

UNIVERSITY OF KENT
School of Arts

HEALTH AND SAFETY POLICY 2009-2010

1. STATEMENT OF INTENT

- The University of Kent recognises its ultimate legal duty and responsibilities for the health and safety of employees, students and others affected by its operations.
- The University Health and Safety Policy sets out the University's commitment to health and safety and the framework by which this will be achieved.
- Council aims to ensure that a framework is in place to enable the University to provide and maintain safe and healthy working conditions for all of those for whom it is responsible and is therefore committed to supporting the policy by:
 - providing health and safety leadership to the organisation
 - providing adequate resources for health and safety
 - ensuring its decisions reflect the intentions of the policy
 - encouraging the active participation of employees in improving health and safety
 - formally reviewing health and safety performance at least annually
- The University policy applies to all employees, students, premises and activities under the control of the University, including staff and students travelling off-campus in the UK or overseas on University business.
- The aim of the School of Arts Health and Safety policy and its operation is intended to implement the requirements of the University Health and Safety Policy and management system, as appropriate within School of Arts (also referred to as the School or Department in this document). The Head of School of Arts accepts that legal standards are the minimum which the School will seek to achieve, in addition to its on-going promotion of a culture of health and safety awareness. A concern for the health and safety of staff, students and visitors is thus an integral part of the operation of School of Arts.
- The Head of the School is charged with day-to-day responsibility for the implementation of the Department's policy, although staff and students have an important role in ensuring that this policy is implemented. As a minimum each individual has an obligation to take reasonable care for themselves and those who might be affected by their acts or omissions. Each individual is required to comply with the rules and requirements made under the authority of this policy and report to their manager/tutor, without delay, any accidents or work-related ill-health, any work situation that represents danger to health and safety or any shortcomings in the arrangements for health and safety.
- The Head of School will make available resources of both time and money, with regard to the measurement of performance, staff training and instruction in health and safety matters, the maintenance of an effective communication system and in bringing the policy to the attention of relevant persons to further the implementation of this policy. In addition, the policy will be reviewed regularly to ensure its continual relevance.
- This document should be read in conjunction with the School of Arts Staff Safety Handbook (including the document A Framework for Health & Safety Roles and Responsibilities Within Colleges, therein) and the University Safety Office Website (including the Student Health & Safety Handbook), at

<http://www.kent.ac.uk/safety/information.html>

2. **NOTES ON THE MANAGEMENT OF HEALTH AND SAFETY WITHIN SCHOOL OF ARTS**

(See the ‘H & S Organisation Chart’, in the ‘School of Arts Staff Safety Handbook’, APPENDIX B [this document] for named occupants of School of Arts Safety Posts, School of Arts Representatives on other safety committees where the School has an interest and standard School of Arts Safety Committee Meeting agenda items.)

- 2.1 Oversight of health and safety policy with School of Arts is entrusted to **The Head of School (HoD)**, responsible to the Vice-Chancellor for the management of health and safety within the School. The HoD is, consequently, responsible for the translation of University policy into School health and safety management, which arrangements will be based on the identification of hazards and the control of risk in the work and work-related activities carried out by staff and students of School of Arts, and the safety of spaces and activities within spaces dedicated to School of Arts use, including academic offices. The HoD will ensure that staff and students understand and are competent to discharge their individual responsibilities through the provision of information, instruction and training, holding staff and students accountable for meeting their individual responsibilities.
- 2.2 Monitoring, reviewing and developing health and safety policy and practice within School of Arts is charged to **the School of Arts Health and Safety Committee**.
- 2.3 Oversight of the operation of the School of Arts Health and Safety policy, and responsibility for the keeping of central records is charged to **the School Safety Coordinator**, who may also be consulted about the safe use of DSE equipment and related health issues.
- 2.4 Implementation of health and safety within the School of Arts Secretarial Offices is charged to **the School Safety Coordinator**.
- 2.5 **Directors of Subjects** have a particular responsibility for ensuring the implementation of School of Arts Health and Safety policy within their programmes, including safety inspections of all dedicated subject spaces, PAT testing of all technical equipment, risk assessment of all activities within dedicated teaching spaces (ensuring that risk assessment is undertaken for all relevant activities whether supervised or unsupervised). In the case of Drama, responsibility will include arrangements for public performance licences.

These responsibilities will be taken on as follows, with these members of staff acting as local safety managers:

Arts at Medway	The Director of Arts at Medway
Fine Art	The Director of Fine Art
Drama	The Drama Production Manager
Film Studies	The Film Production Manager
HPA	The Director of HPA

- 2.6 Responsibility for the day-to-day operation of safety within the subject areas is held as follows:

Arts at Medway	The Director of Arts at Medway
Fine Art	The Director of Fine Art
Drama	The Drama Production Manager
Film Studies	The Film Production Manager
HPA	HPA Safety Representative

2.7 All members of staff have a responsibility for health and safety when individually supervising any class and when assessing the safety of and instructing, any unsupervised class or group, notwithstanding particular designations of responsibility, adhering to University, local and School guidelines.

2.8 When using any School of Arts technical facilities members of staff supervising the work of or instructing unsupervised students, have a responsibility for ensuring the work is carried out safely, adhering to University safety policy and local guidelines. For work involving the use of dedicated spaces or equipment the following members of staff should be consulted:

Arts at Medway	The Director of Arts at Medway
Fine Art	The Director of Fine Art
Drama	The Drama Production Manager
Film Studies	The Film Production Manager
HPA	HPA Safety Representative

The School Information Technology Technician can be consulted about matters related to the safe use of IT equipment in dedicated teaching spaces for School of Arts and related health issues.

2.9 Dedicated teaching spaces in any of the colleges are covered by the Colleges Safety Committee. Members of the School using such spaces should also adhere to University safety regulations and local guidelines, in particular fire safety, serious accident and first aid procedures.

2.10 First aid provision in Eliot and Rutherford is through **College Receptionists**, who should be contacted in the first instance. **The Arts at Medway Director** (Medway), **Drama Technicians** (Eliot, Drama Marlowe Workshop and other studio spaces) and **The Film Production Manager** (Rutherford), will provide first-aid cover when college cover is not immediately available. (See APPENDIX B for names of School of Arts qualified ‘first-aiders at work’.)

2.11 For roles and responsibilities within Colleges, the document ‘A framework for Health & Safety Roles and Responsibilities within Colleges’ (to be found in the *School of Arts Staff Safety Handbook*) should be consulted, or contact the School Safety Coordinator.

2.12 Local Area Safety Committees:-

- i) School of Arts Health and Safety Committee, oversees all School of Arts health and safety matters termly. Membership: **the HoD, the School Safety Coordinator, the Drama and Film Production Managers and representatives from each School subject**. Minutes are posted electronically to all School of Arts staff and can be located on the DFS Shared IT network under School of Arts and ‘health and safety’.
- ii) The Colleges Safety Committee covers all University Colleges. **School of Arts Representative: The School Safety Coordinator.**

- Membership and Minutes are posted in the School of Arts Offices, Eliot and Rutherford.
- iii) The Gulbenkian Area Safety Committee. **School of Arts Representative: Drama Production Manager**. Minutes posted in the School of Arts Office, Eliot.
 - iv) The Grimond Building comes under the general management of the University Estates Department.
 - v) The Marlowe Building Safety Committee
School Representative: the **Drama Marlowe Workshop Manager**

Area Safety Committee Minutes are received for School of Arts by the **School Safety Co-ordinator**, with comments pertaining to School of Arts referred termly to the School of Arts H&S Committee.

All minutes are placed in School H&S records by the **School Safety Co-ordinator**.

3. SAFETY ARRANGEMENTS RULES AND INFORMATION

3.1 Working in a Safe Environment

All members of the School have responsibilities to themselves and to others to work safely and to co-operate in producing a safe and healthy workplace for all, for which they are held accountable. They should become familiar with:

- The *School of Arts Health and Safety Policy*, namely this document;
- The *School of Arts Staff Safety Handbook*, which is updated annually;
- The ‘Framework for Health and Safety Roles and Responsibilities Within Colleges’, to be found in the *School of Arts Staff Safety Handbook*
- The *Student Health & Safety Handbook* to be found on the Safety Health and Environment Unit (SHEU) Office website at:
<http://www.kent.ac.uk/safety/> ;
- and provisions for training, committing themselves to taking courses as required by the School H&S Committee in relation to their responsibilities. This training will enhance their ability to discharge particular responsibilities for ensuring a healthy and safe working environment.

3.2 Fire and Emergency Evacuation

- **All members of the School** are expected to follow the advice given in the School safety induction guidelines issued to new employees, in particular, the *School of Arts Staff Safety Handbook* and the *University Safety Website*:
<http://www.kent.ac.uk/safety/information.html>
- **Everyone** is required to follow the emergency evacuation procedures set up by those in charge of the Colleges, namely the Building Fire Manager, Fire Officer, and School of Arts Fire Marshalls and to respond promptly to the signal for evacuation, thereby setting a good example.
- **School of Arts teaching staff** are automatically designated Fire Marshalls in the event of a fire or fire drill procedure. **The Drama Production Manager** is the Fire Officer for the Drama Buildings.
- **Other School Fire Marshalls** are:
School of Arts (Drama) in the Marlowe Building – The Drama Workshop Technician
Rutherford N3 Corridor – The Film Secretary
Rutherford N2 Corridor – A member of Film Academic Staff
Rutherford CIS Rooms – The Film Production Manager
Eliot E4.E Corridor – A member of Drama Academic Staff
Eliot W4.N Corridor – The School Administrator

Eliot W4.3 Corridor – The Drama Secretary
Eliot W3.S Corridor – A member of Drama Academic Staff
- See Appendix B for names

- **All students undertaking work in Event & Experience Design, Drama, Film, Fine Art and Music Technology dedicated teaching spaces** will receive instruction in Fire emergency and evacuation procedures.
- Fire emergency procedures are summarised on the red and white permanent notices displayed in all Colleges and in School dedicated teaching spaces.
- **All School of Arts staff** are required to attend fire awareness training offered by the University Safety Office.
- Staff and students with any concerns about any aspect of fire safety should raise the matter with the School Safety Co-ordinator or the College Head Receptionist.

3.3 No-Smoking

The School has a duty to ensure, that all staff and students comply with the legal requirement to not smoke in buildings and enclosed spaces.

3.4 First Aid Provision

- **Receptionists**, who hold an adequate supply of basic first aid materials, should be consulted in the first instance. First aid supplies are also available in the Drama Studios; the Drama Workshop; the Drama Design Suite and the Film Production Manager's Office.
- For other minor injuries or ill-health, the assistance of a qualified First Aider should be sought - **College Receptionists** hold current first-aid qualifications, as do a number of **School of Arts staff** (details at APPENDIX B): the Director, Event & Experience Design (Medway), Drama Technicians (Eliot), Drama Technician (Marlowe Workshop) and the Film Production Manager (Rutherford).

In cases of serious accident or ill-health, staff and students should follow the procedures set out in the green and white notices permanently displayed in Colleges and School of Arts dedicated spaces.

3.5 Accident, Ill-health and Incident Reporting

- All accidents and incidents, whether resulting in injury or not, and issues of work-related ill-health must be reported to the person in charge of the work who will investigate and make a formal report immediately and precisely on the appropriate 'Accident Report Form'.
- 'Accident Report Forms' (green) are available from (Eliot) the **Drama Production Manager** and **Drama Secretary**; from (Rutherford) the **Film Production Manager**; or from the **School Safety Coordinator**. 'Work-related Ill-Health' Report Forms are available from the **School Safety Coordinator**, based in Eliot. The causes and issues raised by these reports will be promptly investigated and preventative or remedial actions recommended by the HoD.
- Accident reports are reviewed by the School H&S Committee and the University Director, Safety, Health and Environment Unit (SHEU) to detect trends, advise on remedial measures or initiate action. (*See item number 150 of the School of Arts Staff Safety Handbook.*)

3.6 Risk Assessment

- Since January 1993 there has been a specific legal requirement for all work to be assessed for risk and for the significant findings of the assessment to be recorded. This provision applies to all work activities including that of students in classes and work places.

- **A number of staff in the School** and all teachers of practice modules are charged with management of risk assessment [see below] and may be consulted for advice.
- **Students:** all module convenors are responsible for the assessment of their own class activities for risk, assessing the safety of any class or student group; including any work to be carried out unsupervised (including fieldwork and other off-campus activities), enabling students to undertake risk assessment of their own work.
- **Staff:** Regular assessment of risk arising from workstations will take place, with a re-assessment initiated with the purchase of new equipment or furniture (including PAT testing of all equipment, including staff-owned equipment); where there is a substantial change in the nature of the work; where the workload has increased significantly, or when work-related health problems are reported. Re-assessment will be conducted by those tasked with the management of risk assessment within two weeks of any of the above changes taking place.
- Copies of all risk assessments are sent to the **School IT Technician** and are kept in the School of Arts Health and Safety record.
- It is compulsory for all University staff to undertake a DSE (Display Screen Equipment) ‘User’ course offered by SHEU. Course details appear on the University SHEU Website.

Managers of risk assessment:

- **General risk assessment in programmes:**

Event & Experience Design & Music Technology	Director of Arts at Medway
Fine Art	Director of Fine Art
Drama	Drama Production Manager
Film Studies	Film Production Manager
HPA	Director of HPA

- **General risk assessment of work in dedicated spaces, work with equipment, etc:**

Event & Experience Design & Music Technology	Director of Arts at Medway
Fine Art	Director of Fine Art
Drama	Drama Production Manager
Film Studies	Film Production Manager
HPA	Director of HPA

- Specific risk assessment of practical student work: **module convenors.**
- IT use: **School IT Technician**
- School Academic, Administrative, Support and Technical staff
DSE/workstations: an assessment: team managed by and including the **School IT Technician**
- **Hazardous substances:**

Event & Experience Design & Music Technology	Director of Arts at Medway
Fine Art	Director of Fine Art
Drama	Drama Production Manager
Film Studies	Film Production Manager
HPA	HPA H&S Representative

3.7 Portable Electrical Equipment

- A University procedure exists for the regular inspection and testing of portable electrical equipment by an Estates Department qualified electrician.

- The following are responsible for ensuring that all School of Arts IT equipment is regularly inspected and tested following University guidelines:

Event & Experience Design & Music Technology	Director of Arts at Medway
Fine Art	Director of Fine Art
Drama	Drama Production Manager
Film Studies	Film Production Manager
HPA	HPA H&S Representative
Other	School IT Technician School DSE Assessors

- All staff should assist in maintaining electrical safety by complying with the requests/advice as specified in the *School of Arts Staff Safety Handbook*.
- The staff who have undertaken electrical safety awareness and inspection training are listed at APPENDIX B and can be consulted for advice: School Safety Coordinator, DSE Workstation Assessors.

3.8 Training

- University policy requires that **all staff** attend a fire awareness and DSE ‘User’ training course. School of Arts regards all staff as DSE ‘Users’.
- University policy requires that **all senior staff** with a current or intended management responsibility for health and safety attend safety training organised by the University SHEU.
- In addition **those with a managerial or supervisory role in safety** are required to receive training which will create an awareness of their responsibilities and duties in law and under the University's policy enable implementation of safety measures in an efficient and cost-effective manner; enable them to implement safety measures in a manner which can be monitored.
- School of Arts policy requires that **all staff** undergo health and safety training to enable them to carry out their responsibilities to themselves and to others in compliance with University policy.
- Staff are encouraged to undertake manual-handling training. Manual Handling Training, General Risk Assessment Training and Emergency First Aid Training is a School requirement for all teachers of practical modules. Where students are involved in any manual handling tasks they will be given adequate preparation.

3.9 Arrangements for Monitoring

- Compliance with University H&S policy will be overseen by the HoD and discussed at regular meetings of the School of Arts H&S Committee, overseen on a day-to-day basis by the **School Safety Co-ordinator** and operated by those designated as safety managers.
- All School of Arts Subjects will consider Health and Safety at Subject Board meetings at least once per term.
- The following documents will form the basis of reporting, to be considered by the School H&S Committee on a regular basis and archived by the School Safety Coordinator:
 - Accident Report Forms
 - Other documents will be considered on a regular basis and archived by School Safety Representatives (**the Director Fine Art; The Director Arts at Medway; the Drama Production Manager; the Film Production Manager; the HPA Safety Representative**)
 - Risk Assessment Forms

- Fieldwork Risk Assessment Forms
 - COSHH Forms
 - Safety Inspection Reports
- An annual report is made to the University Director, SHEU, which will include forward planning for health and safety in School of Arts.
- 3.10 Annual Inspection and Remedial Action
 The **School of Arts Safety Co-ordinator** will ensure, in consultation with the Directors of **Arts at Medway, Fine Art, Drama, Film and HPA** (the **Drama Production Manager** and the **Film Production Manager**) that all School of Arts-dedicated teaching spaces are formally inspected at least annually and informally at least termly. Inspection results will be suitably recorded and discussed by the School of Arts H&S Committee, as appropriate, with target dates set for the completion of any remedial action.
- 3.11 Dissemination of Health and Safety Information to staff:
- Induction of **new full-time and part-time staff**
 - Provision of an *School of Arts Staff Safety Handbook* to all staff and hourly-paid lecturers (via teaching rooms).
 - Circulars to staff and students from the University SHEU via the School Safety Coordinator;
 - College permanent Fire and Accident Notices;
 - The 'Framework for Health and Safety Roles and Responsibilities Within Colleges', to be found in the *School of Arts Staff Safety Handbook*
 - The *Student Health & Safety Handbook* to be found on the Safety Office website at: <http://www.kent.ac.uk/safety/>
 - H&S training courses – School staff with designated responsibilities are required to attend specified courses, *in particular all teachers of practical modules*. All staff are encouraged to attend safety courses, are required to attend fire awareness and DSE User training, plus Manual Handling, General Risk Assessment and Emergency First Aid in the case of teachers of practical modules.
 - Students:
 - Introduction to risk-assessment awareness for practical projects and matters of Health and Safety form a structured and where appropriate tested, part of any module which is taken in (or includes work to be undertaken in) Fine Art, EED, Drama, Film, HPA, or Music Technology studios, workshops or darkrooms, off-campus or during fieldwork.
 - Sections on health and safety guidelines are contained in all of the School's Student Handbooks. In Drama, Film and the Fine Arts programme, students taking practical modules are covered by more specific guidelines in additional production handbooks and/or in module descriptions.
- 3.12 Local and Specific Rules
 Local rules are readily available for consultation and posted in the relevant areas, see **APPENDIX A**.

APPENDIX A	DRAMA	FILM STUDIES	FINE ART	EVENT & EXPERIENCE DESIGN	MUSIC TECHNOLOGY
<u>Sources of information</u>	-	-	-	-	-
Safety Handbook (for staff and students)	Drama Office, Eliot; Online		Electronic format handbook available	<i>Production ongoing</i>	Electronic format available
Induction Procedure (for new students)	All students inducted as part of their POS		During September - emergency evacuation, personal safety, acceptable behaviour, display screen safety, safe studio and workshop practice, safety handbook, risk assessment		Phase 1 (September) - emergency evacuation, personal safety, acceptable behaviour, display screen safety; Phase 2 (January) - studio specific - electrical safety, trailing cables, obstructing fire exits
Safety Noticeboards				Galvanising Shop	
Safety Signage	In all studios and workshops		In all studios and workshops		In all studios and workstation rooms
<u>Fire evacuation procedure</u>					
Fire evacuation procedure	Notices displayed in all buildings		Adjacent to all fire extinguishers; Notices displayed in all buildings; included in safety handbook and induction	Adjacent to all fire extinguishers; Galvanising Shop Safety Noticeboard; EED Handbook; Bridgewardens College (101)	Adjacent to all fire extinguishers; notices displayed in all buildings; MT Safety Handbook; included in induction
<u>First Aid</u>					
First Aid provision	1st Aid boxes in Aphra, Lumley, ELT1, Drama Workshop (Marlowe)		Giles Lane Wet Room & Office; Ingram Studio; East Oast	Galvanising Shop Annex, Bridgewardens College (101)	Medway Reception
First Aid guidance			In all studios and workshops; included in induction	Adjacent to First Aid box, Galvanising Shop Safety Noticeboard, EED Handbook	Included in induction; Guidance in all studios and workstation rooms

APPENDIX A cont.	<u>DRAMA</u>	<u>FILM STUDIES</u>	<u>FINE ART</u>	<u>EVENT & EXPERIENCE DESIGN</u>	<u>MUSIC TECHNOLOGY</u>
<u>Forms</u>					
Incident/Accident reporting forms	Eliot - Drama Office, School Safety Coordinator; Drama Buildings - with First Aid kit		Giles Lane Office	M2-30 Office, Galvanising Shop (by noticeboards), Bridgewardens College (101)	M0-03; Medway Reception
Risk Assessment forms (blank)			Giles Lane Office		M0-03
<u>Use of facilities</u>					
Access to facilities			Through signage; included in induction procedure		Through signage and part of induction procedure
Lone working guidelines			In all studios and workshops; included in induction	Galvanising Shop Safety Noticeboard; GS Workshop Area; EED handbook; Bridgewardens College (101)	In all studios and workstation rooms; included in induction
Procedure for unsupervised work in subject specific locations	Drama Student Handbook	Darkrooms, Studio, Technical Spaces - Rutherford			
Opening / Closing procedure for Galvanising Shop				Opposite main entrance to Galvanising Shop; EED Handbook	
Procedure for use of Subject Specific Locations	ELT1, Aphra, Lumley, Eliot Sound Studio, Drama Workshop (Marlowe)			Galvanising Shop Safety Noticeboard; EED Handbook	

APPENDIX A cont.	<u>DRAMA</u>	<u>FILM STUDIES</u>	<u>FINE ART</u>	<u>EVENT & EXPERIENCE DESIGN</u>	<u>MUSIC TECHNOLOGY</u>
Galvanising Shop record book (for noting maintenance issues etc) - <u>this does not replace accident/incident reporting procedures</u>				M2-30 EED Office	
Lighting safety guidelines				Galvanising Shop Safety Noticeboard; GS Workshop Area; EED handbook	
Construction safety guidelines				Galvanising Shop Safety Noticeboard; GS Workshop Area; EED handbook; Bridgewardens College (101)	
<u>Record Keeping</u>					
Record of risk assessment			Giles Lane Office		M0-03
Completed risk assessment forms for generic activities				Galvanising Shop Safety Noticeboard; Galvanising Shop workshop area	
COSHH forms	Darkrooms, Workshops				
Minutes of safety meetings			Giles Lane Office	M2-30 EED Office	M0-03
Records of safety inspections (of facilities)			Giles Lane Office	M2-30 EED Office	M0-03
Local authority licence	Aphra & Lumley studios				

Named Occupants of School of Arts Safety Posts:

Head of Department	Dr Jonathan Friday
School of Arts Safety Coordinator	Jo Pennock
School Administrator	Jo Pennock

Local Safety Managers:

• Fine Art dedicated teaching spaces	Angus Pryor
• EED dedicated site at Medway	Gavin Carver
• Eliot: Drama Production Manager	Deborah Metcalf-Askew
• Rutherford: Film Production Manger	Heather Green
• Marlowe Building Workshop: Drama Technician	Sam Westbury
• Arts at Medway	Gavin Carver

School of Arts First-Aiders at Work:

(College Reception to be contacted in the first instance)

Rutherford:	Heather Green
Marlowe Building:	Sam Westbury
Eliot:	Ian Baird
Medway:	Rob Lindley (Estates)

School of Arts Electrical Inspectors:

School Safety Coordinator	Jo Pennock (pending training)
	Kevin Goddard
	Moses Malekia

DSE Assessors:

Allan Crockford
 Angela Whiffen
 Denise Twomey
 Georgia Wright
 Heather Green
 Ian Baird
 Jan Langbein
 Jo Pennock
 Kathryn Sansom
 Kevin Goddard
 Moses Malekia
 Sue Sherwood

School Fire Wardens:

School of Arts Marlowe Building	Drama Workshop Technician (Sam Westbury)
Rutherford N3 Corridor	Film Secretary (Jan Langbein)
Rutherford N2 Corridor	Film Academic Staff (Dr Aylish Wood)
Rutherford CIS Rooms	Film Production Manager (Heather Green)
Eliot E4.E Corridor	Drama Academic Staff (Dr Peter Boenisch)
Eliot W4.N Corridor	Department Administrator (Jo Pennock)
Eliot W4.3 Corridor	Drama Secretary (Angela Whiffen)
Eliot W3.S Corridor	Drama Academic Staff (Dr Darryll Grantley)

School Technical Staff

Film: Heather Green
Moses Malekia
Drama: Debs Metcalf Askew
Sam Westbury
Ian Baird
Scott Miller
Fine Art: Georgia Wright
Music Technology: Daniel Clark
School IT Technician: Allan Crockford

Directors of School of Arts Subjects

Director of Drama	Professor Paul Allain
Director of Event & Experience Design	Gavin Carver
Director of Film	Dr Peter Stanfield
Director of Fine Art	Angus Pryor
Director of HPA	Dr Ben Thomas
Director of Music Technology	Clive Arundell

School of Arts H&S Committee Subject Representatives:

Drama: Drama Production Manager	Debs Metcalf Askew
Film:	Heather Green & Sarah Turner
HPA:	Angus Pryor
EED:	Kathryn Sansom
Music Technology:	Daniel Clark
School of Arts Student Representatives:	TBC (one from each subject)

School Representatives on University Committees where School of Arts has an interest:

Colleges Safety Committee	Jo Pennock
Gulbenkian Safety Committee Grimond Building	Deborah Metcalf-Askew (Comes under Estates Dept. general management)
Marlowe Building	Sam Westbury (Marlowe Drama Workshop)
Safety Co-ordinators' Committee	Jo Pennock

Standard School of Arts H&S Meeting Agenda Items:

- Reports from the Chair
- Reports from Subjects
- Reports from Students (via Student Representatives)
- Staff Training Update
- Accident/Incident Reports
- Risk Assessment Concerns Queries or Updates
- Reports from Other UoK Safety Committees

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Dr Jonathan Friday
Head of School of Arts
August 2009