

## **Health and Safety Policy & Management arrangements**

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### **1. Policy scope**

This policy applies to all staff, tutors, students, premises and activities under the control of the Academy, including staff, tutors and students travelling off and between sites or overseas on Academy business. If the policy is implemented effectively, not only will the risk of injury and damage be reduced, but also Academy students will carry forward a positive attitude to health and safety in their working lives.

### **2. Policy aims**

The Board of Trustees, as the governing body of Art Academy London, recognises and is committed to its legal duty and responsibilities for the health and safety of staff, tutors, students and others affected by its operations. Art Academy London recognises its legal duty to provide a safe and healthy workplace and suitable working environment for its staff, tutors, students and others (contractors, visitors and the public) who could be affected by its work or undertakings.

The Board of Trustees delegates operational responsibility and authority for the implementation of health and safety policy to the Principal. The Facilities Health and Safety Committee is responsible for the provision and maintenance of a framework that will provide and maintain safe and healthy working conditions for all those for whom the Academy is responsible. To this end, the Facilities Health and Safety Committee will ensure that there is a management organisation competent to fulfil the requirements of this policy and will also ensure that:

- There is strong and effective Health and Safety leadership to Art Academy London
- Adequate resources are made available for assuring health and safety
- Decisions made reflect the intentions of the Policy
- Active participation in improvement of health and safety is encouraged and recognised
- There are effective routes for consultation with staff and students on health and safety
- Health and safety performance is continually reviewed and assessed at least termly.

Health and safety is a key line management responsibility and Art Academy London is committed to ensuring that it is an integral part of the core management activity of the AAL. The Executive Team will lead by example in communicating and promoting this policy and the aim will be to strive for continuous improvement in health and safety performance. Art Academy London requires all managers to demonstrate positive leadership in the promotion and management of health and safety. All staff are required to cooperate with management arrangements to address these responsibilities, including attendance at health and safety training.

This policy aims to:

- Reduce accidents and cases of work-related ill health
- Comply, as a minimum, with all relevant health, safety and environmental legislation and best practice
- Developing a positive health and safety culture throughout AAL

Sufficient resources will be made available to support the implementation of this policy.

### **3. Policy key objectives**

In order to achieve these key objectives the Academy is committed to:

- Promoting a proportionate and common sense approach to maintain respect and compliance
- Integrating health and safety planning into the Art Academy London's core activities
- Providing support for the development of a positive health and safety culture throughout AAL

- Defining the health and safety responsibilities of staff and tutors
- Ensuring that staff and tutors understand and are competent to discharge their individual responsibilities through the provision of sufficient information, instruction and training
- Holding staff accountable for meeting their individual responsibilities through a system of supervision, monitoring and review.
- Securing the competence of staff, tutors and their supervisors
- Ensuring that competent specialist advice on health and safety is available to AAL
- Maintaining an effective and properly resourced health and safety management system
- Ensuring that those staff and tutors who have direct responsibility for students actively encourage them to exercise a duty of care for their own safety and that of others around them
- Encouraging students to become risk aware
- Actively involving staff, including especially safety representatives, in health and safety
- Ensuring effective communication and consultation with staff, tutors, students and others affected by AAL's activities
- Coordinating and cooperating with other employers where:
  - Academy staff, tutors or students share premises and/or facilities and undertake activities with persons working in other organisations*
  - Persons from other organisations, including contractors, are working on AAL - controlled activities*
- Measuring and reviewing health and safety performance regularly with the aim of continuous improvement.

## 4. Business Continuity

Art Academy London is committed to maintaining quality and continuity in its provision to students by taking every measure to address health and safety and in particular to prevent fire or other incidents which might prevent the use of any of its buildings or facilities. In the event of an incident affecting the use of any of its buildings or facilities, such as fire or the emission of a hazardous substance, AAL will take all possible steps to minimise the impact on students' studies.

Art Academy London has a Local Major Incident and Recovery Plan as part of the Emergency Procedures, Business Continuity and Disaster Recovery Policy which outlines action to be taken and key staff to be contacted in the event of a major incident. It is updated annually and revised periodically. Details of the plans AAL has in place to minimise the impact of a fire or other incident on the AAL's business continuity can be found in this policy. Contained there are also the procedures AAL would adopt in the event of an emergency or disaster, including the personnel with responsibility for managing and implementing the plans.

In the event that a fire or incident forces the closure of one or more of Art Academy London's studios or workshops, where possible AAL would reschedule classes to an alternative studio. Art Academy London has approval to run its validated courses from three buildings - its main building at Mermaid Court, including the Russia House annex and the building opposite - one Mermaid House, Non-validated courses share these spaces. A further building, Red Lion Court, is currently used for public courses and non-validated programmes. Should fire or another incident affect the use of any part of any of these buildings, classes and workshops scheduled for that space or building can be rescheduled, either to another space within the same building (where these are unaffected by the incident), or to a studio in an alternative AAL building. In the unlikely event that, say, all AAL buildings in Mermaid Court were affected by the same incident, it would be possible to run the majority of classes and workshops at Red Lion Court and rent more space on a temporary basis.

## 5. Review

Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature and timing of actions necessary to remedy deficiencies. Art Academy London is committed to reviewing and developing its policy, organisation and arrangements for implementation to ensure that it remains both current and relevant. To achieve this it will document a review process that will be undertaken annually, with additional reviews initiated if a major change to premises or activities were to occur.

Results from audits of procedures, risk assessments, accident and incident data, as well as feedback from staff and students are utilised to ensure continual improvement. No significant alterations to the Health and Safety Policy, organisation or arrangements will be made without formal consultation and agreement of the Trustees.

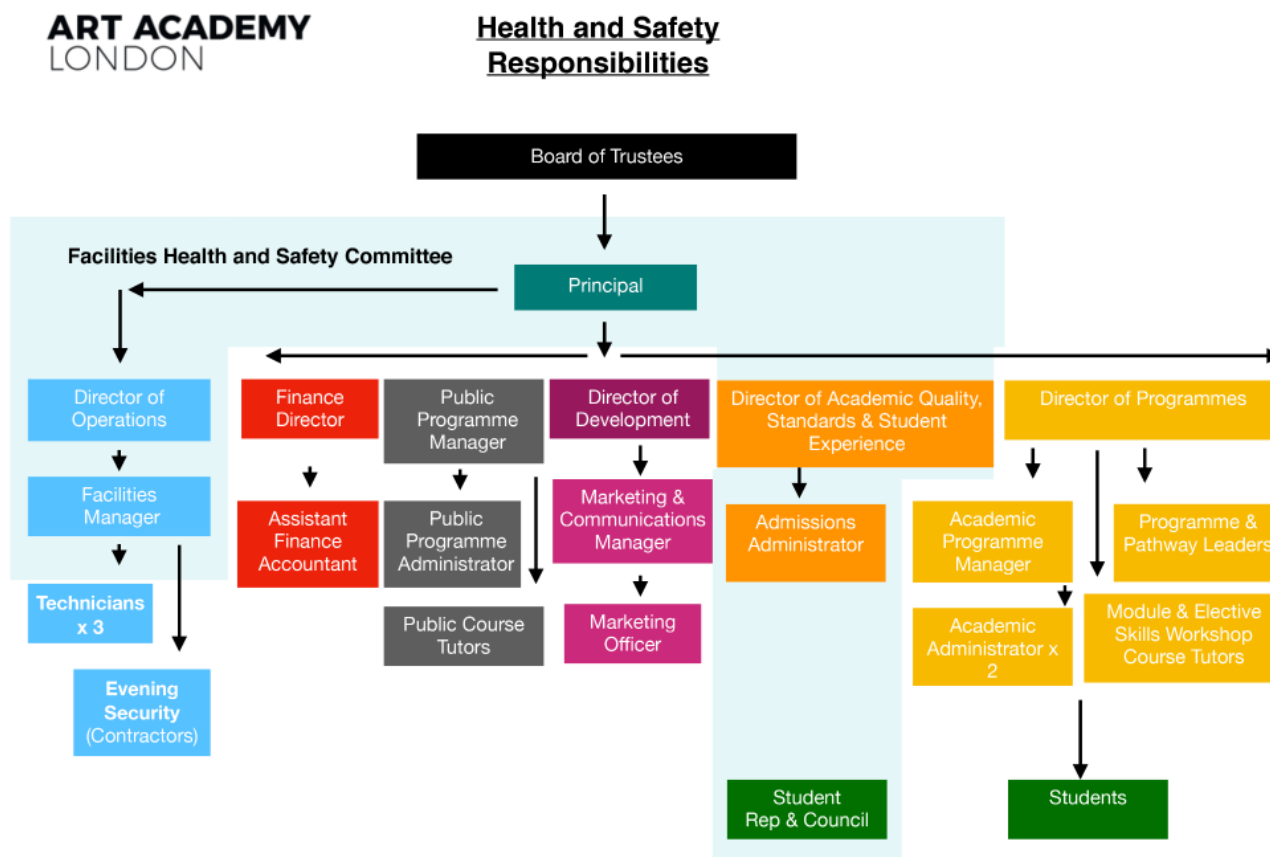
The Board of Trustees will undertake the annual review of Art Academy London's performance based on reports from the FHSC (see section 14).

## 6. Management arrangements

In compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, AAL is obliged to document the management arrangements it has in place for the implementation of its health and safety policy including the responsibilities of those charged with its implementation.

The arrangements set out here are based on the recommendations given by the Health and Safety Executive and reflect the requirements of the Management of Health and Safety at Work Regulations 1999 and approved code of practice and guidance for effective health and safety management systems, HSG 65. They lay down principles based on preventing harm and aim to control risks, react to changing demands and sustain a positive health and safety culture. These standards should be seen as the minimum level of performance AAL expects.

### 6.1 Organisational Chart



### 6.2 Board of Trustees

The Board of Trustees, as the governing body of the Art Academy London, has the legal duty and responsibility for the health and safety of staff, tutors and students and others affected by its operations and for ensuring, so far as is reasonably practicable, that the requirements of the Health and Safety at Work Etc. Act. 1974 and all relevant statutory provisions are complied with. This requires that the Trustees provide a safe and healthy workplace and suitable working environment for its staff, students and others (contractors, visitors and the public) who could be affected by the AAL's work or undertakings.

The Board of Trustees delegates operational responsibility and authority for the implementation of health and safety policy to the Principal. The Facilities Health and Safety Committee is responsible for the provision and maintenance of a framework that will provide and maintain safe and healthy working conditions for all those for whom the Academy is responsible.

The Trustees receive regular reports from the Director of Operations to help them to discharge their duties.

### **6.3. The responsibilities of the Principal in association with the other directors**

The overall responsibility for coordinating Health and Safety rests with the Principal but specific duties are delegated to others according to their experience, training and position within the hierarchy. Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day. The Principal shall, in conjunction with any other members of the Executive Team, ensure that this Policy is applied throughout the Academy as well as being adopted by all staff, tutors, students, sub-contractors and visitors to AAL premises.

Under the Director of Operation's guidance, effective accident prevention and safety training programmes are developed and procedures introduced to bring about a Safe and Healthy working environment. The Principal will also ensure that, as appropriate, management are trained in these policies and play their part in promoting Health and Safety. All new staff and tutors will be trained in AAL's Health and Safety requirements. Training received by all staff will be entered in the training tracker, this will be reviewed and any further training needs will be established. Each individual person has a duty of care to him or her self, as well as to all those they come into contact with during any part of the working day.

The Director of Operations with the Operations Manager undertake S.M.B.W.A's "Safety Management by Walking About". This will entail visiting studios and workshops and noting for themselves areas of safety in which they feel AAL requires the allocation of additional resources and secondly to establish the views of staff, tutors and students in relation to AAL's strategies and standards with regard to Health and Safety. The outcome of such visits will be discussed at subsequent Facilities Health and Safety Committee meetings or Trustee's meetings as appropriate.

Formal inspections of offices, studios, workshops and premises will also be undertaken to ensure that all work equipment is suitably maintained, checked for damage and wear in accordance with the Provision and Use of Work Equipment Regulations 1998 and the general office environment is assessed for Health and Safety compliance e.g. blocked access and egress routes, risk assessments and working practices. (See Section 7.5).

The Director of Operations and Executive Team have a responsibility to ensure that adequate resources in terms of both funding and time are allocated throughout the organisation with regards to safety and health and that:

- At all times consideration is given to health and safety in order that risks are reduced to levels which are as low as is reasonably practicable.
- Statistics are regularly checked with an aim of continual improvement.
- There is continued communication between all persons within the organisation and with any externally sourced consultant services to ensure best practice is followed and expert advice obtained where necessary.
- This Policy is implemented by everyone, and individuals meet their responsibilities
- The AAL's staff and tutors are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire organisation.

*Ultimately the Principal and Executive Team are to ensure that management set a good example and adequate time and resources are made available to ensure the competence of all staff and tutors with regards to Health and Safety and that there is coordination, co-operation and communication between all invested parties to achieve a uniform health and safety culture throughout the hierarchy of the organisation.*

### **6.4 Facilities Health and Safety Committee**

#### **Terms of Reference**

The Facilities Health and Safety Committee reviews and monitors health and safety and facilities works.

***The role of the Facilities Health and Safety Committee is to:***

- A. consider and advise on Art Academy London policies for health, safety and welfare, both statutory or otherwise and monitor and review their effectiveness.
- B. review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
- C. promote health and safety training in the AAL at all levels and to ensure that appropriate emergency procedures are in place
- D. receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- E. receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- F. consider reports of formal audits of AAL workplaces and activities and such other reports as may be submitted.
- G. request formal inspections of facilities as the Committee think appropriate and to receive reports of such inspections.
- H. consider and keep under review building work which may be needed to conform to good health, safety and welfare practice.
- I. keep under review communications and publicity relating to health, safety and welfare in AAL and where necessary to recommend any improvements or changes.
- J. consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.
- K. consider relevant health, safety and welfare matters raised by members of the Committee and the AAL community.
- L. On operational Facilities issues, the Committee will:
  - 1. review post project evaluations and consider any lessons for future projects;
  - 2. consider the implications for the development and management of the estate which arise from relevant legislation and guidance, in particular on planning and environmental management;
  - 3. monitor progress on estates capital and revenue projects;
  - 4. receive such information as is required to be assured in relation to key risks arising, including any implications for the capital programme, including but not limited to:
    - i. Fire Safety;
    - ii. Legionella;
    - iii. Asbestos Management;
    - iv. Security Operations;
    - v. Energy and Utilities;
    - vi. Environmental Performance and Waste Management;
    - vii. Statutory Maintenance.
  - 5. Advise on arrangements for the day-to-day management and utilisation of the estate.

## **Frequency of Meetings**

The FHSC meets a minimum of once a term and may meet more frequently if necessary.

## **Reporting Procedures**

The FHSC reports to and publishes minutes with actions to the Board of Trustees. Minutes are also made available to The Executive and Management Teams.

## **Membership:**

Director of Operations (Chair)  
 Principal  
 Director of Academic Quality and Student Experience  
 Operations Manager  
 Academic Programme Manager  
 Sculpture Leader  
 Print Leader  
 Student representative  
 Administrator (acting as secretary)

The quorum will be four, to include the Chair and Facilities Manager

Members of the Executive, Management Teams, specialist tutors and the Health and Safety consultants will be invited to the FHSC as appropriate.

## **6.5 Responsibilities of Health & Safety Consultant**

Art Academy London has appointed a Health & Safety consultancy firm to act as the Health and Safety expert.

The responsibility of the Health & Safety Consultant is to monitor, review and revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation, relevant Approved Codes of Practice and guidance material published by the Health and Safety Executive, Environment Agency and where applicable, the Local Authority.

In addition, the Health & Safety Consultant will undertake to perform those duties laid out below when requested or should the necessity arise:

- To advise Management at all levels, when requested, on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplaces the Health and Safety performance of staff, tutors and students and to report back to the FHSC on the findings of such inspections.
- To advise on, develop and prepare, if requested, Health and Safety documentation.
- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings, in which AAL may be involved.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve, with the cooperation of the Management, staff and site personnel, compliance with current legislation.
- To advise on fire precautions, signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- To give guidance on training required ensuring continued competency and, if requested, producing and undertaking a training programme.
- To undertake noise surveys when requested to ensure the compliance with the Control of Noise at Work Regulations 2005
- To arrange, when requested, for Portable Appliance Testing to be carried out on all AAL owned electrical equipment.

The Health & Safety Consultant or their nominee is also empowered during an inspection to stop machinery or processes, which she or he considers present serious and imminent danger to the operators, other personnel or the general public.

## **6.6 Responsibilities of the Director of Operations**

The responsibility of the Director of Operations is to oversee the implementation of the Academy's Health and Safety policies and procedures.

The Director of Operations is responsible for monitoring, reviewing and revising all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation, relevant Approved Codes of Practice and guidance material published by the Health and Safety Executive, Environment Agency and where applicable, the Local Authority.

The Director of Operations will work with the Facilities Manager to ensure Management at all levels is advised on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

The Director of Operations and the Operations Manager together will develop a strong concern for the safety of those that the organisation engages and for those who may be affected by the activities of the Academy. They will understand that the Academy safety culture is a serious one and that Health and Safety is paramount at all times. They will know, understand and implement the Art Academy London Health and Safety Policy with the objective

of ensuring a safe place of work for Academy staff, students, contractors and visitors.

The Director of Operations will undertake the duties laid out below:

- To advise on, develop and prepare Health and Safety documentation.
- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings, in which Art Academy London may be involved.
- To give guidance on training required ensuring continued competency and, if requested, producing and undertaking a training programme.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve, with the cooperation of the Management, staff and site personnel, compliance with current legislation.

In addition, the Director of Operations will:

- Monitor, control and correct the Health and Safety actions of staff and contractors and others who may be under his or her jurisdiction to ensure Health and Safety is given top priority and that the Health and Safety Policy is fully understood and implemented by them.
- Ensure that all staff and subcontractors engaged on the premises under their control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued, received and understood. Check that those who need to be aware of it understand it and if not, to implement and re-check it. Never to assume or leave Health and Safety matters to chance and to be proactive and prevent accidents from happening.
- Ensure that all staff are fully briefed at regular intervals in accordance with AAL's standard operating procedures. The Director of Operations shall also ensure that any staff who join the organisation at a later date are similarly briefed. She or he will frequently update staff and subcontractors on Health and Safety matters.
- Ensure the general public are not put at any risk from AAL operations.

## **6.7 Responsibilities of the Operations Manager**

The Operations Manager is responsible for monitoring and reviewing all requirements necessary for compliance, and has the authority to report directly to the Board of Trustees where they have serious concerns in regards to compliance that are not being addressed appropriately by the Director of Operations and/ or the Executive team.

The Operations Manager will undertake the duties laid out below, working closely with the Director of Operations as appropriate:

- To monitor by inspection of the workplaces the Health and Safety performance of staff, tutors and students and to report back to the FHSC on the findings of such inspections. To advise on fire precautions, signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- To undertake noise surveys when requested to ensure the compliance with the Control of Noise at Work Regulations 2005
- To arrange, as required, for Portable Appliance Testing to be carried out on all Academy owned electrical equipment.

The Operations Manager or the Director of Operations are also empowered during an inspection to stop machinery or processes, which they consider present serious and imminent danger to the operators, other personnel or the general public.

In addition, the Operations Manager will:

- Ensure that adequate personal protective equipment is available and worn when appropriate, replaced when damaged and is stored in an orderly fashion. (Personal protective equipment will be supplied to staff, and available to purchase by students and tutors).
- Stop any unsafe or potentially unsafe working practices immediately and notify the Director of Operations

- of personnel who persistently breach Health and Safety rules.
- Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.
- Ensure that work equipment is maintained in a fit state. Ensure equipment requiring repairs remains safely out of use until such time as repairs that may be required are completed. The Facilities Manager is also responsible for ensuring that all portable electrical appliances are subject to regular in service inspection and test, at intervals as specified within HSG 107.
- Wherever possible take responsibility for fully briefing whoever takes over his or her position and ensure that responsibilities are acknowledged, accepted and allocated as necessary.
- Never, under any circumstances, to allow works to proceed in an unsafe manner and report any accidents to the Director of Operations immediately after they happen. Ensure that any accidents are fully documented without delay.
- Use disciplinary procedures in consultation with the appropriate manager on any employee, tutor, student or contractor who is careless with regard to their own or others safety and take steps to restrain persons from taking unsafe risks.
- Ensure that all staff, tutors, students and any subcontractors receive AAL safety induction and safety awareness training before they start work.
- Ensure that all staff, tutors, students and any contractors under his or her control are treated equally with regards to Health and Safety and have a good understanding of the risks associated with their activities.
- Understand Art Academy London's Health and Safety Policy and to ensure that activities are planned in accordance with its requirements and work with the Director of Operations so that she or he can ensure that it is regularly examined to establish if improvements or additions should be made.
- Monitor, control and correct the Health and Safety actions of the persons under his or her control to ensure Health and Safety is given top priority and that AAL's Health and Safety Policy is fully understood and implemented.
- Ensure that all who report to him or her are kept fully up to date on any matters relating to Health and Safety.
- Maintain a safe place of work and ensure that workshops and studios are arranged in a manner that allows free movement, adequate working space and a working environment that is, so far as is reasonably practicable, free from risk.
- Ensure that all study equipment, workshop tools and large items of equipment i.e. metal shears, pillar drills etc are in good serviceable condition prior to each use.
- Ensure all students are informed of the risks associated with the use of the equipment and provided with suitable and sufficient personal protective equipment. (Students may be required to purchase PPE. PPE appropriate for activities undertaken in AAL classes and workshops will be available from the AAL shop.)
- Monitor and ensure all waste is properly disposed of within containers provided i.e. sealed metal containers for solvents/contaminated materials and correctly labelled.
- Ensure when ordering materials that consideration is afforded to selecting only non-hazardous or less hazardous materials where available and ensure that Material Safety Data Sheets are obtained and COSHH assessments are provided.
- Take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions while at work.
- Maintain a comprehensive accident log for AAL and to ensure that in the event of an accident, the circumstances are fully and accurately documented without delay. Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) if applicable. Details are to be analysed to assess trends for possible amendments to working practice.
- Maintain a proactive role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation.
- Ensure there is perseverance towards the continual improvement in AAL's Health and Safety performance and the performance of those contractors engaged by the Academy.
- Be aware of emergency procedures & to ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Always to consider how their acts or omissions may impinge on the Health and Safety of others.
- Report any incidents that may, if not corrected, be able to cause harm to others.

## 6.8 Responsibilities of the Director of Programmes

The responsibilities of the Director of Programmes are to:

- Understand the Academy's Health and Safety Policy. To ensure that activities are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be



made.

- Monitor, control and correct the Health and Safety actions of the persons under his or her control, including tutors and students, to ensure Health and Safety is given top priority and that AAL Health and Safety Policy is fully understood and implemented.
- Ensure that all who report to him or her are kept fully up to date on any matters relating to Health and Safety.
- Ensure that records of training and continuous professional development are regularly updated and maintained so as to ensure that all managers, tutors and academic staff are kept abreast of any legislative or best practice requirements.
- Maintain a proactive role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation.
- Ensure there is perseverance towards the continual improvement in the Academy's Health and Safety performance and the performance of those contractors engaged by the Academy.
- Assist the Executive Team to ensure that accidents and incidents are fully investigated and causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- Report any incidents that may, if not corrected, be able to cause harm to others.
- Use disciplinary procedures on any tutor or student who is careless with regard to their own or others safety and take steps to restrain persons from taking unsafe risks.
- Provide the HS Consultant, where possible, with details of any areas where the Academy Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.

## 6.9 Responsibilities of Technicians

The responsibilities of the technicians are to:

- Understand the Academy's Health and Safety Policy and to ensure that systems of work are planned in accordance with its requirements.
- Help maintain a comprehensive accident log for AAL and to ensure that in the event of an accident, the circumstances are fully and accurately documented without delay. Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) if applicable. Details are to be analysed to assess trends for possible amendments to working practice.
- Take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions while at work.
- Maintain a proactive role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation.
- Ensure there is perseverance towards the continual improvement in AAL's Health and Safety performance.
- Assist the Directors to ensure that accidents and incidents are fully investigated and causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- Ensure that all areas are kept clean and tidy and that escape routes are kept clear at all times undertaking frequent inspections of immediate working environments to ensure that if a hazard presents itself it is reported directly or immediately corrected, when possible.
- Be aware of emergency procedures & to ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Always to consider how their acts or omissions may impinge on the Health and Safety of others.
- Report any incidents that may, if not corrected, be able to cause harm to others.

## 6.10 Responsibilities of staff and Tutors

All staff and tutors of the organisation are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work Etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out their Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee may lead to dismissal from employment.

To ensure that Art Academy London remains a safe place of work, all staff, tutors and contractors are requested to:

- Read and understand the Academy Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of themselves and others who may be affected by their activities.
- Obtain a good understanding of the risks associated with their activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- Regard Health and Safety information and training as their right. staff and tutors should not carry out an activity unless they are satisfied as to their competency.
- Never, under any circumstances, work in an unsafe manner.
- Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first.
- Ensure that they use the correct tools and equipment for the job and not use equipment for work for which it was not intended, or if they are not trained or experienced to use it. Report any damaged tools or equipment. Keep all tools and equipment in good condition, inspect them frequently and do not use them if they are damaged or inadequate for the job.
- Be aware that emergency procedures exist and are for the benefit of everyone. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Keep the workplace tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. trailing cables, overloaded plug etc.
- Not to play dangerous practical jokes or partake in "horseplay".
- Report any injury to themselves, which results from an accident at work, even if the injury does not stop them working.
- Work in a safe manner at all times. staff and tutors should not take unnecessary risks, which could endanger themselves or others and should suggest safer methods of working to ensure that they and students are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.

The attention of all staff and tutors is drawn to their responsibilities under the Health and Safety at Work Etc. Act 1974. These include the following in particular: -

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of him or herself and of any other persons who may be affected by his or her acts or omissions while at work.
- As regards to any duty or requirement imposed on his or her employer or any other person by or under any of the relevant statutory provisions, to cooperate with them so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.
- All equipment should be fitted with safety devices or cut outs and these should never be by-passed. All equipment has been tested and supplied in accordance with the current legislation. Defects in equipment and tools must be reported immediately.
- Not to attempt to repair or maintain tools or equipment unless they have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. They should ensure that the guard protection is always in place where required for the safe use of equipment and ensure the working environment meets the safety requirements, so that heat, light and ventilation are adequate. Furthermore, they should ensure that the area is sufficient with regard to working space.
- Isolate all faulty equipment immediately and warn others who may be at risk. The employee or tutor should inform the Facilities Manager and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.
- Report all injuries to staff and tutors to the competent and/or qualified First Aider immediately. Details are also to be entered into the accident book.

Staff are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Academy, and that provision is made in the Health and Safety at Work Etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.

## 6.11 Responsibilities of Students

All students must cooperate with the Art Academy London in meeting its statutory obligations on health and safety. Failure to comply with Health and Safety duties and regulations on the part of the student may lead to dismissal from their course/ programme of study.

To ensure that AAL remains a safe place of work, all students are requested to:

- Read and understand the Academy Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of themselves and others who may be affected by their activities.
- Obtain a good understanding of the risks associated with their activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that these are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- Regard Health and Safety information and training as their right. Students should not carry out an activity unless they are satisfied as to their competency.
- Never, under any circumstances, work in an unsafe manner.
- Wear personal protective equipment when necessary but regard its usage as a means of last resort. (Students may be required to purchase PPE. PPE appropriate for activities undertaken in Academy classes and workshops will be available from the Academy shop.) Work to eliminate or control the risk first.
- Ensure that they use the correct tools and equipment for the job and not use equipment for work for which it was not intended, or if they are not trained or experienced to use it. Report any damaged tools or equipment. Not to use tools if they are damaged or inadequate for the job - report damaged tools to the Facilities Manager.
- Be aware that emergency procedures exist and are for the benefit of everyone. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Keep the workplace tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. trailing cables, overloaded plug etc.
- Not to play dangerous practical jokes or partake in "horseplay".
- Report any injury to themselves, which results from an accident at work, even if the injury does not stop them working.
- Work in a safe manner at all times. Students should not take unnecessary risks, which could endanger themselves or others.
- All equipment should be fitted with safety devices or cut outs and these should never be by-passed.
- Defects in equipment and tools must be reported immediately.
- Not to attempt to repair or maintain tools or equipment including the removal of safety guards. They should ensure that the guard protection is always in place where required for the safe use of equipment and ensure the working environment meets the safety requirements, so that heat, light and ventilation are adequate. Furthermore, they should ensure that the area is sufficient with regard to working space.
- Isolate faulty equipment immediately and warn others who may be at risk. The student should inform the Facilities Manager and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.
- All injuries to students must be reported to the competent and/or qualified First Aider immediately. Details are also to be entered into the accident book.

## 6.12 Responsibilities of third party consultants and contractors

- All Third-party Consultants and Sub-Contractors will be expected to comply with the Art Academy Health and Safety Policy and must submit their own Health and Safety Policy, method statement and risk assessments to the Facilities Manager for verification.
- Contractors will receive a copy of this Health and Safety Policy on request and will be expected to be fully aware of what is required of them.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others whom may be present in the work area and comply with any safety instruction given to them by managers or technicians.
- All tools and equipment brought into a work area by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, with any certificates available for checking. All staff must be adequately trained in the use of such equipment and where appropriate have available any certificates of competence.

- All electrical equipment is to be regularly tested and suitable for the conditions in which it is to be used or provided.
- Any injury sustained or damage caused by Contractors' staff must be reported immediately to the Facilities Manager.
- Contractors when informed of any hazards or defects will be expected to take immediate action.
- Art Academy London will provide COSHH assessments for any material or substance supplied for use. Contractors are to provide COSHH assessments for materials provided for their own use.
- Contractors are particularly asked to note that workplaces must be kept tidy and all waste materials cleared as work proceeds.
- It is the policy of the Academy that all staff, Contractors and persons within the works area wear protective clothing or equipment appropriate to the works being undertaken or as highlighted in the personal protective equipment assessment.
- Contractors are to provide suitable and sufficient protective clothing and safety equipment for their staff.
- Contractors are required to ensure that copies of all risk assessments, COSHH assessments and safe working documentation are available for inspection by the Operations Manager. Any such documentation should be provided before work is due to commence and in sufficient time to allow the HS Consultant to approve the document prior to commencement.

## 6.13 Training and competency

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. Guidance on general health and safety is provided in the Staff and Tutor handbook, which is supplemented by videos and further information and resources on Moodle.

All new staff and tutors receive an induction which includes elements of health and safety, as required in their role. All staff and tutors are required to attend a Health and Safety refresher session every three years to ensure they are kept up to date with all Art Academy London Health and Safety arrangements.

All staff, tutors and students will be trained in safe working practices and procedures prior to commencing work with any new machinery/apparatus or equipment. All staff, tutors and students are to be trained in accordance with the Management of Health and Safety at Work Regulations 1999.

### 6.13.1 Role specific health and safety training

Some staff and tutors will need additional safety training in order to carry out their role safely (specifically those within the operations department, but also some specialist tutors and technicians, such as those working in the wood and metal workshop). This training should be identified at induction and any additional needs thereafter in the annual staff appraisal.

All training deemed necessary to enable Art Academy London to comply with all relevant statutory requirements will be provided and paid for by AAL. Training will be mandatory with records of training kept in the AAL office. Art Academy London has a firm commitment to the training of its staff and tutors in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of AAL in these matters are complied with fully.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is a flexible approach whereby training is provided in whatever areas are required by individual staff, and, on occasion, tutors.

Training is provided in both a formal and informal manner and all staff and tutors are encouraged to identify any areas where they feel they require training or retraining in Health and Safety matters.

Training for First Aiders is detailed in the *Code of Practice - First Aid at Work* and training for Fire Wardens is detailed in the *Fire Policy and Procedures*.

### 6.13.2 Students

Students undergo health and safety induction at enrollment and subsequent briefings at various points in their time at Art Academy London, when exposed to new or changed risks, depending on the activities they are involved in. Refresher training will also be given as appropriate.

Guidance on general health and safety is provided in the Student Handbook, which is supplemented by videos and further information and resources on Moodle.

### **6.13.3 Performance Standards and appraisals**

Performance standards are specific targets that are set in order to maintain and improve health and safety, including compliance with the law. Performance standards must be measurable, make a positive contribution to accident/ill-health reduction and be realistically achievable.

Art Academy London sets performance standards to identify the contribution that people are expected to make in operating health and safety management systems established to control risks. A timescale for realistic achievement of standards should be set along with a date for review and evaluation as part of staff and tutor appraisals.

## **6.14 Occupational Health Assessment**

Certain work tasks carry risks to health and any health assessment carried out on an employee must be tailored to identify not only health problems arising out of the demands of the job, but also the effect an employee's health can have on a job.

It is recognised that certain work activities, if not properly controlled, can be detrimental to an employee's health, e.g. working with hazardous substances. It may also be that some staff are not suited to undertaking certain activities, or that some suitable adjustments to the work activity may need to be made. Such staff must be identified and where appropriate, a system of health surveillance implemented.

As part of risk assessments, Art Academy London will identify the hazards to health inherent in the work undertaken and the control measures required in order to manage the risks. Where a need for health assessment is indicated a referral must be made to an external Occupational Health consultant prior to exposure to the hazard or if staff subsequently report work-related symptoms. In all cases medical confidentiality will be strictly observed.

## **6.15 Disciplinary Procedure**

When there are issues of non-compliance of Health and Safety Regulations Art Academy London will investigate them. The Health and Safety Consultant, Operations Manager or Director of Programmes will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employee, tutor or student is made aware of the situations which are causing concern. If subsequently the problems persists then AAL will apply further measures to ensure the Health, Safety and Welfare of all staff, tutors, students and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee, tutor or student's attention will be drawn to a situation which is causing concern in order to give the offender the opportunity to explain and to improve a position. If subsequently the problem persists then further, more stringent measures may be necessary.

Where AAL is dissatisfied with an employee, tutor, student or sub-contractor's performance on Health and Safety grounds they will arrange a formal interview, where the employee, tutor, student or sub-contractor can be accompanied by a companion or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by AAL and shall remain available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The individual disciplinary policies and procedures (student, tutor and staff) detail the contraventions that will result in the offending individual being suspended from work or study pending an inquiry.

## **6.16 Consultation with invested parties**

### **6.16.1 Consultation with staff and tutors**

Art Academy London will ensure that there is regular consultation with all staff to achieve and maintain an

effective Health and Safety culture within Art Academy London's operations. AAL will consult with the staff and tutors or their representative before the introduction of new procedures or technology that may affect their working practices. Consultation may also occur with relevant staff or tutors before the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or new substances are to be used. The consultations may be undertaken on a formal and informal basis according to the matters being relayed. Where necessary AAL will keep records of the consultations.

### **6.16.1 Consultation with Students**

Students are asked to comment on H&S as part of programme and module feedback. H&S is discussed as part of student council meetings and all comments and feedback is collated and passed on to the FHSC by the AQSSEC (Academic Quality, Standards and Student Experience Committee) for consideration in H&S performance reviews. A student rep/ member of the student council sits on the FHSC.

## **6.17 Contractors**

All Contractors will receive a copy of Art Academy London Health and Safety Policy upon request. The following paragraph may be inserted into contracts to Contractors.

*"Please note this copy of our Art Academy London Policy Statement for Health, Safety and Welfare for contractors at these premises. Your acceptance of the requirements of this Policy will be deemed to include acceptance of the requirements of our Policy. Please contact The Art Academy for any information on any matter in connection with Health, Safety or Welfare."*

All staff and contractors are expected to co-operate and accept their duties contained in this policy. staff have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the AAL's undertakings.

# **7. Risk Assessment and Control**

## **7.1 Risk Management**

Risk management is the basis of the Academy's objective of achieving safe working places. The risk management procedures AAL adopts are as follows:

1. Identification of the risks.
2. Identify those who are at risk.
3. Assessments of the risks.
4. Identification of methods and practices of working to reduce the risks.
5. Assessment of the reduced risk levels.
6. Implementation of practices and procedures identified in risk assessments.
7. Monitoring and control of risk and risk reduction procedures.
8. Review findings and implement further controls where practicable.

## **7.2 Risk Assessment**

Art Academy London will carry out ongoing risk assessments. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

A written record of assessments must be completed which identifies the significant hazards and describes the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level. Where applicable specific assessments of hazards such as manual handling, display screen equipment, hazardous substances etc.

Separate, specific arrangements are in place for carrying out fire risk assessments. Please refer to the *Fire Policy and Procedure*.

*See Risk Assessment code of practice for details.*

## **7.3 Dangerous substances & COSHH**

Due to the type of activities undertaken by Art Academy London, a number of hazardous substances are used. AAL has a COSHH Code of Practice which must be followed by everyone.

Suitable and appropriate risk assessments must be carried out for any activities requiring the use of substances hazardous to health. AAL has a specific risk assessment form for COSHH related activity/ the use of hazardous substances. When completing COSHH risk assessments reference should be made to the relevant, current, safety data sheet. Assessments will be reviewed periodically and whenever there may be reason to suspect that the assessment may no longer be valid. A full survey of all chemicals used within AAL will be carried out and maintained, in line with the COSHH regulations. The results of such findings will be communicated to staff, relevant tutors and students together with controls.

The Academy will endeavour to purchase only those substances that are not hazardous to health, where possible. Risks associated with substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH Regulations 2002, restricted and strictly controlled.

Protective equipment, if required, will be provided free of charge to staff and tutors. Students may be required to purchase PPE. It will be a disciplinary matter if staff, tutors or students do not adhere to the use of personal protective equipment and use controls identified as part of the assessment.

*See COSHH code of practice for details.*

## **7.4 Risk assessments as part of students' learning.**

Being able effectively to assess risk and understanding health and safety principles is essential for artists wishing to exhibit their work publicly. Therefore, students are taught how to complete a risk assessment as part of their programme in order to assess the potential risks involved in installing and displaying their work in public settings. When students are asked to display work as part of assessment it is a requirement that they complete and submit a risk assessment. The Facilities Manager provides support in this respect.

## **7.5 Health and Safety Inspections**

In addition to the random S.M.B.W.As described in section 6.3, structured (checklisted) Health and Safety inspections of all our buildings are conducted termly by the Facilities Manager. Findings and the required remedial actions are recorded and reported to the FHSC. Arrangements are made to ensure that remedial action is implemented. More hazardous areas and equipment may require more frequent inspections. New work areas and those subject to substantial change should be inspected as soon as practicable after the acquisition or change.

The H&S Consultant shall undertake regular visits to ensure compliance with relevant statutory provisions, Approved Codes of Practice and guidance. A full audit of systems and procedures will be undertaken annually with the full approval of the Principal. This will be submitted to the FHSC and the Board of Trustees for consideration.

### **7.5.1 Behaviour Monitoring**

Human factors play an important part in accident causation and therefore regular routine (and random) direct observation of work and the actions of staff, tutors and students in order to assess compliance with workplace precautions forms a key part of Art Academy London's monitoring and inspection process. This should be undertaken in a positive way so that the views of staff, tutors and students are taken into account. Staff and tutors must intervene where unsafe working is observed in order that the causes are understood and dealt with effectively.

## **8. Fire Safety**

Staff, tutors and students are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee, tutor or student should raise the alarm and evacuate the building immediately. In this situation staff, tutors and students are to meet at the predetermined muster point.

All staff, tutors and students are briefed in fire safety at induction and information and guidance is contained within staff, tutor and student handbooks in this regard.

### **8.1 Evacuation Drills**

Evacuation drills are carried out periodically for the purpose of testing the effectiveness of the Academy's emergency procedures. Frequency of drills will vary but there should be at least one per term and at least one unannounced drill per year.

### **8.2 Fire Detection/ Alarm Equipment**

All buildings will be provided with a suitable means for alerting the occupants in the event of fire. Generally, and as a minimum, this will be an electronic fire alarm and detection system designed, installed and maintained in accordance with the relevant provisions of BS5839-1:2013.

The Operations Manager is responsible for the testing and maintenance of all the Academy's fire alarms. The regime should align with the relevant provisions of BS5839.

All members of the Operations team are responsible for providing fire and fire alarm data reports at regular intervals to the Operations Manager.

*See Fire Policy and Procedure for details.*

## **9. Environmental Considerations**

The Art Academy recognises its Duty of Care under The Hazardous Waste (England and Wales) Regulations 2005, the Environmental Protection Act 1990 and other associated statutory provisions.

Consideration will be afforded to recycling waste where practicable.

## **10. Housekeeping**

Art Academy London, will ensure that access/egress routes, especially fire exit routes are maintained and kept free of obstacles, especially combustible material, will be controlled and removed. Waste bins will be emptied on a regular basis to control any fire loading of combustible materials. Spillages will be dealt with immediately.

## **11. Security**

All buildings have suitable controls implemented to prevent intrusion by trespassers with a reception area for signing in/out. The office alarm system will be set when the building is vacant with duty key holders nominated. All visitors are required to agree to the Academy's Safeguarding policy and wear an identifying lanyard at all times.

## **12. Equipment Maintenance**

Art Academy London has a statutory duty to maintain and inspect its equipment and avoid risks to Health and Safety. AAL will ensure that all equipment used by staff, tutors and students is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, the log is to be kept up to date. Compliance with the Provision and Use of Work Equipment Regulations 1998 will be the minimum standard required.



Art Academy London will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required; these will need to take into account the operational needs as well as Health and Safety considerations and the possible impact of the environment. Also allowances must be made for the aptitude and skill of the operator. AAL will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Art Academy London will develop safe systems of work, which identify risks and hazards and then eliminate or reduce the risk to a minimum.

Staff, tutors and students using AAL equipment will be competent and trained. They must inspect the equipment before use and then at regular intervals. Everyone is required to report all faults, damage, defects or malfunctions to the relevant tutor, technician or the Operations Manager and must not use defective equipment. Defective equipment will be immobilised and identified as awaiting repair.

The following regulations contain requirements to be complied with in the provision, maintenance operation and use of machinery: Provision and use of Work Equipment Regulations 1998 (PUWER 98).

## **13. Accident Investigation**

The accident book will be reviewed on a regular basis with details analysed to assess trends for possible amendments to working practice. Accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are adopted with the aim of preventing recurrence, removing the hazard and reducing the risk. In the case of significant incidents, Art Academy London's HS Consultant will undertake a thorough investigation.

### **13.1 Accident procedure and RIDDOR**

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Academy has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Art Academy London will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe equipment for work and a clean, safe and healthy working environment. The organisation will provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its staff, tutors and students and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

Art Academy London will also, as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances;
- make regular risk assessments;
- take appropriate preventive/protective measures;
- appoint only competent personnel to undertake tasks.

Art Academy London will undertake risk assessments and ensure that there are sufficient competent trained First Aiders to meet the risks of first aid requirements and also that there are well maintained First Aid facilities in accordance with The Health and Safety (First Aid) Regulations 1981 (amended).

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of staff and students;
- the nature of the work in which they are involved;
- the type of activity they are undertaking.

The location of first aid kits shall be known by all staff, tutors and students and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One

person holding a current First Aid certificate or an “Appointed Person” certificate will be responsible for the proper use and maintenance of the first aid box.

Eye wash stations are available in every studio. Eye wash solution bottles will be regularly checked for complete seals and to ensure they are within expiration date. Bottles will be replaced as required.

## **13.2 Accident reporting**

All accidents are to be reported to the Facilities Manager and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR 2013 will be complied with. Records will require as a minimum:

- Name and address of injured person(s)
- Date, time and place of accident(s)
- A full explanation of the circumstances leading to the accident(s)
- Name of injured person(s) employer(s).

All relevant information must then be filed securely so as to ensure that personal details remain protected in accordance with the Data Protection Act and General Data Protection Regulations 2018.

## **14. Systems audits and monitoring of performance**

The Facilities Health and Safety Committee will conduct an annual review of Health and Safety performance for consideration by the Board of Trustees. Any corrective actions advised or suggested will be investigated and appropriate actions implemented.

The Academy’s HS Consultant monitors accidents through review of the accident book and will compile the supporting documentation for the authorities and keep records, where necessary. When there are reportable accidents that require notice to the Health and Safety Executive in accordance with Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, these are to be fully investigated by the HS consultant to determine underlying causes and corrective or preventive actions necessary to prevent a recurrence.

If there are any corrective or preventive actions required, these will be undertaken promptly to protect the health and safety of all those involved. Where appropriate, Art Academy London will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety.

## **15. Alcohol, Drugs and Smoking**

Smoking isn’t allowed in any enclosed workplace, public building or on public transport in the UK. There are penalties for smoking in the workplace: workers can be fined up to £200. The law doesn’t apply to e-cigarettes, but Art Academy London requires that everyone refrains from using e-cigarettes in its buildings. Anyone found smoking will be instructed to extinguish the cigarette immediately and repeat offences may be subject to disciplinary measures.

Anyone found under the influence of or in possession of alcohol or narcotics on Academy premises will be removed from the premises and subjected to appropriate disciplinary measures, which could include dismissal for serious offences as outlined in AAL’s policy on alcohol and drugs. Students, staff and tutors are reminded that some prescription drugs may induce tiredness and lethargy etc. therefore it is the policy of the Art Academy that any employee, tutor or student who is taking medication, prescribed or not, to inform their manager/ tutor if those drugs could affect their performance. staff, tutors and students are also requested to notify their manager/ tutor of any illness that may affect their ability to undertake activities or use equipment in a safe manner.

Staff are required to submit this information pursuant to the Health and Safety at Work Etc. Act 1974. Section 7.

## **16. Codes of practice**

The Academy has a number of Codes of Practice and regulations to support this Policy and Management Arrangement document. Along with this document and the Fire Policy and Procedure these can be found on tArt

Academy London's VLE (Moodle). These documents are available to all staff, tutors and students. This Policy document is additionally publically available on the AAL's website.

A full list of codes of practice and regulations:

Code of Practice - Noise Control  
Code of Practice - COSHH  
Code of Practice - DSE  
Code of Practice - Electrical Safety  
Code of Practice - Emergency Evacuation of Persons with a Disability  
Code of Practice - First Aid at Work  
Code of Practice - Hazardous Waste  
Code of Practice - High Impact Processes  
Code of Practice - Hot Work  
Code of Practice - Lone working  
Code of Practice - Manual Handling  
Code of Practice - New and Expectant Mothers  
Code of Practice - Off Campus Activities  
Code of Practice - Risk Assessments  
Code of Practice - Unattended Operation of Apparatus Outside of Normal working hours  
Code of Practice - Working at Height  
Regulations - PPE (Personal Protective Equipment)

## **17. Construction (design and management) regulations 2015**

Art Academy London have acknowledged that the requirements of The Construction (Design and Management) Regulations 2015, in particular where these requirements may impact upon future maintenance or construction work undertaken on or to our premises including offices, infrastructure and storage areas and will endeavour to ensure that the requirements of The Construction (Design and Management) Regulations 2015 are complied with.

Art Academy London shall therefore ensure the following in respect of The Construction (Design and Management) Regulations 2015: -

- Any planned construction work, including any internal refurbishment, maintenance works or necessary remedial works must be considered by the Facilities Health and Safety Committee.
- Where necessary, the Director of Operations will contact the Academy's Health and Safety Consultant with a view to establishing a procedure for the appointment of competent professional services i.e. Architects/Designers and provide advice/assistance in the selection and appointment of a competent Principal Contractor.
- Where necessary, the Health and Safety Consultant may also be appointed as "Principal Designer" as defined within the Regulations, acting on behalf of the Client in respect of managing the pre-construction and construction phase of each project as the need arises.

## **18. Insurance**

In recognition of its statutory and common law duties, Art Academy London has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by staff and regulatory authorities i.e. the Health and Safety Executive Inspectors.

## **19. Data Protection.**

In order to maintain accurate and efficient records information regarding the planning and management of Health and Safety, some information classified as personal data under the Data Protection Act (2018) and General Data Protection Regulations (2018) is processed and retained.

Any such personal data will be retained, shared and disposed of in accordance with Art Academy London's Data Protection Policy and Data Retention and Disposal Schedule.



Rob Pepper, Principal.  
24 April 2022



Paul Harris, Trustee  
25 April 2022

**Policies and documents that supplement and reference this document:**

- Student Handbook
- Tutor Handbook
- Staff Handbook
- Code of Practice - Noise Control
- Code of Practice - COSHH
- Code of Practice - DSE
- Code of Practice - Electrical Safety
- Code of Practice - Emergency Evacuation of Persons with a Disability
- Code of Practice - First Aid at Work
- Code of Practice - Hazardous Waste
- Code of Practice - High Impact Processes
- Code of Practice - Hot Work
- Code of Practice - Lone working
- Code of Practice - Manual Handling
- Code of Practice - New and Expectant Mothers
- Code of Practice - Off Campus Activities
- Code of Practice - Risk Assessments
- Code of Practice - Unattended Operation of Apparatus Outside of Normal working hours
- Code of Practice - Working at Height
- Regulations - PPE (Personal Protective Equipment)
- Fire Policy and Procedures
- Data Protection Policy
- Data Retention and Disposal Schedule

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Approved by	Board of Trustees	Date of approval	April 2022