

Health and Safety Policy

1. Scope

This policy applies to all employees, students, premises and activities under the control of the Academy, including staff 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 our students will carry forward a positive attitude to health and safety in their working lives.

2. Aims

The Board of Trustees, as the governing body of the Academy, recognises and is committed to its legal duty and responsibilities for the health and safety of employees, students and others affected by its operations. The Art Academy recognises its legal duty for providing 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 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, Principal as chair of 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 the Academy
- 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 the Academy is committed to ensuring that it is an integral part of the core management activity of the Academy. 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. The Academy 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 the Academy

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

3. Key Objectives

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

- A proportionate and common sense approach will be adopted to maintain respect and compliance
- The integration of health and safety planning into the Academy's core activities

- The provision of support for the development of a positive health and safety culture throughout the Academy
- Defining health and safety responsibilities of staff
- Ensuring that staff 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 and their supervisors
- Ensuring that competent specialist advice on health and safety is available to the Academy
- Maintaining an effective and properly resourced health and safety management system
- Ensuring that those staff 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, students and others affected by Academy activities
- Coordinating and cooperating with other employers where:
 - Academy employees 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 Academy- controlled activities*
- Measuring and reviewing health and safety performance regularly with the aim of continuous improvement

4. Implementation of the Policy and nominated health and safety person

The Director of Operations and Finance is designated with particular responsibility for ensuring that the health and safety management system is properly implemented and performing to requirements in all locations and spheres of operation within the Academy.

The Operations Manager is responsible for implementing this policy and is the Academy's nominated health and safety person. She will be undergoing full health and safety training to be completed by the end of 2018.

These arrangements will be based on identification of hazards and the control of risk.

The specific arrangements for carrying out the Health and Safety Policy are detailed in the Health and Safety Policy - Management Arrangement document. Practical guidance is included in staff, tutor and student handbooks.

5. Business Continuity

The Academy 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, the Academy will take all possible steps to minimise the impact on students' studies.

Details of the plans the Academy has in place to minimise the impact of a fire or other incident on the Academy's business continuity can be found in its **Emergency Procedures and Disaster Recovery** policy. Contained here are also the procedures the Academy 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 the Academy's studios or workshops, where possible the Academy would reschedule classes to an alternative studio. The Academy runs its courses from three buildings - its main building at Mermaid Court, one building opposite - 1 Mermaid House, and its Newington campus (ground and first floor studios and gallery). 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 Academy building. In the unlikely event that, say, all the Academy's buildings in Mermaid Court were affected by the same incident, it would be possible to run the majority of classes and workshops at

the Academy's Newington campus on a temporary basis.

6. Review

The Academy 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 alterations to the Health and Safety Policy, Organisation or Arrangements will be made without formal consultation and agreement of the Trustees.



Rob Pepper, Principal.
September 2018

Policies and documents that supplement and reference this document:

Student Handbook
Tutor Handbook
Staff Handbook
Health and Safety Policy - Management Arrangements
Studio/ Area Health and Safety Guides

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