

THE COURTAULD INSTITUTE OF ART HEALTH AND SAFETY POLICY

1. Policy Statement

- 1.1 The Courtauld Institute of Art (hereinafter referred to as The Courtauld) recognizes and accepts its responsibilities and duties under the Health and Safety at Work Act (1974) and other relevant statutory provisions.
- 1.2 The Courtauld is committed to the provision of safe and healthy working conditions for all employees and students and to the safeguarding of all persons entering The Courtauld's premises. It also undertakes to maintain the premises in a condition that is safe and without risk to health including the means of access and egress. Providing and maintaining plant and systems of work that are safe and without risk to health.
- 1.3 The Courtauld is committed to provide the necessary information, instruction, training and supervision to all employees, students and other persons on The Courtauld's premises.
- 1.4 The Courtauld will cooperate in safety matters with other employers with whom The Courtauld shares premises and co-ordinate safety arrangements with them as required by the Management of Health and Safety at Work Regulations (1999) and Fire Safety Order (2005).
- 1.5 The Governing Board regards health and safety as a core management function and will work to ensure the commitment of all members of staff to the full implementation of the Health and Safety policy, and to providing adequate resources and facilities to enable the requirements of this policy to be met.
- 1.6 This Health and Safety Policy (as required under Section 2(3) of the Health and Safety at Work Act 1974), together with the various Codes of Practice and guidance on health and safety issues published on the intranet, make up The Courtauld's policy, organization and arrangements for health and safety.

2. Organisation and Responsibilities

- 2.1 **The Governing Board** carries and accepts ultimate responsibility for the discharge of The Courtauld's legal duties. It will receive annual health and safety reports and will be informed of any major health and safety concerns by The Courtauld's Health and Safety Committee and/or the Director.
- 2.2 **The Director of The Courtauld:** the Governing Board has delegated the authority to implement this policy to the Director of The Courtauld. The Director takes the organisational lead on policy, objectives and targets and delegates the implementation and review to the **Chair of the Health and Safety Committee**.
- 2.3 **Heads of Department** accept the employer's responsibility for compliance with Health and Safety legislation and The Courtauld's Health and Safety Policy within the areas under their control, and are responsible for the training and supervision of staff and students in their respective areas with regard to health and safety matters.
- 2.4 **Line Managers** have a responsibility for the daily health and safety of the staff, students and activities they manage. All managers are responsible for ensuring, as far as is reasonably practicable, the health and safety of all visitors, contractors and others who may be affected by the activities they manage.
- 2.5 **The Facilities Manager is mainly responsible for:**
- Ensuring that the physical premises and facilities services within The Courtauld are fit for purpose;
 - Managing health and safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements);
 - Coordinating/managing health and safety aspects in all general accommodation and space;
 - Maintaining relevant statutory health and safety records relating to the building, plant/machinery maintenance and emergency arrangements;
 - Disseminating health and safety information.
- 2.6 **All Employees and Students are responsible for:**
- Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions;

- Complying with safe systems of work or any other safety instruction that will safeguard them and other fellow employees, students and other users of The Courtauld;
- Reporting to their immediate supervisor/line manager any defects in plant, machinery, equipment, slip/trip hazards or systems of work;
- Making use, and taking proper and reasonable care, of protective/safety equipment, tools, plant and equipment;
- Taking part in health and safety induction and training as required.

2.7 **Competent specialist advisors** can be accessed to advise management and staff on occupational health and safety issues:

- Health and Safety Advisor
- Radiation Protection Advisor
- Occupational Health Service

They will advise on all aspects of their specialism in health and safety matters, ensure compliance with relevant legislation and assist in the production of codes of practice and safe systems of work where appropriate. They will also assist in preparation of reports for various bodies, for example Health and Safety Committee and/or Enforcement Agencies.

2.8 **Staff Consultation:** The Courtauld will consult staff, student and Trade Union representatives on arrangements to co-operate in the promotion and development of health and safety at work. The Courtauld will consult with Safety Representatives as provided for in the Safety Representatives and Safety Committees Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996. The Courtauld will provide adequate facilities for them to perform their functions.

A Health and Safety Committee has been established in accordance with the Safety Representatives and Safety Committees Regulations 1977. It reports to the Director via the Senior Management Team (SMT) and through SMT to the Governing Board. Its duties include advising on setting health, safety and welfare standards and objectives, the monitoring of health and safety performance and reporting non-compliance with The Courtauld's Health and Safety Policy.

3. Arrangements for Health and Safety

- 3.1 **The Courtauld's Health and Safety Manual** supplements this policy and is based on current best practice and standards to ensure compliance with the law. The manual contains health and safety guidance and codes of practice covering all relevant health and safety risks. The standards set by the Health and Safety Manual should be complied with at all times.

The Health and Safety Manual is written and maintained by the Health and Safety Advisor who will seek advice from both internal and external sources as necessary. Any changes or additions to the Health and Safety Manual will be distributed for consultation before being agreed by the Health and Safety Committee

- 3.2 **Risk Assessment Procedure.** All activities within The Courtauld are subject to the process of risk assessment, which is a key element in the process of successful health and safety management. It requires line managers to be proactive by identifying, assessing and reducing risks where necessary.
- 3.3 **First Aid Provision.** The Courtauld provides trained first-aiders to treat staff, students and visitors who require such attention. Contact the Security Office via extension **2531/2888** where a trained first-aider is always on duty.
- 3.4 **Accident Reporting.** It is the duty of employees to report all accidents and near-miss incidents they are involved in, or witness, to security where they will be recorded on an incident report form. Some occurrences may require reporting to the Health and Safety Executive, so prompt reporting is always essential.
- 3.5 **Reporting of unsafe conditions.** Staff can report any health and safety related repairs and maintenance to the Facilities Team. Any non-routine high priority repairs or maintenance is referred that is unable to be dealt with within limitation of the Facilities budget to the Senior Management Team via the Director of Operations for review.
- 3.6 **Fire and Emergency Procedures** have been designed and put in place to give warning of imminent danger, and to assist as necessary, all staff, students and visitors to move to a place of relative safety. Regular fire drills take place during term times.
- 3.7 **Control of exposure to specific risks or hazards** i.e. radiation,

hazardous substances, manual handling and computer workstations will be kept under periodic review, by departmental managers with additional advice and support provided by the Radiation Protection Advisor and Health and Safety Advisor.

- 3.8 **Maintenance and testing of electrical equipment** will be undertaken by annual portable equipment testing and five-year fixed electrical wire testing.
- 3.9 **Permit to work system:** The Courtauld's designated Planned Preventative Mechanical and Electrical Maintenance provider is required to operate safe working practices relating to both their own designated staff on site including those of their sub-contractors via the implementation and use of Permits to Work.
- 3.10 **Provision of adequate welfare facilities, personal protective equipment and health and safety training for staff,** will be monitored and kept under period review by the Health and Safety Advisor in conjunction with the Human Resources Manager and Facilities Manager.
- 3.11 For membership and Terms of Reference of the Health and Safety Committee see Appendix 1 and 2.

4. Health and Safety Performance and Review

4.1 Reactive Monitoring

All reported accidents and incidents will be reviewed and followed up by managers, including accidents or incidents reportable to the HSE (the Health and Safety Executive) under the RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1992). A summary of all reported incidents will be provided to and thus, considered at each the Health and Safety Committee.

4.2 Proactive Monitoring

- 4.2.1 Safety Inspections and Audits of the Workplace will be undertaken regularly, i.e. at least once annually and or where there are significant changes to working practices and or layouts as a result of but not limited to departmental reorganisations and moves. The purpose of safety inspections and audits is to monitor and measure safety performance against legal requirements and accepted standards of good practice, including those set out in codes of practice.

- 4.2.2 In the Spring Term of each year a formal inspection of each area will be arranged by the Facilities Manager and/or Health and Safety Advisor in conjunction with a representative of the area. The inspection team may include trade union nominees in the exercise of their statutory right to make periodic inspections of the workplace. On completion of the annual inspection, a report agreed by the inspection party will be compiled by the Facilities Manager/Health and Safety Advisor and sent to the head of the area. If any inspection reveals hazards or deficiencies in safety standards, the head of the area or Facilities Manager will be expected to instigate prompt remedial action. A summary of the annual inspections will be presented to summer term meeting of the Health and Safety Committee.
- 4.2.3 An annual inspection alone is inadequate for combating transitory problems (such as hazards created by poor house-keeping). All departments are therefore expected to conduct minor inspections at least once per term to supplement the principal annual inspection. Records of the events and any findings should be kept within the department.
- 4.2.4 An annual health and safety report will be submitted to the Governing Board in July of each year outlining progress and actions taken during the preceding 12 months and the objectives set for the academic year ahead.

Signed:

A handwritten signature in blue ink, appearing to read 'D Swallow', is written over the signature line.

Professor Deborah Swallow
Märit Rausing Director

May 2015

Appendix 1

The Health and Safety Committee Membership 2016/2017

Chair

Director of Operations Robert Thorpe

Ex officio:

Facilities Manager Anthony Tyrrell

Accommodation and Bookings Officer Minnie Nabali

Health and Safety Advisor *Post vacant*

Head of Human Resources Anjum Saad

Nominated Members:

1 UCU Representative Antony Hopkins

1 UNISON Representative Pia Rainey

Students' Union Representative Tennessee Williams

Dept. of Conversation and Technology Dr. Christina Young

Dept. of History of Art Prof. Christine Stevenson

Administrative staff *TBC*

Visitor Services and Operations Manager Caireen McGinn

Public Programmes Henrietta Hine

In Attendance:

General Manager (Shop) Nigel Dickman

Gallery Technician Jack Kettlewell /
Matthew Thompson

Secretary Anthony Tyrrell

Appendix 2

Terms of Reference

1. To promote a high standard of health, safety and security throughout The Courtauld Institute of Art.
2. To recommend policy developments in relation to health, safety and security to the Governing Board, via the Senior Management Team.
3. To advise the Director of any actions considered to be necessary, to comply with The Courtauld's policies covering health, safety and security.
4. To receive and consider reports from the Health and Safety Advisor, Human Resources Manager, and Facilities Manager as necessary.
5. To consider reports on incidents, accidents and occupational health issues, and to recommend appropriate follow up action.
6. To consider reports and/or audits relating to health, safety and security carried out by internal auditors and/or external agencies, or other bodies, and to recommend appropriate follow up action.
7. To contribute to raising awareness of health, safety and security matters throughout The Courtauld Institute of Art and its subsidiaries.
8. To submit an annual report to the Governing Board via the Senior Management Team.
9. The Committee shall meet not less than twice per academic year.
10. Membership must be representative of both academic and professional staff including health and safety representatives of the recognised trade unions.
11. The quorum for meetings will be a minimum of seven of which four must be nominated members.
12. These Terms of Reference will be reviewed annually, normally in the Autumn Term.