences are reported as required, analysing accident data and producing reports and statistics.
- Compiling and analysing Health and Safety Key Performance Indicators.
- Advise on the potential health and safety hazards of new processes, machinery, plant and equipment before work commences;
- Liaise with the Head of Buildings and Estates on matters concerning the maintenance, design, construction and modification of College buildings;
- Liaise with the Head of Buildings and Estates, the Facilities Manager and the London Fire Brigade on matters concerning fire safety;
- Assist in the carrying out of Fire Risk Assessments for all College Buildings;
- Liaise with the Head of Buildings and Estates on construction health and safety (CDM) and the management of contractors;
- Liaise with the Occupational Health Service on matters concerning occupational health, health surveillance, work-related stress and health and safety whilst working with display screen equipment;
- Liaise with the Facilities Manager on matters concerning security, emergency procedures and internal and external events;
- Arrange the provision of health and safety training for all levels of staff;
- Arrange for the provision of adequate numbers of 1st Aiders throughout the College and adequate 1st Aid equipment/facilities;
- Assist in the provision of health and safety induction training for students;
- Be a member of the College Health and Safety Committee;
- Liaise with appointed trade union safety representatives and assist them in carrying out their duties;
- Produce an annual health and safety report for the College Council to be reviewed by the Health and Safety Committee and Senior Management Team;



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- Undertake investigations into accidents, incidents and dangerous occurrences and report the findings of these investigations to the relevant member of staff and;
- Maintain contact with enforcing agencies and inform them of any reportable accidents, diseases or dangerous occurrences as required by legislation.

3.8 Occupational Health Service

The College Occupational Health Service's primary role is to provide central and independent specialist advice, assistance and support to staff and students on occupational health as it relates to College activities and will:

- Liaise with the College Safety, Health and Environmental Officer and provide advice and assistance on the staff health surveillance programme;
- Liaise with the College Safety, Health and Environmental Officer and provide advice and assistance on health and safety issues arising from the use of display screen equipment;
- Liaise with the College Safety, Health and Environmental Officer on the College policy and strategy for the management of work-related stress;
- Liaise with the Personnel Department and provide advice on cases of work-related sickness absence and return to work strategies;
- Advise on the development and delivery of occupational health-related training;
- Provide the necessary support and advice to the College Health and Safety Committee;
- Monitor formally reported incidents resulting in work-related ill health (or the potential to do so), carrying out independent investigations where it is deemed necessary and provide the appropriate advice and assistance in implementing remedial actions identified through these investigations;
- Work with Programmes and Departments by providing advice and assistance to maintain and promote optimal health and the prevention of occupational ill health amongst staff and specified student groups.

3.9 School/Area Safety Representatives

Each School/Area Safety Representative is responsible to their Dean of School or Director to assist in the implementation of the Health and Safety Policy within their area of responsibility and will:

- Be aware of and comply with the Health and Safety Policy and local procedures and codes of practice and thus set a good example to staff, students and visitors;



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- Assist in the formulation and revision of local policies, procedures and codes of practice;
- Act with the delegated authority of the Dean of School or Director on health and safety matters and provide assistance to staff and students on such matters;
- Report to the Safety, Health and Environmental Officer on any health and safety problems that cannot be resolved locally;
- Liaise with the Safety, Health and Environmental Officer on general health and safety matters and in particular regarding new processes, operations or machinery;
- Attend meetings of the College Health and Safety Committee;
- Monitor their School to ensure a high standard of housekeeping, safe access and egress and fire safety standards;
- Undertake such other health and safety duties that may be assigned by the Dean of School or Director.

3.10 Trades Union Safety Representatives

The College recognises the important role that Trades Union Safety Representatives have in assisting it to ensure the health, safety and welfare of those affected by its activities.

When Trades Union Safety Representatives are elected by the union the Pro-Rector (Operations) shall be informed. The College shall ensure that those appointed to this role are consulted with regard to the following:

- The introduction of, or significant changes to, any measures or arrangements that may significantly affect health and safety;
- Any health and safety information the College is required to provide under the relevant statutory provisions.
- The planning and organisation of health and safety training.
- The health and safety consequences of introducing new technologies.

Appointed Trades Union Safety Representatives shall:

- Carry out their functions as a safety representative in accordance with the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations as appropriate;
- Be able to undertake inspections of workspaces in the College, as entitled to do so by the Safety Representatives and Safety Committees Regulations;
- Make any representations on matters affecting health and safety that arise from investigating hazards, dangerous occurrences, accidents or concerns raised by members to the Safety, Health and Environmental Officer in the first instance. The following will also be made aware of any such representations as appropriate and depending on the severity of the issue:
 - Head of Programme/department for the affected area;
 - Dean / Director responsible for that particular area;



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- Buildings and Estates Department;
- Pro-Rector (Operations).

3.11 Staff

All staff are responsible for assisting the appropriate Responsible Person in achieving the objectives of the Health and Safety Policy and will:

- Co-operate with the College so as to enable their responsibilities under health and safety legislation to be carried out;
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety by the College;
- Be aware of and comply with the Health and Safety Policy and local procedures and codes of practice and thus set a good example to students and visitors;
- Ensure that they and any staff or students under their supervision use safe working practices and adhere to Health and Safety Policy and local procedures and codes of practice;
- Ensure that visitors using the facilities of the College do not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;
- Report accidents/dangerous occurrences whenever they occur;
- Take appropriate immediate action to stop any unsafe work practices or unsafe working conditions within their delegated area of responsibility;
- Ensure that any health and safety problem that cannot be resolved immediately is reported as a matter of urgency to the appropriate person;
- Ensure that at all times full use is made of appropriate safety devices, protective clothing and equipment;
- Ensure that all plant, machinery and equipment is safe to use and report any defects immediately;
- Ensure that there is maintained a safe means of access to, and egress from their area of work; and
- Ensure that a high standard of housekeeping is maintained in their area of work.

3.12 Students

- All students are required to co-operate fully in achieving the aims and objectives of the Health and Safety Policy and to recognise their responsibilities for the health and safety of themselves and others;
- All students are required to comply with the local procedures and codes of practice;
- All students shall adhere to safety instructions given and make use of appropriate safety devices, protective clothing and equipment; and
- Students must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.



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3.13 Contractors and Visitors

- Contractors and Visitors shall report to the security desk immediately upon arrival. All Contractors shall sign the Visitors Book on arrival and departure.
- All Contractors and Visitors are required to comply with the College Health and Safety Policy, and local procedures and codes of practice;
- All visitors shall adhere to safety instructions and make use of appropriate safety devices, protective clothing and equipment; and
- Contractors and Visitors must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Mike Alexander
Safety, Health and Environmental Officer
16th February 2012