

**Part 3 of the University Health and Safety Policy**  
**Local health and safety arrangements**  
**272 High Holborn**

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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 272 High Holborn. It will be reviewed at the High Holborn Building Users Group (BUG) 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 H&S Policy can be found on the intranet along with a series of H&S Standards that provide detailed information about best practice and safe procedures.

During induction, all staff must be made aware of the University's Health and Safety Policy, H&S Standards and these local arrangements. LCF staff should also be aware of the LCF Part 3 local arrangement document available on the intranet. It is each Manager's responsibility to ensure that this happens. Staff should also be kept informed of any modifications or changes to H&S policy and procedures.

## Health and Safety Responsibilities

The University Health and Safety Policy requires identified people to be responsible for health and safety at each location. The posts below are those identified at High Holborn. LCF staff should refer to the LCF Part 3 document, see above.

All contacts listed are responsible to the 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 H&S Standards
- effective systems are in place to check efficacy of controls

Name: <b>Steve Marshall</b>
Title: <b>University Secretary and Registrar (Key Health and Safety Manager)</b>
Office address: <b>272 High Holborn</b>
Telephone: <b>ext. 6106</b>
Area of responsibility: <b>Responsible to the Vice Chancellor for all matters related to health and safety within 272 and for ensuring effective implementation of the University's Health and Safety Policy and general arrangements. The University Secretary is also identified as the 'competent person' for fire safety at 272, as required by the Regulatory Reform Order.</b>

Name: <b>Gavin Jenkins</b>
Title: <b>Director of Technical Resources &amp; Learning Environments, LCF Technical Support</b>
Official address: <b>John Princes Street</b>

Telephone: **ext. 7424**

Area of responsibility: **Responsible for the development and implementation of the H&S operating plan at all sites across London College of Fashion. As Head of Technical Services, the post holder is also responsible for monitoring the competence of technicians, and all aspects of health and safety within the workshops, as well as completion of risk assessments for technical staff and activities.**

Name: **(Vacancy)**

Title: **Health and Safety Adviser (LCF)**

Office address: **Lime Grove**

Telephone: **ext. 7516**

Area of responsibility: **Promotion and coordination of all aspects of health and safety throughout the LCF. Coordination of activities to achieve compliance with the University Health and Safety Operating Plan. Provides H&S advice to all staff and students at LCF.**

Name: **Miriam Cooper**

Title: **Health and Safety Adviser for High Holborn**

Office address: **High Holborn**

Telephone: **ext. 6103**

Area of responsibility: **Promotion and coordination of all aspects of health and safety throughout High Holborn. Provides H&S advice to all staff and students at HH.**

Name: **High Holborn and Richbell Place Building Users Group**

Members: **All High Holborn & Richbell Place Building Users Group members**

Area of responsibility:

**The High Holborn and Richbell Place Building Users Group (the Group) meets termly to consider and promote health, safety, welfare issues affecting staff and students who regularly work and study at High Holborn and Richbell Place. The Group will be chaired by a Senior Manager and attended by representatives from each staff group, Trade Union Staff Representatives and the Student's Union.**

**The Group receives reports from inspections and audits, reviews accident statistics, and deals with specific health and safety issues that cannot be resolved at line management level.**

Name: **All employees**

Area of responsibility: **Safety at this site depends on the cooperation of all parties. As an employee of the University of the Arts London you are required to:**

- take reasonable care of your own health and safety.
- take reasonable care not to put other people – fellow employees 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 University, making sure you get proper training and that you understand and follow the University's health and safety policies.
- not interfere with or misuse anything that's been provided for your health, safety or welfare.
- report any injury or illness suffered as a result of undertaking your work.
- tell your manager if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury).
- Bring to your manager's attention anything that you believe to be unsafe, be it a task or a situation.

Site responsibilities:

Title: **Deputy Vice Chancellor**

Name and telephone:

**Philip Broadhead, Deputy Vice Chancellor of ADS, ext. 2977**

**Stephen Reid, Deputy Vice Chancellor of Strategic Development, ext. 7635**

**Andrew Hughes, Course Director, School of Management and Science, LCF, ext. 7601**

Area of responsibility: **Responsible to the Vice Chancellor for ensuring that an Academic Site Manager (as below) is available at each site for which they have responsibility. Within their School, Deans are responsible for the completion of risk assessments and for all other health and safety matters affecting relevant staff, students and visitors.**

Title: **LCF Academic Site Manager**

Name: **Adam Briggs**

Telephone: **ext. 8665**

Area of responsibility: **Responsible for the safety and security of persons on the site at time of occupation. Responsible to their Dean for the overall coordination of health and safety matters at each site. Must ensure that a Duty Manager is present in their absence. The Academic Site Manager for High Holborn must co-operate, with matters of health and safety, with the Key H&S Manager.**

Title: **Heads of Service**

Area of responsibility: **Responsible to their Deputy Vice Chancellor for all health and safety matters affecting their service and for completion of risk assessments within their area of responsibility.**

Title: <b>Senior Facilities Manager</b>
Name: <b>Sally McNally</b>
Telephone: <b>ext. 9392</b>
Area of responsibility: <b>All health and safety matters relating to building, building services and building services staff.</b> <b>Completion of risk assessments for activities carried out by facilities / maintenance staff (and agency staff where appropriate).</b> <b>Ensuring that acts or omissions by site contractors do not prejudice the health and safety of the College's staff, students or visitors.</b> <b>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.</b>

Name: <b>Susanna Burleigh</b>
Title: <b>LCF Director of College Administration</b>
Office address: <b>John Princes' Street</b>
Telephone: <b>ext. 7519</b>
Area of responsibility: <b>Responsible to the Head of LCF for the implementation of the health and safety policy within all administrative areas of the college, including completion of risk assessments.</b>

Title: <b>Students' Union – Commercial Events Manager</b>
Name: <b>Yemi Gbajobi, Chief Executive of Students' Union</b>
Telephone: <b>ext.</b>
Area of Responsibility <b>Responsible to the Students Union General Manager for all health and safety matters affecting staff members and visitors using the Students Union Bar. In case of fire and other emergencies, including situations requiring immediate action, Students Union staff must co-operate with the Key Health and Safety Manager or the Incident Manager and act under that Manager's direction when so instructed.</b>

Title: <b>Library and Learning Resources Manager</b>
Name: <b>Marcus Saunders, LTS Manager, LCF Learning Technology Support</b>
Telephone: <b>ext. 7518</b>
Area of Responsibility: <b>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.</b>

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 University or moves to a different site they must inform the University H&S Administrator.**

Name: **Fire Wardens**

Area of responsibility: **In the event of a fire alarm sounding, the fire wardens will sweep the building 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 Administrator. Fire wardens are not required to fight any fire. Fire wardens must inform the H&S Administrator if they are no longer able to act as a fire warden.**

## **Accidents /Incidents /Near misses**

All accidents, incidents and near misses must be reported no matter how trivial they may seem. The accident report forms are kept at the Reception desk at the front entrance and the LCF College Office on the second floor. The H&S Administrator will keep records for all reported accidents, incidents and near misses for a period of 3 years.

Deaths, specified injuries and dangerous occurrences must be immediately reported to your Line Manager, the Key H&S Manager and the LCF or University Health and Safety Adviser. RIDDOR forms will be submitted as necessary by the UAL H&S Administrator. For a description of specified injuries, please see the Appendix.

Trade Union Safety Representatives have the right to investigate and inspect the site of an accident involving one of their members and should inform the LCF or University H&S Adviser of their intention to do so.

### **If a minor accident /incident / near miss occurs:**

- Contact a first aider (or appointed person)
- Inform your line manager
- Complete an accident report form and send to Steve Marshall
- The line manager will review risk assessments and safe systems of work, as required.

### **If a major incident occurs:**

- Contact the Emergency Services by dialling 999
- Contact a first aider
- Contact the LCF or University\_H&S Adviser and Key Health and Safety Manager immediately
- Do not remove objects from the scene or disturb the area
- Complete an accident report form and send to Steve Marshall
- The University H&S Adviser will submit a report to the HSE under RIDDOR
- The relevant H&S Adviser will carry out an accident investigation in conjunction with relevant managers.

## First Aid

First Aid boxes are located in a cupboard in the kitchen area on each floor. The location of each box is clearly identified by a sign affixed to the cupboard door. Notices displaying the name and contact details of the first aiders are also displayed. Facilities staff carry out weekly monitoring to maintain the contents of all first aid boxes.

It is the responsibility of each first-aider to keep their certification in date and to tell the University Health and Safety Administrator if they change location or are otherwise no longer able to provide the service described.

If you can't locate a first-aider quickly, call the main reception on extension 6010 – they will locate one for you.

The nearest hospital is:           University College Hospital (one mile away)  
235 Euston Road  
London, NW1 2BU  
Tel: 020 3456 7890

## Fire and Emergencies

The University has conducted a Fire Risk Assessment of High Holborn 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 site and therefore affect the assessment.

Staff **MUST** make themselves aware of the actions to take in the event of a fire, see 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.

A General Emergency Evacuation Plan has been written for High Holborn. It contains details of the general arrangements for the evacuation of visitors to the site who will require assistance to leave the building in an evacuation. It is the responsibility of the person arranging a visit to ensure the GEEP arrangements are followed at all times, Appendix II.

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

**Fire Action notices** are displayed on the major escape routes. Fire escape routes must be adequately signed. If any signs are missing, please report immediately to the AFM and on the Estates Helpline on 8000 to arrange for their replacement

### Do not:

- wedge open fire doors
- leave items in corridors without prior assessment and permission
- 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 fire doors

**On discovering a fire:**

- Raise the alarm by using the nearest call point, warn others in the vicinity
- Leave the building immediately by the nearest available exit
- Follow the remaining instructions below:

**If you hear the fire alarm:**

- Leave the building immediately by the nearest available exit
- Close any doors and windows behind you, and turn off power **if safe to do so**
- Disperse from the site for 20 minutes
- Do not re-enter the building until instructed to do so by the emergency services
- Follow any alternative instructions given to you by the Fire Wardens and provide any information you have to the Fire Warden

**Fire drills at this site:**

Frequency: <b>One per term</b>
Assembly Point: <b>Staff &amp; their visitors – disperse from the site for 20 minutes</b>
Fire Exits: <b>Are located throughout the buildings and MUST BE KEPT CLEAR AT ALL TIMES. Be aware of your closest exit and alternative exit routes</b>
Fire Alarm: <b>Audible warning</b>
Alarm testing: <b>Weekly call points tested in rotation by Facilities Team</b>

**Safety Representatives:**

Name	Contact number	Union	Staff represented
Matt Phull	6295	GMB	All members
Lucy Panesar	8696	UCU	All members
Sheila Suso-Runge	6484	Unison	All members

**Risk Assessments**

H&S Legislation requires the University 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 on the H&S pages of the intranet. Further advice on risk assessing can be obtained from the LCF and University H&S Advisers.

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

**Deans/ Service Heads**

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

**Course Directors/ Senior Line Managers**

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

**Technical Site 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.

**Exhibitions / Events Staff**

Responsible for ensuring that suitable and sufficient risk assessments are carried out for events and exhibitions taking place at High Holborn.

**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 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.

Updated: 23/08/17

## **Appendix I**

### **Specified injuries**

These 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**

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days.

Now you only have to report injuries that lead to an employee or self-employed person being 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

## Appendix II

### General Emergency Evacuation Plan for Assisted Evacuation 272 High Holborn, London

#### 1. Introduction

- This GEEP supplements the emergency evacuation procedures for 272 High Holborn and should be read in conjunction with that document.
- This document details the evacuation procedures for visitors to the site who need assistance to evacuate in an emergency. Regular site users requiring assistance during an evacuation should have a Personal Emergency Evacuation Plan (PEEP).
- Information about evacuation arrangements will be given out at the front desk when visitors sign into the building. A sign will be clearly displayed at the front desk informing visitors that they need to declare on arrival if they require assistance in the event of an emergency, and that assistance is available. Information will also be displayed on the building information pages of the University web site and included in any invitations, event literature and booking information provided for an event.

#### 2. Hearing impairment

- Visitors with a hearing impairment who may not be able to hear the fire alarm sounding should register their mobile phone with our Hearing Fire Alert System. To do this, the visitor sends the message **ualholborn** to **07860 035 999**. If registration is successful they will receive a text back from the system immediately.
- When the fire alarm sounds, the system will send a text message to registered users within 30 seconds of the alarm sounding. The visitor should then make their way out of the building with other building users, following the basic High Holborn evacuation plan.
- To cancel registration at the end of the visit, text **stop** to the same number.

#### 3. Visual impairment

- If a visitor has a visual impairment and requires assistance out of the building during an evacuation assistance will be arranged by the person they are visiting or the organisers of the event they are attending. In public access areas such as the Gallery and Blueprint cafe/bar assistance will be given by staff working in the area.
- The visitor and person providing assistance should go to the nearest evacuation staircase and, if not in imminent danger, wait until the majority of people have passed down the stairs before continuing with their evacuation.
- The fire warden in the area should be informed of this arrangement and the Incident Manager should be informed as soon as possible after evacuation.

#### 4. Mobility impairment

- If a visitor has a mobility impairment and requires assistance out of the building during an evacuation assistance must be arranged by the person they are visiting or the organisers of the event they are attending. In the public access areas such

as the Gallery and Blueprint cafe/bar assistance will be given by staff working in the area.

- Staff must seek to find out whether their visitor can use the stairs in the event of an evacuation prior to their visit in order that the staff member can make the necessary arrangements, which may require staff to be trained in the use of the Evacuation Chairs. If there isn't sufficient time for the member(s) of staff to be trained in using the Evac Chair and there are no staff members already trained prior to the visitor entering the building then the visitor will only be able to access the ground floor. Additionally, if the visitor is unable or unwilling to use the Evac Chair then the visitor will only be able to access the ground floor. If this is not appropriate then alternative arrangements will need to be made.
- If the fire alarm sounds the visitor and person providing assistance should go to the main lift lobby at the front of the building and contact the Incident Manager using the intercom system. If the alarm is a drill or false alarm they will be told to wait in the lift lobby until the event is over. If told to evacuate then the visitor and person providing assistance will make their way out of the building by the stairs.
- All floors that are not at ground level have Evac Chairs situated in the main lift lobby at the front of the building. The lower ground floor is fitted with a Stair-climber and staff in the Open Access Centre are trained to use this.
- If the visitor is unable to walk up or down the stairs then they will need to evacuate in the Evac Chair with a trained member of staff who will ensure that the Incident Manager is informed of their evacuation.
- If access to the main lift lobby at the front of the building is impossible then the visitor and the person providing assistance should go to the lift lobby at the rear of the building and tell a fire warden to tell the Incident Manager of their location and that they do not have access to the evac chair or intercom system.

## **5. Other impairment**

- Please contact the Facilities Manager or the High Holborn H&S Adviser and discuss your needs with them so that a plan can be arranged before you leave the reception area.

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