

The Courtauld

HEALTH AND SAFETY POLICY

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1. Health and Safety 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 workers¹, students, visitors and contractors entering all premises occupied by The Courtauld. The Courtauld undertakes to maintain all premises occupied in a condition that is safe and without risk to health and wellbeing including the provision of suitable means of access and egress whilst also maintaining all mechanical and electrical equipment and associated infrastructure in accordance with both industry best practice guidance and legislative compliance.
- 1.3 The Courtauld is committed to providing the necessary information, instruction, training and supervision to all who are engaged by The Courtauld to work and study on its premises.
- 1.4 The Courtauld will cooperate in safety matters with the Landlords of the premises it occupies including other employers with whom The Courtauld shares premises and will co-ordinate safety arrangements with them as required by the Management of Health and Safety at Work Regulations (1999) and Fire Safety (England) Regulations 2022.
- 1.5 The Courtauld's 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 this Health and Safety policy, and to providing adequate resources to enable the requirements of this policy to be met.
- 1.6 This statement (as required under Section 2(3) of the Health and Safety at Work Act 1974), together with other Codes of Practice and guidance on health and safety published on The Courtauld's website, set out to convey The Courtauld's commitment and arrangements for managing health and safety.
- 1.7 Monitoring of our Health and Safety arrangements is vital to ensuring we maintain compliance. This will be achieved by reviewing management reports, active and reactive monitoring of health and safety performance, risk assessments, and by undertaking audits.

¹ Workers in the context of this statement means The Courtauld Institute of Art employees, indirect employees, and staff working for contractors

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- 1.8 Our policy will be reviewed periodically to ensure that it remains relevant to our vision and strategic objectives.
- 1.9 As Director I recognise that I carry the accountability for the health and safety of all persons affected by the activities of The Courtauld. Thus, I encourage you to always adopt a positive attitude towards health and safety requirements and to promote a healthy and safe working environment for ourselves, our students and visitors and others affected by the work of The Courtauld.



Professor Mark Hallett
Märit Rausing Director

August 2024

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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 an annual health and safety report and will be informed of any major health, safety and wellbeing matters/issues via the Director as conveyed to them by the Health, Safety and Wellbeing Committee and/or a member of the Senior Management Team (SMT).
- 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, Safety and Wellbeing 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 of responsibility regarding health and safety matters.
- 2.4 **Line Managers** have a responsibility for the day-to-day health and safety of the staff, students, and activities they manage. All line 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 Head of Estates and Facilities is responsible for:**
- Ensuring The Courtauld complies with the obligations as set out in the Regulatory Reform (Fire Safety) Order 2005.
 - Fulfilling the role of Duty Holder in relation to 1) asbestos management² and 2) controlling any identified risks from legionella³.
 - Ensuring that the physical premises and infrastructure i.e. all mechanical and electrical equipment and associated services are fit for purpose and are inspected and maintained in accordance with statutory requirements.

² As per The Control of Asbestos Regulations 2012

³ As per The Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems (L8)

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- 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 statutory health and safety records relating to the building, mechanical and electrical equipment including safety systems i.e. fire and other emergency arrangements.
- Making arrangements to provide health and safety induction for all contractors working in The Courtauld's premises including ensuring safe systems of work are maintained.
- Co-ordinating with the Learning and Development Manager on health and safety induction and training for all staff.
- Disseminating health and safety information to all workers and students.

2.6 Workers 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 workers, students, visitors and other users of The Courtauld.
- Reporting to their immediate line manager (staff) or personal tutor (students) any defects in mechanical or electrical equipment or life safety systems, slip/trip hazards or systems of work.
- Making use, and taking proper and reasonable care, of protective/safety equipment, tools and equipment.
- Taking part in health and safety induction and training both online and in person as required to fulfil the requirements of the role and/or course of study.

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

- University of London Health and Safety Advisory Team
- UCLH Radiation Protection Advisor
- Occupational Health Service via Human Resources

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

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appropriate. They will also assist in preparation of reports for the Health Safety and Wellbeing Committee and/or Enforcement Agencies.

- 2.8 **Staff Consultation:** 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. Consultation will be via the Health, Safety and Wellbeing Committee, the Joint Consultative Negotiating Committee (JCNC) and directly with staff. The Courtauld will also 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.
- 2.9 A Health, Safety and Wellbeing 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 on non-compliance with The Courtauld's Health and Safety Policy. The Committee will meet not less than twice per academic year.

3. Arrangements for Health and Safety

- 3.1 **Departmental Health and Safety Handbooks** supplement this policy and are based on current best practice and standards to ensure compliance with the law. The handbooks contain health and safety guidance and codes of practice covering all relevant health and safety risks. The standards set in the Handbooks should always be complied with.

The Health and Safety Handbooks are written and maintained by Heads of Department following an agreed template and they will seek advice from both internal and external sources, as necessary in drafting and keeping under periodical review the contents. Any changes or additions to the Handbooks will be distributed for consultation with the University of London Health and Safety Advisory Team and other Courtauld staff as considered appropriate before being reviewed and confirmed by the Health, Safety and Wellbeing Committee.

- 3.2 **Risk Assessment Procedure.** All hazardous activities within The Courtauld are subject to the process of Risk Assessment, which is a key

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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. Heads of Department are responsible for ensuring Risk Assessments (RA's) are completed (following an agreed template) for identified activities in their department and for sharing the findings of the RA's with their staff. A rolling programme of auditing of RA's (to be centrally held by Estates and Facilities) will be conducted by the University of London Health and Safety Advisory Team with findings and remedial actions arising being reported to both the Head of Department and the Health, Safety and Wellbeing Committee.

- 3.3 **First Aid Provision.** The Courtauld provides trained first aiders to treat workers, students and visitors who require such attention.
- 3.4 **Accident Reporting.** It is the duty of all workers to report all accidents and near-miss incidents they are involved with, or witness to, to the Estates and Facilities Helpdesk following which details will be recorded on an incident report form. Some occurrences may require reporting to the Health and Safety Executive and other relevant third parties, so prompt reporting is always essential.
- 3.5 **Reporting of unsafe conditions.** Workers can report any health and safety related repairs and maintenance to the Estates and Facilities Team. Any non-routine high priority repairs or maintenance that cannot be dealt with within the limitations of the Estates and Facilities budget will be referred to the Chief Operating Officer 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 workers, students and visitors to move to a place of relative safety. Regular fire drills take place each semester supported by trained fire wardens, with all workers being required to complete online fire safety awareness training.
- 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 Heads of Department with additional advice and support provided by the [UCLH Radiation Protection Advisor](#) and [University of London Health and Safety Team](#), with all workers whose role requires them to use computer workstations being required to complete online Display Screen Equipment awareness training.
- 3.8 **Maintenance and testing of electrical equipment** will be undertaken via combination of annual portable appliance testing (PAT) as per The

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Courtauld's PAT Policy and five-year fixed electrical wire testing, including monthly and annual emergency light testing as per the regulatory requirements.

3.9 Safe Systems of Work: The Courtauld's designated planned preventative maintenance contractors are required to operate safe working practices relating to both their own designated workers on site including those of their sub-contractors via the implementation and use of Permits to Work and following agreed Method Statements.

3.10 Provision of adequate welfare facilities, personal protective equipment and health and safety training for workers, will be monitored and kept under periodic review by the Head of Estates and Facilities in conjunction with support from the Deputy Head of Estates and Facilities, Human Resources Learning and Development Manager and external advisors such as the University of London Health and Safety Advisory Team.

3.11 Health and Safety arrangements when working remotely/from home: staff working remotely, whether occasionally or on a regular basis, are responsible for completing a self-assessment of their home working provision by completing a DSE assessment and sharing this with their line manager. Should any concerns be identified in relation to the equipment, physical or mental wellbeing of a staff member who is working remotely/from home, the line manager will consider any adjustments required with advice from Human Resources and/or University of London Health and Safety Advisor Team.

3.12 Occupational Health Advice: The Courtauld has a policy in place that sets out procedures and guidelines to ensure a consistent, fair and equal approach in reporting, recording and managing sickness absence including obtaining advice from occupational health services.

3.13 For membership and Terms of Reference of the Health, Safety and Wellbeing Committee see Appendices 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 line managers, including accidents or incidents reportable to the Health

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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, Safety and Wellbeing 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 because 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 At the commencement of each academic year a formal inspection of each department will be arranged by the Head of Estates and Facilities and/or University of London Health and Safety Team in conjunction with the Head of Department and/or their nominated safety representative. 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 University of London Health and Safety Team and sent to the Head Department. If any inspection reveals hazards or deficiencies in safety standards, the Head of Department will be expected to instigate prompt remedial action with support from the Estates and Facilities department if applicable. A summary of the annual inspections will be presented to a meeting of the Health, Safety and Wellbeing Committee.

4.2.3 An annual inspection alone is inadequate for combating transitory problems (such as hazards created by poor housekeeping). All departments are therefore expected to conduct periodical inspections at least once every quarter period to supplement the principal annual inspection. Records of such inspections 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 each year outlining progress and actions taken during the preceding 12-month period including confirmation of objectives and programme of inspections and reviews proposed for the year ahead.

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Appendix 1

Health, Safety and Wellbeing Committee Membership 2024/25

Chair

Director of Governance

Ex officio:

Head of Estates and Facilities (Secretary)

Head of People

Wellbeing Manager

Nominated Members:

1 UCU Safety Representative

1 UNISON Safety Representative

Students' Union representative

Deputy Head of Estates and Facilities

Security Manager

Safety Representative for Conversation Department

1 person representing Faculty of History of Art

2 persons representing Professional Services

Head of Commercial and Visitor Experience

Head of Public Programmes

In Attendance:

Chief Conservator

Head of Safety - University of London Health and Safety Advisory Team

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Appendix 2

Health, Safety and Wellbeing Committee Terms of Reference for 2024/25

1. To support the implementation of this policy, thereby instilling a culture of safety awareness that promotes a high standard of health, safety and wellbeing throughout The Courtauld Institute of Art (including its subsidiaries).
2. To recommend policy developments in relation to health, safety and wellbeing to the Governing Board, via the Senior Management Team.
3. To advise the Director of any actions felt necessary to comply with The Courtauld's policies covering health, safety and wellbeing.
4. To receive and consider reports from the University of London Head of Safety (who acts in an advisory capacity), Head of People, Head of Estates and Facilities and Wellbeing Manager as necessary.
5. To receive reports on and thus monitor the progress of delivering health, safety and wellbeing training to all staff.
6. To consider reports on incidents, accidents and occupational health issues and to recommend appropriate follow up action.
7. To monitor and review strategic property risks and to consider reports and or audits relating to health, safety, wellbeing, security and emerging health and safety risks, carried out by internal auditors and or external agencies or other bodies and to recommend appropriate follow up action.
8. To contribute to raising awareness of health, safety and wellbeing matters throughout The Courtauld (including its subsidiaries) and ensuring this is supported with a continuous programme of health, safety and wellbeing training and professional development those with specific management responsibilities.
9. To submit an annual report to the Governing Board via the Senior Management Team.
10. The Committee shall meet not less than twice per academic year.
11. Membership must be representative of both academic and professional staff including health and safety representatives of the recognised Trade Unions
12. The quorum for meetings will be a minimum of eight members.
13. These Terms of Reference will be reviewed annually normally in Semester One.