

**LONDON COLLEGE OF COMMUNICATION
PART III - LOCAL HEALTH AND SAFETY ARRANGEMENTS**

Contents

LONDON COLLEGE OF COMMUNICATION	1
PART III - LOCAL HEALTH AND SAFETY ARRANGEMENTS	1
Introduction	2
Health and Safety Responsibilities.....	2
Accidents /Incidents /Near misses.....	7
First Aid	7
St Thomas' Hospital	8
Fire and Emergencies.....	8
Safety Representatives:	9
Risk Assessments	10

Introduction

This document forms Part 3 of the University of the Arts London Health and Safety Policy and details the local arrangements at The London College of Communication (LCC). It will be reviewed by the LCC 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 H&S Policy can be found on the intranet along with a series of guidance notes that provide detailed information about best practice and safe procedures. These documents can be found by selecting “H” then “Health and Safety”.

During induction, all staff must be made aware of the University's Health and Safety Policy, guidance notes and LCC local arrangements. 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. Student induction must also provide details on H&S policy including their responsibilities, reporting of accidents, evacuation procedures and reporting of unsafe conditions or practices.

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 LCC.

All contacts listed are responsible to the Head of College 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 Guidance Notes
- effective systems are in place to check efficacy of existing systems

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

Name: Natalie Brett

Title: Head of College

Telephone: 020 7 514 8013

Area of responsibility: Responsible to the Rector for all matters related to health and safety within LCC and for ensuring effective implementation of the University's Health and Safety Policy and general arrangements. The Head of College is also identified as the 'Responsible Person' for fire safety at LCC, as required by the Regulatory Reform (Fire Safety) Order 2005.

Name: Jackson Jessop

Title: Head of Technical Resources

Telephone: 020 7 514 2035

Area of responsibility: As Head of Technical Resources, the post holder is 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. The post holder will also work closely with the H&S Advisor to co-ordinate all aspects of Health and Safety in relation to technical and teaching support to ensure full compliance with all relevant regulations and requirements.

Name: Luci Sabato

Title: Health and Safety Advisor

Telephone: 020 7 514 6614

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

Name: LCC Health and Safety Committee

Committee members: All LCC H&S Committee members

Area of responsibility:

The Health and Safety Committee meets termly to promote the health, safety and welfare of staff and students. Committee members are made up of the College's senior management team, with a representative from each School as well as Union Representation. Each committee member demonstrates a personal commitment to H&S, maintaining high standards of H&S in their area of work.

The committee 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. The committee allows for consultation with staff through the elected Union H&S Reps. Staff and students may raise an issue through the H&S Committee if it cannot be resolved elsewhere.

Name: All employees

Area of responsibility: Safety at this site depends on the cooperation of all parties. As an employee of LCC 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 College, making sure you get proper training and that you understand and follow the College's health and safety policies.
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare.
- Report any injuries, strains or illnesses suffered as a result of undertaking your work.
- Inform 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.

Title: Deans

Name and telephone:

Lawrence Zeegen: Dean – School of Design – 020 7 514 6696

Karin Askham: Dean - School of Media – 020 7 514 1883

Area of 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: Director of College Administration

Name: Martin Hodkinson

Telephone: 020 7 514 8439

Area of responsibility: Oversee and take responsibility for H&S requirements across the college

Title: Facilities Manager

Name: Mina Ali

Telephone: 020 7 514 4262

Area of responsibility:

All health and safety matters relating to building, building services and building services staff. 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.).

Title: Students Union – Assistant Commercial Manager

Name: Catherine Terry

Telephone: 020 7 514 6579

Area of Responsibility: 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 Head of Colleges or the Duty Manager and act under that Manager's direction when so instructed.

Title: Shop Manager

Name: Steven Barrett

Telephone: 020 7 514 7162

Area of Responsibility: Responsible to the Retail Operations Manager for all health and safety matters affecting their operation and for completion of risk assessments within their area of responsibility.

Title: Catering Manager

Name: Anita Kelly or Acting Manager

Email: akelly@baxterstorey.com

Area of responsibility: responsible to the Baxter Storey Operations Manager for all health and safety matters related to the running of the canteen and for completion of HACCOP and other risk assessments within the canteen.

Title: Information Service: Library Manager

Name: Tania Olsson

Telephone: 0207 514 6667

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 they must inform the college's H&S Advisor.

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 Advisor. Fire wardens are not required to fight any fire. Fire wardens must inform the H&S Advisor if they leave the college's employment or permanently change their office base.

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. The H&S Advisor will keep records for all reported accidents, incidents and near misses for a period of 3 years.

Lost time accidents, major injuries and dangerous occurrences must be immediately reported to your Line Manager and the LCC Health and Safety Advisor. RIDDOR forms will be submitted as necessary by the UAL H&S Administrator. For a description of what is a major injury or dangerous occurrence, please use the following link:

<http://www.hse.gov.uk/riddor/guidance.htm>

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 LCC 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 H&S Advisor
- 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 LCC H&S Advisor and College Operating Officer immediately
- Do not remove objects from the scene or disturb the area
- Complete an accident report form and send to the H&S Advisor
- The University H&S Advisor will submit a report to the HSE under RIDDOR
- The LCC H&S Advisor will carry out an accident investigation in conjunction with relevant managers.

First Aid

First Aid boxes are located in various departments. Each box is clearly identified by a list of first aiders attached to the wall. First aiders are responsible to check the first aid boxes in their locations and report any missing items to the Health and Safety Advisor.

It is the responsibility of each first-aider to keep their certification in date and to tell the Safety Advisor if they change location or are otherwise no longer able to provide the service described.
November 2015

If you can't locate a first-aider quickly, call the main reception on extension 6532 – they will locate one for you.

The nearest hospitals are:

Guy's Hospital

Great Maze Pond (0.63 miles away)

and

St Thomas' Hospital

Westminster Bridge Road (1.19 miles away)

Fire and Emergencies

The college conducts Fire Risk Assessments at regular intervals and must maintain certain conditions to reduce the likelihood of a fire and to ensure safe evacuation in the event of an emergency.

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.

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 helpline 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 of 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!

If you discover a fire:

Activate the fire alarm at the nearest call-point located adjacent to all emergency exits

If the alarm sounds:

- Leave the building immediately by the nearest emergency exit
- DO NOT use the lifts
- DO NOT stop to collect personal belongings
- DISPERSE away from the building and return to site in 20 minutes
- DO NOT re-enter the building until you are given the all clear

Employees who require assistance in an evacuation should follow their Personal Emergency Evacuation Plan (PEEP).

If the doors do not automatically open, please press the green call points to override the locks.

Fire drills at this site:

Frequency: One per term
Assembly Point: Move away from the site completely for 20 minutes
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
Alarm testing: Weekly call points tested in rotation by Facilities team

Safety Representatives:

Name	Contact number	Union	Staff represented
Dave Bartlett	6944	GMB	All
Matt Phull	6869	GMB	All
TBC		UCU	

Risk Assessments

H&S Legislation requires the London College of Communication 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 by contacting the Health and Safety 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 that risk assessments are completed for all staff and student activities within their School or area of management.

Course Directors

Responsible for the completion of risk assessments relevant to their course. 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 Service 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.

Exhibitions / Events Staff

Responsible for ensuring that suitable and sufficient risk assessments are carried out for events and exhibitions taking place at LCC, or run by LCC at another location.

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.