

**Part III**  
**Local Health and Safety Arrangements**  
for:

---

**CSM ARCHWAY**

---

- 1) This document forms Part III of the University's Health and Safety Policy Statement and details the local arrangements for the time being in force for the above premises.
- 2) It will be up-dated, as necessary, to reflect changes in University Health and Safety Policy, legislation or staffing, in accordance with Part I Section (2) (3) of the Health and Safety at Work etc. Act 1974.
- 3) Staff must be made aware of Parts I, II and III of the University's and College's Health and Safety Policy Statement and should be kept informed of any modifications or changes.

4) **Key Health and Safety Manager**

---

Name:	<b>Professor Jeremy Till</b>
Title:	<b>Head of College</b>
Official Address:	<b>Central Saint Martins' College of Arts &amp; Design Granary Building, 1 Granary Sq. London NC1 4AA</b>
Telephone No:	7001
Emergency Telephone No:	7002 (Personal Assistant Kyra Brown)

**Deputy Key Health and Safety Manager**

---

Name:	<b>Terry MacDonell</b>
Title:	<b>Director of Resources and Administration</b>
Official Address:	<b>Central Saint Martins' College of Arts &amp; Design Granary Building, 1 Granary Sq. London NC1 4AA</b>
Telephone No:	7005
Emergency Telephone No:	3572

5) **Site Health and Safety Local Contact**

Name:	<b>Brian Whiting</b>	<b>Anne Smith</b>
Title:	Head of Teaching and Technical Resources	Dean of Academic Programmes
Responsible for:	Teaching & Technical Resources	Fashion, Jewellery, Textiles, Spatial Practices, Product Ceramic & Industrial Design
Telephone No:	7059	7150
Mobex:	n/a	7152

Name:	<b>Jonathan Barratt</b>	<b>Mark Dunhill</b>
Title:	Dean of Communication, Product & Spatial Design	Dean of Academic Programmes
Responsible for:	Above plus students	Fine Art, Drama, Performance, Graphic Communication Design, Culture & Enterprise
Telephone No:	7300	7200
Mobex:	7306	7202

Name:	<b>Cally Clerke</b>	<b>Nikki Byrne</b>
Title:	Associate Dean	Catering Manager
Responsible for:	Foundation	Catering (Baxter Storey)
Telephone No:	n/a	07972 583648
Mobex:	3816	n/a

Name:	<b>Sally McNally</b>	<b>John Woods</b>
Title:	Senior Facilities Manager	Facilities Manager (FM)
Responsible for:	Facilities and Estates	Facilities and Estates
Telephone No:	n/a	8000
Mobex:	3816	07725 467289

6) **Incident Managers**

---

The college has an Incident Manager on site during opening hours. The Incident Manager is the Senior Facilities person on duty.

---

7) **Accidents/Injuries/Incidents**

---

7.1) All accidents, injuries and incidents must be reported in accordance with the University's Health and Safety Policy.

---

7.2) The accident/injury/incident/near miss report forms can be found online at this link  
<https://myintranet.arts.ac.uk/staffandstudents/help/health-and-safety/staff/accident-reporting/>

---

7.3) Specified injuries and dangerous occurrences must be immediately reported to the **Head of Health and Safety by phone (020 7514 6103 or mobile 07971 166 876).**

---

7.4) Safety representatives have the right to investigate and inspect the site of accidents and incidents.

---

8)

**FIRST AID**

Anyone requiring First Aid support should call extension 7098; or 020 7514 7098. This connects you to the College Reception who will be able to make appropriate arrangements.

8.2) **Supplies for First Aid containers are available from:**

---

Name	Phone
Helpdesk	<a href="mailto:estatehelpdesk@arts.ac.uk">estatehelpdesk@arts.ac.uk</a> 8000

---

9) **Fire Precautions**

---

9.1) **Fire Drills**

Frequency:	Once a term
Procedure:	Leave by nearest exit
Fire Exits:	Follow " <b>Emergency Exit</b> " signs
Fire Alarms:	Alarm Bells throughout the building
Alarm Testing:	<b>Every Wednesday (times rotate)</b>
Assembly Point:	<b>Assemble in front of The Annexe if evacuating from Byam Shaw; and in front of Byam Shaw if evacuating from The Annexe.</b>

---

9.2) **Fire Action Notices**

---

Fire Action Notices must be displayed in all rooms of the premises and on main escape routes. Fire escape routes must be adequately signed.

9.3) **Emergency Evacuation**

---

In the event of an emergency evacuation all staff should ensure that their areas are cleared and must report to the Incident Manager or nominated deputy. A report should then be made by the Incident Manager to the Senior Officer of the emergency services.

No member of staff, student or visitor should be allowed to re-enter the premises until permission is given by the Incident Manager.

#### 9.4) **Personal Emergency Evacuation Procedure (PEEP)**

A PEEP should be completed for every person requiring special arrangements to be made to existing emergency evacuation plans to ensure that everybody coming on-site can evacuate in an emergency. If a person is only on site once, for a short period, consult the **General Emergency Evacuation Procedure** at the front desk.

Contact the College H & S Advisor for assistance with developing a PEEP for staff and the Disability Service for students.

#### 10) **Safety Representatives**

Name	Union	Phone	Site	Staff Represented
Alan Cook	GMB/Apex	7228	KX	Technical Staff
Arly Torcelino	GMB/Apex	7195	KX	Technical Staff
Rodney Wilson	GMB/Apex	7082	KX	Technical Staff
Sainey Njie	UNISON	8000	KX	All Staff
Tim Klotz	UCU	8778	KX	Academic Staff
Ginny Roncoroni	UCU	8771	KX	Academic Staff

#### 11) **Safety Committee**

The safety committee meets once per term and is composed of management and staff side representatives. The Clerk to the committee, to whom queries concerning its activities should be addressed, is:

Name:	<b>Esther Paoletti-Jackson</b>
Official Address:	Head of College Office
Telephone no:	7002
E-Mail	<a href="mailto:e.paoletti-jackson@csm.arts.ac.uk">e.paoletti-jackson@csm.arts.ac.uk</a>

#### 12) **Health and Safety Advisors**

##### 12a) **College Health and Safety Advisor**

Health and Safety assistance is provided by the College Safety Advisor **Niall Campbell** who can be contacted on **020 7514 8791** or [n.d.campbell@csm.arts.ac.uk](mailto:n.d.campbell@csm.arts.ac.uk)

##### 12b) **Head of Health and Safety**

Health and Safety assistance is provided by **Eleanor Pirie** as Head of Health and Safety and specialist external advisors are consulted when necessary. **Eleanor Pirie** can be contacted on **020 7514 6103**.

The line management responsibilities for Health and Safety are stated in the University Health and Safety policy. Further information can be found on the Universities web site

<http://www.arts.ac.uk/hr/health-safety.htm>

Local details can be found on:

**(M):\Health & Safety**