

# **Health and Safety Policy**

**Department:** School of Music and Fine Art



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## 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 Music and Fine Art 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 Music and Fine Art. The Head of School of Music and Fine Art 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 Music and Fine Art.*
- *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.*

## 2 Management of Health and Safety within the School of Music and Fine Art

### 2.1 Oversight

#### 2.1.1 Oversight of Health and Safety Policy

Oversight of health and safety policy with School of Music and Fine Art is entrusted to **The Head of School (HoS)**, responsible to the Vice-Chancellor for the management of health and safety within the School.

The HoS is, consequently, responsible for the translation of University policy into school health and safety management. These 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 Music and Fine Art, and the safety of spaces and activities within dedicated spaces dedicated including academic offices.

The HoS will ensure that staff and students understand and are competent to discharge their individual responsibilities through the provision of information, instruction and training. The HoS will hold staff and students accountable for meeting their individual responsibilities.

### 2.2 Monitoring

#### 2.2.1 Monitoring, reviewing and developing the Health and Safety Policy

Monitoring, reviewing and developing health and safety policy and practice within School of Music and Fine is charged to the School Management Committee .

Oversight of the operation of the School of Music and Fine Art Health and Safety policy, and responsibility for the keeping of central records is charged to the **School Safety Coordinator**

### 2.3 Implementation

#### 2.3.1 Responsibilities for implementation

Implementation of health and safety within the School of Music and Fine Art Administration Offices is charged to **School Administration Manager**.

**Directors of Studies (Curriculum lead)** have a particular responsibility for ensuring the implementation of School of Music and Fine Art Health and Safety policy within their programs, including safety inspections of all dedicated subject spaces, ensuring PAT testing has been undertaken, risk assessment of all activities within dedicated teaching spaces (ensuring that risk assessment is undertaken for all relevant activities whether supervised or unsupervised). These responsibilities include arrangements for public performance licences.

Fine Art:	Director of Studies
Creative Events:	Director of Studies
Music:	Director of Studies

**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.

When using any School of Music and Fine Art 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:

All specialized rooms	Technicians
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**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 Music and Fine Art and related health issues.

**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.

**First aid provision** in colleges is through **receptionists or any of the listed first aiders**. (See Appendix A for names of School of Music and Fine Art qualified 'first-aiders at work'.)

## 3 Safety arrangements rules and information

### 3.1 Working in a safe environment

#### 3.1.1 Sources of information

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 Music and Fine Art Health and Safety Policy*, namely this document;
- The *School of Music and Fine Art Staff Safety Handout*, which is updated annually;
- 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/>
- Provisions for training, committing themselves to taking courses as required by the School in relation to their responsibilities. This training will enhance their ability to discharge particular responsibilities for ensuring a healthy and safe working environment.

#### 3.1.2 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 Music and Fine Art Staff Safety Handout 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 Music and Fine Art Fire Marshalls and to respond promptly to the signal for evacuation, thereby setting a good example.
- Staff and students with any concerns about any aspect of fire safety should raise the matter with the School Safety Co-coordinator.

#### 3.1.3 First Aid Provision

For minor injuries or ill-health, the assistance of a qualified First Aider can be sought – A number of Music and Fine Art staff hold current first-aid qualifications (see appendix A)

**Receptionists**, who hold an adequate supply of basic first aid materials, can also be consulted in the first instance. First aid supplies are also available in **each building**.

**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 Music and Fine Art dedicated spaces.**

### 3.1.4 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.

## 3.2 Accident, ill-health and incident reporting

### 3.2.1 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. These report forms are available through <http://www.kent.ac.uk/safety/hs/pages/accidentreporting/incidentreportingprocedure2012.html>

The causes and issues raised by these reports will be promptly investigated and preventative or remedial actions recommended by the HoS. Accident reports are reviewed by the School management Committee and the University Director, Safety, Health and Environment Unit (SHEU) to detect trends, advise on remedial measures or initiate action.

## 3.3 Risk assessment

### 3.3.1 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. All staff within the school especially teachers of practice modules are charged with management of risk assessment.

**Students:** All teaching staff are responsible for the risk assessment of their own class activities (supervised or unsupervised) on or off campus. In addition they are also responsible for the supervision and successful completion of risk assessments undertaken by their students.

Copies of all risk assessments are sent to the **Health and Safety Coordinator** in order to be recorded digitally for future reference. Risk assessments should be reviewed annually.

#### General risk assessments in programs

Fine Art:	Director of Studies
Creative Events:	Director of Studies
Music:	Director of Studies

#### Specific risk assessment of practical student work

Teachers of practice modules

#### General risk assessments in dedicated areas or working with specialist equipment.

Technicians

### 3.3.2 Portable Electrical Equipment

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

All staff should assist in maintaining electrical safety by complying with the requests/advice as specified in the *School of Music and Fine Art Staff Safety Handout*.

## 4 Training

### 4.1.1 Training courses

- University policy requires that **all staff** attend a fire awareness and DSE 'User' training course. School of Music and Fine Art 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 Music and Fine Art 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.
- All Staff are encouraged to undertake manual-handling training. Manual Handling Training, General Risk Assessment Training and Emergency First Aid Training are a School requirement for all teachers of practical modules. Where students are involved in any manual handling tasks they will be given adequate preparation.

### 4.1.2 Monitoring

### 4.1.3 Annual Inspection and Remedial Action

The **School of Music and Fine Art Safety Co-ordinator** will ensure, in consultation with the directors of programs that all School of Music and Fine Art-dedicated teaching spaces are formally inspected at least annually and informally at least termly.

Inspection results will be suitably recorded and discussed at the School of Music and Fine Art management meeting, as appropriate, with target dates set for the completion of any remedial action.

#### 4.1.4 Dissemination of Health and Safety Information to staff

- All new staff will be given a Health and Safety Induction
- Provision of a *School of Music and Fine Art Staff Safety handout* to all staff and hourly-paid lecturers.
- Circulars to staff and students from the University SHEU via the School Safety Coordinator.
- Permanent Fire and Accident Notices.
- 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.

#### 4.1.5 Dissemination of Health and Safety Information to students

Introduction to risk-assessment awareness for practical projects and matters of Health and Safety should form a structured and, where appropriate, tested part of any module which is taken in (or includes work to be undertaken in) Music, Fine Art or Creative Events 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.

## APPENDIX A

### Named Occupants of School of Music and Fine Art Safety Posts:

Head of School	Professor Kevin Dawe
Acting School Administration Manager	Brigid Carroll
Health and Safety Coordinator	Phil Marsh

### School of Music and Fine Art First-Aiders at Work:

(College Reception to be contacted in the first instance if incident occurs in college)

Catherine Hill  
Moses Malekia  
Georgia Wright

### School of Music and Fine Art Electrical Inspectors:

Catherine Hill  
Charlie Fleming

### DSE Assessors:

Georgia Wright  
Moses Malekia  
Catherine Hill

### School Fire Wardens:

Moses Maleika – Bridgewardens  
Graham Lewis – Old Surgery  
Charlie Mayes – Old Surgery

### School Representatives on University Committees where SMFA has an interest:

Colleges Safety Committee	Phil Marsh
Safety Co-ordinators' Committee	Phil Marsh