

Health & Safety policy Part 3, local health and safety arrangements

Updated February 2017

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Introduction

This document forms Part 3 of the University of the Arts London Health and Safety Policy and details the local arrangements at Camberwell, Chelsea and Wimbledon (CCW). It will be reviewed by the CCW H&S Committee periodically and amended as necessary to reflect changes in University Health and Safety policy, legislation or staffing, in accordance with Part 1 Section (2)(3) of the Health and Safety at Work etc. Act 1974.

In addition to these local arrangements, the full Health and Safety Policy can be found on the intranet along with a series of Health and Safety Standards that provide detailed information about best practice and safe procedures. These documents can be found under 'Health and Safety' on the UAL intranet.

During induction, all staff must be made aware of the University's Health and Safety Policy, the Health and Safety Standards and these local CCW arrangements. It is each Manager's responsibility to ensure that this happens. Staff should also be kept informed of any modifications or changes to the Health and Safety Policy and procedures.

Health and Safety Responsibilities

The University Health and Safety Policy requires each college to identify persons responsible for health and safety at each location. The posts below are those identified at CCW.

All contacts listed are responsible to the Pro Vice-Chancellor for ensuring the following in their assigned areas of responsibility:

- Risk assessments are carried out.
- Control measures implemented and kept under review.
- Relevant health and safety training needs are identified and delivered for all staff.
- They fully understand their responsibilities listed here, in the University Health and Safety Policy and in related Health and Safety Standards.
- Effective systems are in place to check efficacy of existing systems.

Day to day advice and further information should be obtained from your manager who will advise you and seek specialist advice from the CCW Health and Safety Advisor as required.

Name:	David Crow
Title:	Pro Vice Chancellor
Office Address:	16 John Islip Street, London, SW1P 4JU
Telephone:	020 7514 7895
Area of responsibility:	
<ul style="list-style-type: none">• Responsible to the Vice-Chancellor for all matters related to health and safety across CCW.• Responsible for the management of health and safety relating to all CCW sites and for ensuring effective implementation of the University's Health and Safety Policy and general arrangements.• Responsible for convening the CCW Health and Safety committee.	

Name:	Steve Dixon
Title:	Director of College Operations
Office Address:	16 John Islip Street, London, SW1P 4JU
Telephone:	020 7514 7795
Area of responsibility:	
<ul style="list-style-type: none"> • Responsible for managing the CCW health and safety budget. • Responsible to the Pro Vice Chancellor for all health and safety matters in relation to the operations team undertakings. • Responsible for chairing the CCW Health and Safety Committee. 	

Name:	Abigail Dickinson
Title:	Health and Safety Advisor
Office Address:	16 John Islip Street, London, SW1P 4JU
Telephone:	020 7514 7868
Area of responsibility:	
<ul style="list-style-type: none"> • Responsible for the development of the CCW annual health and safety operating plan. • Responsible for the promotion of health and safety throughout CCW. • Responsible for providing health and safety advice to staff and students across CCW. 	

Name and contact details:	<p>Nick Gorse, Camberwell College of Arts, 45-65 Peckham Road, London SE5 8UF. Tel: 0207 514 6304.</p> <p>George Blacklock, Chelsea College of Art and Design, 16 John Islip Street, London, SW1P 4JU. Tel: 0207 514 7809.</p> <p>Simon Betts, Wimbledon College of Art, Merton Hall Road, London SW19 3QA. Tel: 0207 514 9651.</p>
Title:	Dean of College
Area of responsibility:	
<ul style="list-style-type: none"> • Responsible to the Pro Vice Chancellor for all health and safety matters affecting staff, student and visitors within their college. • Responsible for ensuring the completion of risk assessments for academic activities. • Deans of College are also subject to the obligations of the 'responsible person' detailed in the Regulatory Reform (Fire Safety) Order 2005 for their colleges. 	

Name:	Sally Tiffin
Title:	Head of Technical Resources CCW
Office Address:	16 John Islip Street, London, SW1P 4JU
Telephone:	020 7514 7789
Area of responsibility:	

- Responsible for monitoring all aspects of health and safety within the technical resources including technical staff health & safety competencies and the completion of risk assessments for technical activities within these facilities.

Title: Director of International Recruitment CCW, International Projects Partners and Development.

Name: Wendy Anderson

Area of Responsibility:

- Responsible for all aspects of health and safety relating to International Recruitment, CCW projects and development team activities.

Title: Director of External Relations CCW

Name: Sian Stirling

Area of Responsibility:

- Responsible for all aspects of health and safety relating to external relations activities.

Title: Associate Dean of Research and Director of CCW Graduate School

Name: Malcolm Quinn

Area of Responsibility:

- Responsible for all aspects of health and safety in relation to the activities of the CCW Graduate School and Research.

Name:	CCW Health and Safety Committee
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Committee members:	All CCW Health and safety Committee members
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Areas of responsibility:

- The Health and Safety Committee meets termly to promote the health safety and welfare of staff and students. The committee is made up of some members of the CCW Executive with representation from each college; the technical team; the estates team and union representation.
- Each representative demonstrates a personal commitment to health and safety, maintaining high standards of health and safety in their area of work.
- The committee receives reports from inspections and audits, reviews accidents statistics and deals with specific health and safety issues which cannot be resolved at line management level.
- The committee allows for consultation with staff through the elected Union Health and Safety Representatives. Staff and students may raise an issue through the Health and Safety Committee if it cannot be resolved elsewhere.

Name:	All employees
Areas of responsibility:	
<p>Safety at the three colleges depends on the cooperation of all parties. As an employee of UAL you are required to:</p> <ul style="list-style-type: none"> • Take reasonable care of your own health and safety. • Take reasonable care not to put other people – fellow employee’s, students and members of the public - at risk by what you do or don’t do in the course of your work. • Co-operate with the college, making sure you get proper training and that you understand and follow the college’s health and safety policies. • Not interfere with or misuse anything that’s been provided for health, safety or welfare. • To report any injuries or illness suffered as a result of undertaking your work. • To report any near miss incidents. • To tell your manager if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury). • To bring to your manager’s attention anything that you believe to be unsafe, be it a task or a situation. 	

Site responsibilities:

Name:	Ian Armitage
Title:	Senior Facilities Manager
Telephone:	
Area of responsibility:	
<p>All health and safety matters relating to building, building services and building services staff.</p> <p>Completion of risk assessments for activities carried out by facilities / maintenance staff (and agency staff where appropriate). Ensuring that acts or omissions by site contractors do not prejudice the health and safety of the College's staff, students or visitors. Informing contractors of any specific risks at this premises (e.g. asbestos, fragile roofs etc.) or from the activities undertaken on this premises, as well as for providing details of the evacuation procedures at this site.</p>	

Title: Manager of Student Union Gallery Space Chelsea
Name: Gavin Ramsey
Area of Responsibility:
<p>Responsible for the completion of risk assessments for all work and events undertaken in the gallery space and implementing suitable measures to control the risk identified.</p>

Title: Retail Area Manager
Name: Rachel East & Steven Barrett
Area of Responsibility:
<p>Rachel East responsible to the Head of Retail & Catering for all health and safety matters affecting the operation of the college shops.</p> <p>Steven Barrett is responsible for completion of risk assessments within their area of responsibility.</p>

Title: Baxter Storey Site Managers
Name: Stacey Coglan – Wimbledon Katrina Rodrigues Campbell – Camberwell Dashi Elizja – Chelsea
Area of responsibility: Each Baxter Storey site manager is responsible for the health and safety on their site related to the running of the canteen. This includes the completion of HACCP and other risk assessments within the canteen. Anita Kelly the Baxter Storey Group Manager is kept informed of any accidents or issues by the site managers. Michael Reilly is the Head of Baxter Storey Health and Safety.

Title: Learning Resources Manager
Name: Peter Jennet
Telephone: 0207 514 9693
Area of Responsibility: Responsible for all health and safety matters within libraries and learning resource areas affecting staff, students and visitors for completion of relevant risk assessments. Responsible for ensuring that each Library maintains open access files of Health and Safety information distributed by the University.

Name: First Aiders
Area of responsibility: In the event of an accident, an available first aider will give first aid to the injured person in accordance with their training. It is the responsibility of first aiders to ensure that their first aid certificate remains up to date, attending refresher training when necessary. If a first aider leaves the employment of the College, or changes the site at which they are primarily based, they must inform the college's Health and Safety Advisor.

Name: Fire Marshals – All trained staff
Area of responsibility: In the event of a fire alarm sounding, the fire marshals will sweep the building and report to the Incident Manager in accordance with their training. They must ensure that they are familiar with the fire evacuation procedures at their site, and report any defects or dangers in respect of fire to the college H&S Advisor. Fire marshals are not required to fight any fire.

Accidents /Incidents /Near misses

All accidents, incidents and near misses must be reported no matter how trivial they may seem. The accident report forms can be found online, under the H&S section of the intranet. RIDDOR forms will be submitted as necessary by the UAL H&S Administrator to the Health and Safety Executive. The University will keep records for all reported accidents, incidents and near misses for a period of 3 years.

Specified injuries and dangerous occurrences must be immediately reported to the college Incident Manager (Facilities Manager or their deputy). For a description of specified injuries, please see the Appendix.

Union Safety Representatives have the right to investigate and inspect the site of an accident involving one of their members and may request this from the CCW H&S Advisor.

If a minor accident /incident / near miss occurs:

- Contact a first aider
- Inform your line manager (or Tutor, for students)
- Complete an accident report form and send to the CCW H&S Advisor.
- The line manager will review risk assessments and safe systems of work, as required.

If a specified incident occurs:

- Contact the emergency services by dialling 999
- Contact a first aider
- Contact the College Incident Manager (Facilities Manager or their deputy) who will initiate the Local Disaster Response Plan.
- Do not remove objects from the scene or disturb the area
- Complete an accident report form and send to the CCW H&S Advisor.
- The University H&S Advisor will submit a report to the HSE under RIDDOR.
- The CCW H&S Advisor will carry out an accident investigation in conjunction with relevant managers.

First Aid

First Aid boxes are located at various locations throughout CCW sites including receptions and workshops.

Estates carry out weekly monitoring to maintain the contents of first aid boxes, following the HSE's guidance on appropriate contents for a first aid kit. If specialist items are required these will be provided by the College.

It is the responsibility of each First Aider to keep their certification in date and to tell the Health and Safety Advisor if they change location or are otherwise no longer able to provide the service described.

To contact the emergency services (for an ambulance), call 999 from any internal phone and give them the site address.

The nearest hospitals with A&E Departments are:

Camberwell College of Arts, Peckham Road and Wilson Road	King's College Hospital, Denmark Hill, London, SE5 9RS. Tel: 020 3299 9000 0.64 miles
	St Thomas, Westminster Bridge Road, London, SE1 7EH.

	<p>Tel: 020 71887188. 2.35 miles</p> <p>University Hospital Lewisham, Lewisham High Street, London, SE13 6LH. Tel 020 8333 3000. 3.07 miles</p> <p>The Royal London Hospital, Whitechapel, London, E1 1BZ. Tel 020 3416 5000. 3.24 miles</p>
Chelsea College of Arts, John Islip Street	<p>St Thomas, Westminster Bridge Road, London, SE1 7EH. Tel: 020 71887188. 0.52 miles</p> <p>King's College Hospital, Denmark Hill, London, SE5 9RS. Tel: 020 3299 9000 2.26 miles</p> <p>University College Hospital, 235 Euston Road, London, NW1 2BU. Tel: 020 3456 7890 2.28 miles</p> <p>Chelsea and Westminster Hospital, 369 Fulham Road, London, SW10 9NH. Tel: 020 3315 8000 2.38 miles</p>
	<p>St Georges Hospital, Blackshaw Road, London, SW17 0QT. Tel: 020 8672 1255. 1.83 miles</p> <p>St Helier Hospital, Wrythe Lane, Carshalton, Surrey, SM5 1AA. Tel: 020 8296 2000. 2.26 miles</p> <p>Kingston Hospital, Galsworthy Road, Kingston Upon Thames, Surrey, KT2 7QB. Tel: 020 8546 7711. 3.06 miles</p>
Wimbledon College of Arts, Merton Hall Road	

Fire and Emergencies

The college has conducted a fire risk assessment at each site and must maintain certain conditions to reduce the likelihood of a fire and to ensure safe evacuation in the event of an emergency. For this reason it is essential that you do not do anything that could alter conditions on a site and therefore affect the assessment.

Staff **MUST** make themselves aware of the actions to take in the event of a fire, see the Fire Action notices throughout the building.

Managers are responsible for ensuring that their staff and any visitors are aware of the requirements and for ensuring that they comply.

PEEPs and GEEPs

A PEEP (personal emergency evacuation plan) should be completed for every student or staff member requiring special arrangements to ensure they can leave the building in an emergency. A PEEP should be completed by the Line Manager / Course Leader in conjunction with the person to whom it refers and with the assistance of the College or University Safety Adviser and, for students, local or University Disability Advisor.

A General Emergency Evacuation Plan (GEEP) has been written for each college. It contains general arrangements which can be used for the evacuation of site visitors who would require assistance to leave college premises in the event of a fire alarm activation. It is the responsibility of the person arranging a visit to ensure the GEEP arrangements are consulted, a suitable plan is established for the evacuation of the individual using the GEEP and the plan is then followed all times. Wherever possible it is recommended that plans are established in advance of a visit. Copies of the GEEPs for each site are available at college receptions and on the intranet under; Health and Safety/ Health and Safety college information/CCW Health and Safety/ Procedures.

All staff are responsible for reporting any missing or damaged fire extinguishers blocked or locked fire exits to a member of the Facilities Team immediately and to report to the estates helpdesk on 8000.

Fire Action notices are displayed on main escape routes. Fire escape routes must be adequately signed. If any signs are missing, please report immediately to the Facilities Manager and on the estates helpline on 8000 who will arrange for their replacement.

Do not:

- wedge open fire doors
- leave items or displays in corridors without prior assessment
- move or otherwise interfere with fire protection equipment such as fire extinguishers, smoke detectors

Do:

- report any missing or damaged fire equipment
- report any blocking of fire exits and corridors
- remove any door wedges you see and close the fire doors!

Action to be taken by staff on discovering a fire (Monday to Friday):

1. Sound the alarm immediately by activating a call point located on escape routes.
2. Assume the role of fire marshal (unless somebody else has already assumed the role in the area); proceed to the nearest Fire Marshal Point if safe to do so, put on the fire marshal vest and clear the area marked on the floor plan.
3. Leave the building by the nearest safe escape route.

4. Close doors and windows behind you if safe to do so.
5. Do not use the lifts.
6. Report to the Incident Manager and inform them of; the area that has been cleared, the location of anybody still in the building, the location of any disabled persons and their evacuation status, any other relevant information.
7. The incident Manager will be located as follows:
 - Camberwell, Peckham Road – On the steps outside the café area.
 - Camberwell, Wilson Road – Outside the main reception
 - Chelsea, Outside B Block reception, opposite the Tate.
 - Wimbledon, Outside the Old Reception.
8. Assist the incident manager (facilities manager or facilities assistant) in preventing re-entry to the building if required.
9. Go to assembly point:
 - Camberwell, Peckham Road – Beside the bike racks.
 - Camberwell, Wilson Road – On the pavement outside reception.
 - Chelsea, Outside the Tate.
 - Wimbledon, Dun Donald Park.
10. Do not re-enter the building until instructed it is safe to do so by the incident manger.

Points 2 to 10 inclusive are also the actions to be taken by staff upon hearing the fire alarm.

Action to be taken by students and visitors on discovering a fire (Monday to Friday)

1. Sound the alarm immediately by activating a call point located on escape routes.
2. Leave the building by the nearest safe escape route.
3. Close doors and windows behind you if safe to do so.
4. Do not use the lifts.
5. Either go to assembly point or disperse as per the specific college procedure below:
 - Camberwell, Peckham Road – Disperse for 20 minutes.
 - Camberwell, Wilson Road – Disperse for 20 minutes.
 - Chelsea – Assemble outside the Tate on Atterbury Street.
 - Wimbledon – Assemble in Dundonald Park.
6. Do not re-enter the building until instructed it is safe to do so by the incident manger

The points 2 to 6 inclusive are also the actions to be taken by students and visitors upon hearing the fire alarm.

Action to be taken by Staff and Students on discovering a fire (Saturday)

1. If the fire alarm activates all occupants of the building must immediately report to the Studio Supervisor at the colleges Saturday assembly point, these are detailed below:
 - Camberwell College of Arts, Peckham Road – Beside the bike rack.
 - Camberwell College of Arts, Wilson Road – Pavement in front of reception.
 - Chelsea College of Arts – Pavement outside Tate Britain on Atterbury Street
 - Wimbledon College of Arts – just inside gate to Dundonald Park from Merton Hall Road
2. Failure of any occupant to report into the Studio Supervisor at the assembly point could result in the emergency services putting themselves at unnecessary risk to search for an individual that is not on site.
3. Failure of occupants to report in will be reported as a near miss incident.

Fire drills at all sites:

Frequency: Once per term
Assembly point: <ul style="list-style-type: none">• Camberwell, Peckham Road – Staff: Assemble by bike racks, Students and visitors: Disperse for 20 minutes.• Camberwell, Wilson Road – Staff: Assemble on Pavement outside reception. Students and visitors: Disperse for 20 minutes.• Chelsea – Staff, Students and Visitors: Assemble outside the Tate• Wimbledon – Staff, Students and Visitors: Assemble in Dundonald Park
Fire Exits: Are located throughout the buildings and MUST BE KEPT CLEAR AT ALL TIMES . Be aware of your closest exit and alternative exit routes.
Fire Alarm: Audible warning and some visual alarms (flashing lights) in certain areas.
Alarm testing: Weekly audible alarm tests undertaken at 10.00 on Tuesdays.

Safety Representatives:

Name	Contact Number	Union	Staff Represented
Paul Tarrago		UCU	Wimbledon
Philip Courtenay		UCU	Chelsea
Mary Kuper		UCU	Camberwell
Kirstie Reid		Unison	All members
John Duffin		GMB	All members

Risk Assessments

H&S Legislation requires CCW to carry out risk assessments for all activities that present a risk. Training in how to carry out risk assessments is available and can be booked through Employee Self Service. Further advice on risk assessing can be obtained from the CCW H&S Advisor.

The following is not intended to be an exhaustive list, but provides guidance on the main areas of risk assessment:

Deans

Overall responsibility for ensuring assessments are completed for all staff and student activities within their college or area of management.

Programme Directors/ Course Leaders

Responsible for the completion of risk assessments relevant to their programme/ course. This includes class room based work, excursions or specific tasks / processes as necessary. Also responsible for ensuring that students undertake risk assessments for their own work as appropriate.

College Technical Managers

Responsible for the completion of risk assessments for all technical activities under their management. This includes assessments for workshops, specific tasks and processes, COSHH and machinery on the relevant site.

Line Managers (academic, technical and support)

Responsible for the completion of risk assessments for any activities carried out by their staff. For example, new and expectant mothers, working at height, manual handling or other task specific risk assessments.

These local arrangements form part 3 of the University of the Arts Health and Safety Policy. They, along with Parts 1 and 2 of the policy and all associated guidance produced are binding upon all members of staff.

Appendix 1

Specified injuries.

Specified injuries replace the previous list of 'major Injuries' in The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013.

Specified injuries are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body, causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

Specified injuries have to be reported to the Health and safety Executive by the quickest possible means and a report of that incident sent to the relevant enforcing authority within 10 days of the incident.

Over-seven-day injuries. Accidents must be reported when a person at work (an employee or self-employed person) has an accident and is away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Over-three-day injuries. A record must still be kept of the accident if the worker has been incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Reportable disease Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.