



Royal College of Art
Postgraduate Art & Design

ROYAL COLLEGE OF ART

HEALTH AND SAFETY POLICY

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ROYAL COLLEGE OF ART HEALTH AND SAFETY POLICY

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1. HEALTH AND SAFETY POLICY STATEMENT AND OBJECTIVES

1.1 Health and Safety Policy Statement

The College Council regards Health and Safety as of prime importance in the pursuit of its mission and will ensure that, within the overall resources of the College, appropriate provision is made to enable the College to fulfil its Health and Safety obligations.

The Council, having delegated executive responsibility for Health and Safety to the Rector, will undertake to discharge its statutory duties, so far as is reasonably practicable.

The College will take all reasonably practicable precautions in the conduct of its activities and the provision of its facilities to ensure the health, safety and welfare of its employees, students and others who may be affected.

The College will ensure the necessary resources are available, as far as is reasonably practicable, to provide and maintain a safe and healthy for environment for its staff, students and others who may be affected.

The College will provide and maintain clear structures to ensure appropriate levels of Health and Safety responsibility are assigned and accepted as integral to the working practices of its staff and students.

The College will ensure the necessary systems and mechanisms are in place for the effective dissemination and communication of, and consultation on, matters of health, safety and welfare.

The Health and Safety Policy will be reviewed regularly and whenever changes in circumstances or legislation dictate.

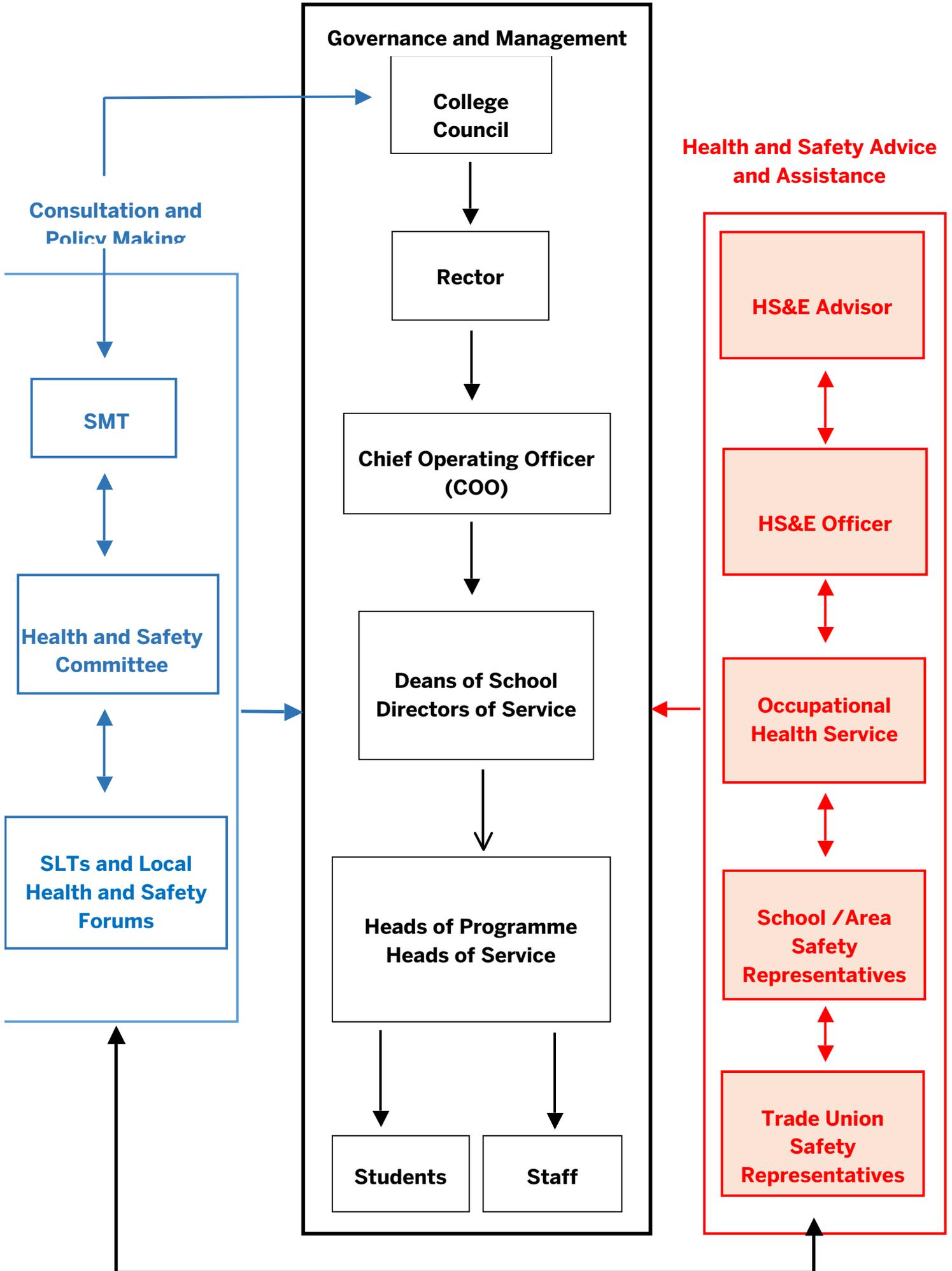
1.2 Health and Safety Objectives

In successfully carrying out the above statement of intent, the College will achieve and maintain the following Health and Safety objectives:

- Providing and maintaining a safe and healthy environment for all.
- Individual acceptance of health and safety as an integral part of all work activities.
- Ensuring staff, students and others are provided with the necessary information, instruction and training in order to competently carry out their health and safety responsibilities.
- Engaging staff and students in Health and Safety matters to ensure understanding and encourage commitment through a pro-active Health and Safety culture.
- Fulfilling, as a minimum, its statutory and common law duties of care.
- Applying sensible risk management practices to health and safety matters.
- Establishing Key Performance Indicators (KPIs) for Health and Safety.



2. HEALTH AND SAFETY ORGANISATIONAL CHART



3. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

3.1 Governance and Management

3.1.1 College Council

The Council should have strategic oversight for Health and Safety, and by fulfilling the role of employer, has ultimate responsibility for all matters related to health, safety and welfare. Council will ensure that:

- Health and Safety appears regularly on the agenda for Council meetings.
- The College has in place an effective health and safety policy document which is reviewed every two years and approved by the College Council.
- College Health and Safety Objectives and KPIs are reviewed on a regular basis.
- It is aware of the significant Health and Safety risks faced by the College.
- The necessary resources are made available within the College to ensure the effective implementation of the health and safety policy document.
- The Health and Safety implications of strategic decisions such as large projects are considered.
- Emergency planning arrangements are kept up to date.

The Council is advised and updated on these matters by the Rector and College Senior Management Team (SMT) and will receive an annual report on Health and Safety indicating the effectiveness of the implementation of the Health and Safety Policy.

A member of SMT 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.

3.1.2 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 is delegated overall responsibility by the College Council for ensuring, so far as is reasonably practicable, the health, safety and welfare of College staff, students and others who may be affected by its activities.

The Rector will provide clear and visible leadership on health, safety and welfare.

The Rector has nominated the Chief Operating Officer (COO) to be responsible for the implementation of the Health and Safety Policy. The Rector and SMT will receive an annual report from the Chief Operating Officer (COO) on Health and Safety indicating the effectiveness of the implementation 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.

3.1.3 Chief Operating Officer (COO)

The COO, under nominated authority from the Rector, has responsibility to ensure that the Health and Safety Policy is effectively applied throughout and is responsible for:

- The appointment of personnel to provide the necessary competent assistance and advice on matters of health and safety.
- Establishing and maintaining mechanisms for effective consultation and cooperation on health and safety matters including a Health and Safety Committee.
- The development and implementation of the College Health and Safety policy document.
- Setting Health and Safety objectives for the College.
- Agreeing how the implementation of the Health and Safety policy will be monitored through and the development of appropriate KPIs.
- Ensuring that sufficient resources are allocated to the management of Health and Safety.
- Agreeing a Health and Safety risk register and determining which risks should be included in the College Risk register.
- Agreeing a College wide Health and Safety competency framework.
- Agreeing a College wide Health and Safety auditing program based on the Health and Safety risk profile.
- Ensuring that Emergency procedures encompass all relevant risks.
- Considering the Health and Safety implications of strategic decisions such as large projects.
- Ensuring that the Occupational Health Service is integrated into the health and safety management system for the College.

The COO will be the Chair of the Health and Safety Committee.

The COO will ensure that a Health and Safety report for the College is forwarded to Council and SMT on at least an annual basis.

3.1.4 Deans of School and Directors of Service

Each Dean of School and Director of Service is responsible to the Chief Operating Officer (COO) for the implementation of the Health and Safety policy at School or Service level and has responsibility for:

- Implementing, as far as is reasonably practicable, the College's Health and Safety Policy.
- Ensuring, as 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.
- Agreeing a Health and Safety Risk register for the School or Service.

- Appointing School/Area Safety Representatives 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 School Leadership Team (SLT) meetings or a local health and safety forum and through the College Health and Safety Committee.
- Ensuring that arrangements are in place for the regular monitoring and review of health and safety performance.
- 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 or Service.
- Reporting on health and safety to through School Leadership Team (SLT) meetings or a local health and safety forum and where appropriate to the College Health and Safety Committee.

The **Areas of Responsibility** for Deans of School and Directors of Service will include:

- All staff or students assigned to the School or Service.
- All areas specifically assigned to the School or Service (including offices, studios, workshops, teaching spaces and storage areas).
- All machinery, work equipment, materials or substances used or acquired for use by the School or Service.

The **Director of Estates** is specifically assigned the additional areas of responsibilities of premises, grounds, parking areas, internal and external circulation spaces, plant rooms, building fabric, fixtures and facilities that are not specifically assigned to Deans of School or Directors of Service.

3.1.5 Heads of Programme and Heads of Service

Each of the Head of Programme and Head of Service is responsible to their Dean of School or Director Service, 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 including induction arrangements for new starters.
- 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.
- 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 Programme or Service in consultation with the HS&E Advisor.
- Monitoring and reviewing the Health and Safety Action Plan on a regular basis and produce an annual progress report.

The **Areas of Responsibility** for Heads of Programme and Heads of Service will include:

- All staff or students assigned to the Programme or Service.
- All contactors employed by the Programme or Service.
- All areas specifically assigned to the Programme or Service (including offices, studios, workshops, teaching spaces and storage areas).
- All machinery, work equipment, materials or substances used or acquired for use by the Programme or Service.

3.1.6 Staff

All staff are responsible for assisting their Head of Programme or Head of Service in achieving the objectives of the Health and Safety Policy and must:

- Take reasonable care for their own health and safety or other persons who may be affected by their actions, failure to act or omissions whilst at work.
- Cooperate with the College on matters of health and safety to assist the College in fulfilling its statutory and common law duties of care.
- Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare.
- Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their or any other person's health and safety.
- Ensure they undertake activities and use equipment and facilities in accordance with any health and safety information, instruction or training that has been provided to them.
- 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.
- 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.

Supervisory staff should monitor and check that local Health and Safety arrangements and procedures are followed and ensure that staff for whom they are responsible:

- Engage in processes for risk assessment and the development of safe systems of work.
- Attend Health and Safety training and refresher training in accordance with Programme or Service training needs.
- Plan resources so that adequate provision is made for Health and safety.

Members of staff with responsibility for supervising students must ensure that they are made fully aware of the risks to health and safety associated with the activities under their control, the protection and prevention measures in place and any relevant emergency procedures.

3.1.7 Academic Staff

Academic staff, permanent part-time and visiting, have a level of responsibility for ensuring the health and safety of the students who work and study under their direction and supervision. This includes:

- Satisfying themselves that the risks to health and safety arising from activities undertaken and equipment, materials or facilities used by students have been addressed so far as is reasonably practicable.

- Ensuring that they and their students are fully aware of the risks to health and safety associated with the academic activities under their control, the protection and prevention measures in place and any relevant emergency procedures.

3.1.7 Students

- Students must take reasonable care for their health and safety and that of other persons who may be affected by their actions, failure to act or omissions whilst at studying at the College.
- Students must cooperate with the College on matters of health and safety to assist the College in fulfilling its statutory and common law duties of care.
- Students must never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare.
- Students must ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their or any other person's health and safety.
- Students must ensure they undertake activities and use equipment and facilities in accordance with any health and safety information, instruction or training that has been provided to them.

3.1.8 Contractors Working for the College

- Contractors working for the College are the responsibility of the Head of Programme or Head of Service who employs them and must adhere to all College Health and Safety procedures regarding their employment.
- Contractors are responsible for ensuring the personnel they employ take reasonable care for their health and safety and that of others within the College who may be affected by their actions, failure to act or omissions.
- Contractors will cooperate with the College on matters of health and safety to assist the College in fulfilling its statutory and common law duties of care.
- Contractors must ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their or any other person's health and safety within the College.
- At all times whilst working for the College, contractors will abide by the College's health and safety code of practice for contractors.

3.2 Consultation and Policy Making

3.2.1 Senior Management Team (SMT)

SMT is delegated by the College Council the authority for approving and endorsing the College Health and Safety policy and any associated strategy to ensuring health and safety throughout the College.

SMT will receive an annual report from the Chief Operating Officer (COO) on Health and Safety indicating the effectiveness of the implementation of the Health and Safety Policy and this will be forwarded to the College Council.

3.2.2 College Health and Safety Committee

3.2.2.1 Purpose

To promote safe and healthy working practices across the College.

3.2.2.2 Terms of reference

- To review arrangements to ensure the effective management of health and safety across the College including approving safety policies and procedures.
- To examine the causes of accidents and incidents in the College, and analyse statistical information, making recommendations for changes in policy and procedure as appropriate.
- To examine internal and external inspection and audit reports, e.g. from trade union safety representatives or the insurance inspectors, ensuring that appropriate actions are being implemented in accordance with issues identified.
- To monitor and review the adequacy of health and safety communications and publicity within the workplace.
- To monitor and review the adequacy and effectiveness of health and safety training.
- To consider the health and safety consequences of the introduction, or planned introduction, of new methods of working and new technologies
- Review significant findings of risk assessments
- Continuously monitor all arrangements for health and safety and revise them whenever necessary.

3.2.2.3 Membership

- Chief Operating Officer (Chair)
- Director of Buildings and Estates/Head of Buildings Operations
- Buildings and Estates Engineering Manager / Operations Manager
- Human Resources Manager
- Head of Technical Services
- Technical Services Managers
- HS&E Advisor
- HS&E Officer (Secretary)

- Occupational Health Advisor
- 1 representative from each of the 6 academic schools
- 1 representative from the Students Union
- Up to 3 representatives from Unite
- Up to 2 representatives from UCU

Each representative should have the necessary knowledge, experience and understanding of health and safety to be able to report back to, represent and consult SLTs and Local Health and Safety Forums.

If a representative is unable to attend they should arrange for a named alternative to attend in their place, ensuring necessary committee papers have been forwarded to that person.

3.2.2.3 Quorum

Seven members of whom at least two shall be union safety representatives

3.2.2.5 Mode of Operation

The committee shall meet normally three times a year and will report to the College SMT. However it is recognised under legislation that meetings should be held as necessary to complete the committee's business.

Extra-ordinary meetings will be convened at either the request of the Chair or by written request from at least three members of the committee to its secretary.

The agenda for the meeting will be approved by the Chair. Any requests for items to be included on agendas must be received at least ten calendar days prior to the meeting. Agendas will normally be circulated at least seven calendar days before the meeting.

All papers will be circulated electronically to named individuals. Any consultation paper will be circulated within a reasonable timescale to facilitate local consultation ahead of consideration at the relevant meeting.

Urgent matters under any other business must be agreed with the Chair at least 24 hours before the meeting.

3.2.3 School Leadership Teams (SLTs) and Local Health and Safety Forums

SLTs and Local Health and Safety Forums will:

Assist in the development of the local health and safety policies and procedures and practices, and monitoring effectiveness.

Provide the forum for local consultation on the College Health and Safety Policy document, and any associated College-wide matters pertaining to health and safety.

Provide the forum for consideration of, and consultation and advice on:

- Health and safety information, instruction, training and supervision needs.
- Proactive approaches to, and active monitoring regimes for, health and safety including risk assessments and inspections.
- Reports relating to incidents, including the outcomes of any subsequent investigations and remedial actions taken.

Take forward issues, where appropriate, for Health and Safety consultation to the College Health and safety Committee.

3.3 Health and Safety Advice and Assistance

3.3.1 Health, Safety and Environmental (HS&E) Advisor

The College will appoint a HS&E Advisor who will be person competent to carry out the duties set out below. The HS&E Advisor will follow a programme of continued professional development to maintain the appropriate standard of professional competence.

The HS&E Advisor is responsible for advising the COO and the Health and Safety Committee and all staff 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 HS&E Advisor 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 all staff on matters relating to health, safety and welfare.
- Advise and assist in the formulation of health and Safety policies, procedures and codes of practice.
- 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 for each Programme/Service and ensure that these are reviewed and updated on a regular basis.
- 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.
- Provide systems to ensure that accidents and dangerous occurrences are reported as required, analysing accident data and producing reports and statistics.
- Undertake investigations into accidents, incidents and dangerous occurrences and report the findings of these investigations to the relevant member of staff and.
- 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 Director of Buildings and Estates on matters concerning the maintenance, design, construction and modification of College buildings.

- Liaise with the Director of Buildings and Estates and the London Fire Brigade on matters concerning fire safety and assisting in the carrying out of Fire Risk Assessments for all College Buildings.
- Liaise with the Director 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 ill-health and health and safety whilst working with display screen equipment.
- Liaise with the Buildings and Estates Operations 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 First Aiders throughout the College and adequate First 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.
- Maintain contact with enforcing authorities (HS&E and Local Authorities) and inform them of any reportable accidents, diseases or dangerous occurrences as required by legislation.

3.3.2 Health, Safety and Environmental (HS&E) Officer

The College will appoint a HS&E Officer to assist the HS&E Advisor. The HS&E Officer will follow a programme of continued professional development to maintain the appropriate standard of professional competence.

The HS&E 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 all staff on matters relating to health, safety and welfare.
- Assist in the formulation of health and Safety policies, procedures and codes of practice.
- 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 for each Programme/Service and ensure that these are reviewed and updated on a regular basis.
- 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.
- Assist in undertaking investigations into accidents, incidents and dangerous occurrences and report the findings of these investigations to the relevant member of staff and.
- Arrange the provision of health and safety training for all levels of staff.
- Arrange for the provision of adequate numbers of First Aiders throughout the College and adequate First Aid equipment/facilities.
- Assist in the provision of health and safety induction training for students.
- Be the Secretary of the College Health and Safety Committee.

3.3.3 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 HS&E Advisor and Heads of Programme/Service and provide advice and assistance on the staff health surveillance programme.
- Liaise with the HS&E Advisor and Heads of Programme/Service and provide advice and assistance on health and safety issues arising from the use of display screen equipment.
- Liaise with the HS&E Advisor on the College wellbeing strategy.
- Liaise with the Human Resources 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.
- And attend Work with Programmes and Services by providing advice and assistance to maintain and promote optimal health and the prevention of occupational ill health amongst staff and specified student groups.

3.3.4 School/Area Safety Representatives

Each School/Area Safety Representative is responsible to their Dean of School or Director of Service 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.
- 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 HS&E Advisor on any health and safety problems that cannot be resolved locally.
- Liaise with the HS&E Advisor on general health and safety matters and in particular regarding new processes, operations or machinery.
- Attend meetings of the College Health and Safety Committee, SLTs and Local H+S Forums as required.
- Monitor their School/Area to ensure a high standard of housekeeping, safe access and egress and stringent fire safety standards.
- Undertake such other health and safety duties that may be assigned by the Dean of School or Director of Service.

3.3.5 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 COO 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 HS&E Advisor in the first instance.