



Royal College of Art

Postgraduate Art & Design

ROYAL COLLEGE OF ART

HEALTH, SAFETY AND WELLBEING POLICY

Policy owner

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Policy reviewed

By the Health, Safety and Wellbeing (HSW) Committee to reflect changes in HSW reporting structure through appointment of Head of Risk Resilience and Safety (Chair of the HSW Committee).

Direction of Travel

Executive Board

Audit and Risk Committee

Date of next review

October 2025 HSW Committee

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1. HEALTH, SAFETY AND WELLBEING POLICY STATEMENT AND OBJECTIVES

1.1 Health, Safety and Wellbeing Policy Statement

In accordance with its duty under the Health and Safety at Work Act 1974 and in fulfilling its obligations to staff, students, contractors, visitors and members of the public who may be affected by its activities, the Council of the Royal College of Art has agreed the following policy statement.

The College Council considers health, safety and wellbeing to be of prime importance in the pursuit of its mission and will ensure that, within the overall resources of the College, appropriate provision is made to enable the College to fulfil its Health and Safety obligations.

The Council, having delegated executive responsibility for Health, Safety and Wellbeing to the President & Vice Chancellor, will undertake to discharge its statutory duties, so far as is reasonably practicable.

The College will take all reasonably practicable precautions in the conduct of its activities and the provision of its facilities to ensure the health, safety and wellbeing of its employees, students and others who may be affected.

The College will ensure the necessary resources are available, as far as is reasonably practicable, to provide and maintain a safe and healthy environment for its staff, students and others who may be affected.

The College will provide and maintain clear structures to ensure appropriate levels of health, safety and wellbeing responsibility are assigned and accepted as integral to the working practices of staff and students.

The College will ensure the necessary systems and mechanisms are in place for the effective dissemination and communication of, and consultation on, matters of health, safety and wellbeing.

All staff, students, contractors and other visitors are required to co-operate in achieving the aims and objectives of the Health, Safety and Wellbeing Policy and to recognise their own responsibilities not to:

- put themselves or any other person at risk;
- intentionally damage or misuse anything provided for health, safety and welfare reasons.

Failure to comply with the Health, Safety and Wellbeing Policy may result in disciplinary action by the College and potential legal action by the enforcement authorities.

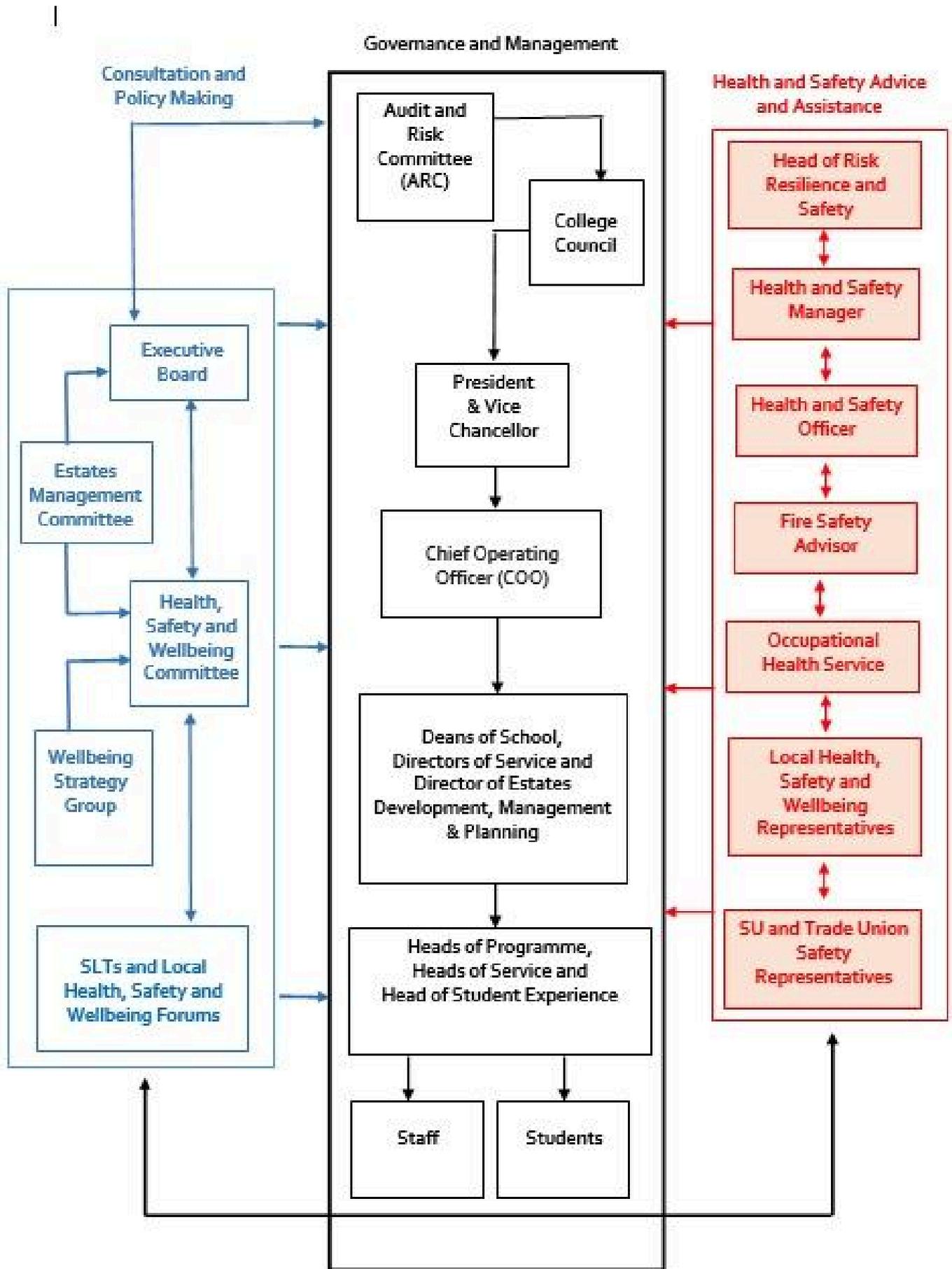
The Health, Safety and Wellbeing Policy will be reviewed on a regular basis (at least every 2 years) and whenever changes in circumstances or legislation dictate.

1.2 Health, Safety and Wellbeing Objectives

In successfully carrying out the above statement of intent, the College will achieve and maintain the following health, safety and wellbeing objectives:

- Providing and maintaining a safe and healthy environment for all.
- Individual acceptance of responsibility for health, safety and wellbeing as an integral part of the operation of the College.
- Ensuring staff, students and others are provided with the necessary information, instruction and training in order to competently carry out their health, safety and wellbeing responsibilities.
- Engaging staff and students to ensure understanding and encourage commitment through a pro-active health, safety and wellbeing culture.
- Fulfilling, as a minimum, its statutory and common law duties of care.
- Applying sensible risk management practises to Health, Safety and Wellbeing matters.
- Establishing Key Performance Indicators (KPIs) for Health, Safety and Wellbeing.

2. HEALTH, SAFETY AND WELLBEING GOVERNANCE CHART



3 HEALTH, SAFETY AND WELLBEING ROLES AND RESPONSIBILITIES

3.1 Governance and Management

3.1.1 Audit and Risk Committee (ARC)

ARC will receive an annual report on health, safety and wellbeing indicating the effectiveness of the implementation of the Health, Safety and Wellbeing Policy, which will be forwarded to the College Council.

3.1.2 College Council

The Council should have strategic oversight for health, safety and wellbeing, and by fulfilling the role of employer, has ultimate responsibility for all matters related to health, safety and wellbeing. Council will ensure that:

- Health, safety and wellbeing appears regularly on the agenda for Council meetings.
- The College has in place an effective Health, Safety and Wellbeing Policy document which is reviewed every two years and approved by the College Council.
- College Health, Safety and Wellbeing Objectives are reviewed on a regular basis.
- It is aware of the significant health, safety and wellbeing risks faced by the College.
- The necessary resources are made available within the College to ensure the effective implementation of the Health, Safety and Wellbeing policy document.
- The health, safety and wellbeing implications of strategic decisions such as large projects are considered.
- Emergency planning arrangements are kept up to date.

The Council is advised and updated on these matters by the President & Vice Chancellor and the College Executive Board and will receive an annual report on health, safety and wellbeing indicating the effectiveness of the implementation of the Health, Safety and Wellbeing Policy.

A member of the Executive Board fulfils the role of "Health and Safety Director" for the institution, as envisaged by the Health and Safety Commission. This role is currently delegated to the President & Vice Chancellor.

3.1.3 President & Vice Chancellor

Executive responsibility for health and safety management in the College is delegated from the College Council to the President & Vice Chancellor. The President & Vice Chancellor will attend the College Council as the institution's "Health and Safety Director".

The President & Vice Chancellor is delegated overall responsibility by the College Council for ensuring, so far as is reasonably practicable, the health, safety and wellbeing of College staff, students and others who may be affected by its activities.

The President & Vice Chancellor will provide clear and visible leadership on health, safety and wellbeing.

The President & Vice Chancellor has nominated the Chief Operating Officer (COO) to be responsible for the implementation of the Health, Safety and Wellbeing Policy. The President & Vice Chancellor will receive an annual report from the COO and the Health and Safety Manager indicating the effectiveness of the implementation of the Health, Safety and Wellbeing Policy and this will be forwarded to ARC and the College Council.

3.1.4 Chief Operating Officer (COO)

The COO under nominated authority from the President & Vice Chancellor, has responsibility to ensure that the Health, Safety and Wellbeing Policy is effectively applied throughout the College and is responsible for:

- Establishing and maintaining mechanisms for effective consultation and cooperation on health, safety and wellbeing matters including a Health, Safety and Wellbeing Committee.

- The implementation of the College's Health, Safety and Wellbeing policy and objectives for the College.
- Agreeing with the Health and Safety Strategy in consultation with the Head of Risk Resilience and Safety and how progress will be monitored through and the development of appropriate KPIs.
- Ensuring that sufficient resources are allocated to the management of health, safety and wellbeing.
- Ensuring that College emergency procedures address all relevant risks.
- Ensure the health, safety and wellbeing implications of strategic decisions are considered in significant projects.
- Ensuring that the Occupational Health Service is integrated into the Health, Safety and Wellbeing management system for the College.

The COO will ensure that an annual report on Health, Safety and Wellbeing is forwarded to the Executive Board, ARC and Council.

3.1.5 Deans of School and Directors of Service

Each Dean of School and Director of Service is responsible to the COO for the implementation of the Health, Safety and Wellbeing policy at School or Service level and has responsibility for:

- Implementing, as far as is reasonably practicable, the College's Health, Safety and Wellbeing Policy.
- Ensuring, as far as is reasonably practicable, the health, safety and wellbeing of staff, students, contractors and other visitors under their area of responsibility.
- Ensuring that sufficient resources are allocated for health safety and wellbeing.
- Agreeing a Health, Safety and Wellbeing Risk Register for the School or Service.
- Appointing Local Safety, Health and Wellbeing Representatives where appropriate and to offer them advice and support in discharging their health and safety responsibilities.
- Ensuring that mechanisms are in place for effective consultation and cooperation through School Leadership Team (SLT) meetings or local Health, Safety and Wellbeing Forum and through the College Health, Safety and Wellbeing Committee.
- Ensuring that arrangements are in place for the regular monitoring and review of health, safety and wellbeing performance.
- Ensuring that local health, safety and wellbeing policies, associated codes of practice and safe working procedures are in place and reviewed periodically.
- Ensuring that appropriate health and safety information, instruction, training and supervision is given to staff, students, contractors and other visitors.
- Ensuring that suitable and sufficient risk assessments are carried out and being aware of the most significant risks, including those relating to international travel for students and staff as set out in the Travel Risk Assessment procedure and guidance
- Receiving reports on health and safety (including serious accidents/dangerous occurrences) from Heads of Programme or Service.
- **Liaising with Local Health, Safety and Wellbeing Representatives and reporting on Health and Safety through School Leadership Team (SLT) meetings or other local Health, Safety and Wellbeing forums.**
- Reporting to the College Health, Safety and Wellbeing Committee on issues that cannot be resolved locally.

The **Areas of Responsibility** for Deans of School and Directors of Service will include:

- All staff or students assigned to the School or Service.
- All areas specifically assigned to the School or Service (including offices, studios, workshops, teaching spaces and storage areas).

- All machinery, work equipment, materials or substances used or acquired for use by the School or Service.

3.1.6 Director of Estates Development, Management & Planning

The Director of Estates Development, Management & Planning is specifically assigned the following additional areas of responsibilities that are not assigned to Deans of School or other Directors of Services:

- Maintenance and inspection of internal and external circulation spaces, parking areas, balconies and terraces.
- Provision of catering and cleaning services and spaces.
- Provision of security, CCTV and reception desks.
- Maintenance and refurbishment of building fixtures and fabric,
- Maintenance and testing of building plant rooms and systems including, air handling, electrical and pressure systems.
- Maintenance and testing of passenger and goods lifts including disabled platform lifts.
- Maintenance and testing of fire alarm systems, fire suppression systems, dry risers and other fire-fighting equipment, fire doors and fire dampers.

The Director of Estates Development, Management & Planning will provide an annual report on statutory compliance on advice from the **Estates Compliance Operations Manager**. This will include the findings of statutory inspections, insurance reports and Fire Risk Assessments. These will be included in the Health, Safety and Wellbeing Annual Report from the COO which is forwarded to the Executive Board, ARC and Council.

The Director of Estates Development, Management & Planning will also provide reports/papers for the Health, Safety and Wellbeing Committee, at each meeting, with updates on any health, safety and wellbeing issues raised at the Estates Management Committee. This will include reports on any health, safety and wellbeing incidents reported to Estates since the previous meeting.

3.1.7 Heads of Programme and Heads of Service

Each of the Heads of Programme and Heads of Service is responsible to their Dean of School or Director Service, for the implementation of the Health, Safety and Wellbeing Policy within their area of control, and has responsibility for:

- Implementing, so far as is reasonably practicable, the College's Health, Safety and Wellbeing Policy and the local Health, Safety and Wellbeing Policy, associated codes of practice and safe working procedures.
- Ensuring, so far as is reasonably practicable, the health, safety and wellbeing of staff, students, contractors and other visitors undertaking activities and using equipment and facilities under their area of responsibility.
- Ensuring that all staff and students know and understand their responsibilities under the Health, Safety and Wellbeing Policy and adhere to local procedures and codes of practice.
- Ensuring that health, safety and wellbeing is considered in planning and budgeting and that resources are used effectively and in proportion to the local risks.
- Ensuring that necessary health, safety and wellbeing information, instruction and training is given to staff, students, contractors and other visitors including induction arrangements for new starters.
- Ensuring that staff and students are provided with supervision appropriate to the health, safety and wellbeing risks.
- Ensuring that all staff with supervisory responsibilities for other staff and/or students know and understand their health, safety and wellbeing responsibilities.
- Ensuring that necessary health, safety and wellbeing records and documentation is in place, and is reviewed regularly to ensure it is kept up to date.
- Ensuring that suitable and sufficient risk assessments are in place, including the implementation of risk protection and prevention measures identified by these assessments.

- Ensuring that accidents/dangerous occurrences reported within their area of responsibility are subject to the appropriate level of investigation and the implementation of any remedial measures that are identified.
- Ensuring that routine health and safety audits and inspections are carried out.
- Ensuring that all safety control measures are correctly used and adequately maintained.
- Ensuring that all plant, equipment and processes are adequately maintained and inspected in accordance with relevant statutory provisions.
- Ensuring that staff, students, contractors and other visitors are provided with appropriate protective clothing and equipment.
- Ensuring that staff receive appropriate occupational health screening and medical surveillance.
- Ensuring that sufficient First Aiders and Fire Wardens are appointed to cover their areas of responsibility in emergency situations.
- Planning and establishing a Health, Safety and Wellbeing Action Plan for their Programme or Service in consultation with the Health and Safety Manager.
- Monitoring and reviewing the Health, Safety and Wellbeing Action Plan on a regular basis and producing an annual progress report.
- Ensuring that Health and Safety Coordinators are appointed to assist with operational aspects of Health and Safety.

The **Areas of Responsibility** for Heads of Programme and Heads of Service will include:

- All staff or students assigned to the Programme or Service.
- All contractors employed by the Programme or Service.
- All areas specifically assigned to the Programme or Service (including offices, studios, workshops, teaching spaces and storage areas).
- All machinery, work equipment, materials or substances used or acquired for use by the Programme or Service.

3.1.8 Head of Student Experience

The **Head of Student Experience** is specifically assigned the following additional areas of responsibilities that are not assigned to Heads of Programme or Heads of Service:

- Ensuring that students have access to advice and support on mental health and wellbeing through a team of Student Support advisers including practical advice, welfare support, advocacy, counselling, disability and inclusion work.
- Ensuring that students have access to specialist and culturally sensitive mental health support and advice through the **Student Mental Health Coordinator** (Registered Mental Health Nurse) including undertaking mental health risk assessments, safety planning and onward referral to specialist health services.
- Working with the Student Mental Health coordinator to advise the Student Support Team and the wider College community on best practices for supporting staff and student wellbeing matters.
- Ensuring that the Student Support Team maintains the appropriate competencies, including Mental Health First Aid accreditation and other relevant training to assist students.
- Ensuring that the College provides suitable out-of-hours mental health and wellbeing support for students, including clear instructions for accessing crisis support, access to emergency/trusted contacts and external services.
- To provide liaison with Estates regarding the role of onsite security in providing mental health and wellbeing support for students.

- To coordinate mental health and wellbeing support triage for the College community during a time of crisis as outlined in the business continuity plan.
- To oversee the development and implementation of the College Mental Health and Wellbeing strategy through the Mental Health and Wellbeing Strategy Group.
- Ensuring that the College has in place a secure case management system and reporting mechanisms for including escalation protocols for identifying, managing and supporting students at risk.
- To provide liaison with Heads of Programme and Heads of Service, to ensure understanding and proactive local responsiveness for the reporting of students at risk and providing tailored local interventions.
- To provide liaison with Registry, Heads of Programme and Heads of Service, to identify and implement support interventions and reasonable adjustments, for disabled students and those with specific health needs, through individual inclusion plans.
- To provide liaison with the Health and Safety Manager and the College Estates Team on the development of Personal Emergency Evacuation Plans for students.
- Ensuring that there is timely reporting of student mental health and wellbeing data.
- Ensuring that the College provides a dedicated scheme of financial assistance to support students at risk of dropping out from their studies due to personal circumstances or issues with personal wellbeing.
- To provide liaison with RCA Students Union advice and wellbeing services to ensure, whilst they must remain independent, that suitable reporting mechanisms are in place to ensure shared best practices.
- To provide liaison with the RCA Students Union to actively promote student mental health and wellbeing through College-wide activities and initiatives.

The Head of Student Experience will also provide a report for the Health, Safety and Wellbeing Committee, at each meeting, with updates from the Mental Health and Wellbeing Strategy Group.

3.1.9 Staff

All staff are responsible for assisting their Head of Programme or Head of Service in achieving the objectives of the Health, Safety and Wellbeing Policy and must:

- Take reasonable care for their own health, safety and wellbeing or other persons who may be affected by their actions, failure to act or omissions whilst at work.
- Cooperate with the College on matters of health, safety and wellbeing to assist the College in fulfilling its statutory and common law duties of care.
- Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and wellbeing.
- Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their or any other person's health, safety and wellbeing.
- Ensure they undertake activities and use equipment and facilities in accordance with any health, safety and wellbeing information, instruction or training that has been provided to them.
- Be aware of and comply with the Health, Safety and Wellbeing Policy and local procedures and codes of practice and thus set a good example to students and visitors.
- Take appropriate immediate action to stop any unsafe work practices or unsafe working conditions within their delegated area of responsibility.
- Ensure that any health, safety and wellbeing problem that cannot be resolved immediately is reported as a matter of urgency to the appropriate person.

Supervisory staff should monitor and check that local health, safety and wellbeing arrangements and procedures are followed and ensure that staff for whom they are responsible:

- Engage in processes for risk assessment and the development of safe systems of work.
- Attend Health, Safety and Wellbeing training and refresher training in accordance with Programme or Service training needs.
- Plan resources so that adequate provision is made for health, safety and wellbeing.

Members of staff with responsibility for supervising students must ensure that they are made fully aware of the risks to health, safety and wellbeing associated with the activities under their control, the protection and prevention measures in place and any relevant emergency procedures.

3.1.10 Academic Staff

All academic staff have a level of responsibility for ensuring the health, safety and wellbeing of the students who work and study under their direction and supervision. This includes:

- Satisfying themselves that the risks to health, safety and wellbeing arising from activities undertaken and equipment, materials or facilities used in studio spaces have been addressed so far as is reasonably practicable.
- Ensuring that they and their students are fully aware of the risks to health, safety and wellbeing associated with the academic activities under their control, the protection and prevention measures in place and any relevant emergency procedures.

3.1.11 Students

Students are not in the legal sense an employee and hence many specific provisions and duties in health and safety legislation do not apply to them. However, all students must comply with the College Health, Safety and Wellbeing Policy and failure to do so may result in disciplinary action in accordance with the College Student Misconduct and Disciplinary Policy:

- Students must take reasonable care for their health, safety and wellbeing and that of other persons who may be affected by their actions, failure to act or omissions whilst at studying at the College.
- Students must cooperate with the College on matters of health, safety and wellbeing to assist the College in fulfilling its statutory and common law duties of care.
- Students must never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and wellbeing.
- Students must ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their or any other person's health, safety and wellbeing
- Students must ensure they undertake activities and use equipment and facilities in accordance with any health, safety and wellbeing information, instruction or training that has been provided to them.

3.1.12 Contractors Working for the College

- Contractors working for the College are the responsibility of the Head of Programme or Head of Service who employs them and must adhere to all College health, safety and wellbeing procedures regarding their employment.
- Contractors are responsible for ensuring the personnel they employ take reasonable care for their health, safety and wellbeing and that of others within the College who may be affected by their actions, failure to act or omissions.
- Contractors will cooperate with the College on matters of health, safety and wellbeing to assist the College in fulfilling its statutory and common law duties of care.

- Contractors must ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their or any other person's health, safety and wellbeing within the College.
- At all times whilst working for the College, contractors will abide by the College's Health and Safety Code of Practice for contractors.

3.2 Consultation and Policy Making

3.2.1 Executive Board

The Executive Board will receive an annual report from the COO on health, safety and wellbeing indicating the effectiveness of the implementation of the Health, Safety and Wellbeing Policy and this will be forwarded to the College Council. will also receive regular updates on health, safety and wellbeing including summaries of the minutes of meetings of the College Health, Safety and Wellbeing Committee.

3.2.2 College Health, Safety and Wellbeing Committee

3.2.2.1 Purpose

To promote health, safety and wellbeing consultation and safe and healthy working practises across the College.

3.2.2.2 Terms of reference

- To review arrangements to ensure the effective management of health, safety and wellbeing across the College including approving safety policies and procedures and act as the formal consultative forum.
- To receive updates at each meeting from:
 - Health and Safety Manager – developments in health, safety and wellbeing management in the College and changes to legislation and good practice, including HE sector updates.
 - Director of Estates Development, Management & Planning - **Estates Management Committee** report.
 - Head of Student Experience - **Mental Health and Wellbeing Strategy Group** report.
 - Local Health, Safety and Wellbeing Representatives – issues carried forward from School SLTs or other local Health, Safety and Wellbeing forums.
 - Senior Occupational Health advisor - OH Service report.
- To monitor and review departmental Health, Safety and Wellbeing Action Plans and the Operational Risk Register for health, safety and wellbeing.
- To examine the causes of accidents, incidents and occupational diseases, analyse statistical information and issue reports on unsafe or unhealthy conditions, making recommendations for changes in policy and procedure as appropriate.
- To examine internal and external inspection and audit reports, e.g. from trade union safety representatives or insurance inspectors, ensuring that appropriate actions are being implemented in accordance with issues identified.
- To monitor and review the arrangements for staff and student training, induction and communication for health, safety and wellbeing.
- To consider the health, safety and wellbeing consequences of the introduction, or planned introduction, of new methods of working and new technologies including equality impact assessments.
- To report to ARC and following each meeting and to the College Council on an annual basis.

3.2.2.3 Membership

Head of Risk Resilience and Safety – Chair Director of Estates and Planning and Planning Senior Occupational Health Adviser Health and Safety Manager	Head of Student Experience Head of Technical Services Director of People and Culture
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Local Health, Safety and Wellbeing Representatives from each of the 4 academic Schools and Research and Innovation.

Up to 2 Safety Representatives each from the Students Union, Unite and UCU.

Each safety representative should have the necessary knowledge, experience and understanding of health, safety and wellbeing to be able to report back to, represent and consult. If a representative is unable to attend they can arrange for a named alternative to attend in their place, ensuring necessary committee papers have been forwarded to that person.

3.2.2.4 Quorum

Seven members of whom at least two shall be union safety representatives.

3.2.2.5 Mode of Operation

All agenda items should include papers as well as oral updates.

The committee shall meet normally three times a year (at least once per Term) and will report to ARC and the Executive Board, however it is recognised under legislation that meetings should be held as necessary to complete the committee's business.

Extra-ordinary meetings will be convened at either the request of the Chair or by written request from at least three members of the committee to its secretary.

The agenda for the meeting will be approved by the Chair. Any requests for items to be included on agendas must be received at least ten calendar days prior to the meeting. Agendas will normally be circulated at least seven calendar days before the meeting.

All papers will be circulated electronically to named individuals.

Any consultation paper will be circulated within a reasonable timescale to facilitate local consultation ahead of consideration at the relevant meeting.

Urgent matters under any other business must be agreed with the Chair at least 24 hours before the meeting.

An action log will be maintained for any actions arising from the Committee and this will be reviewed at each meeting.

3.2.3 School Leadership Teams (SLTs) and Local Health, Safety and Wellbeing Forums

SLTs and Local Health, Safety and Wellbeing Forums will:

Assist in the development of local health, safety and wellbeing policies, procedures and practices, and monitoring their effectiveness.

Provide the forum for local consultation on the College Health, Safety and Wellbeing Policy, associated procedures and College-wide health, safety and wellbeing matters.

Provide the forum for consideration of and consultation on:

- Health, safety and wellbeing information, instruction, training and supervision needs.
- Proactive approaches to, and active monitoring regimes for, health, safety and wellbeing including risk assessments and inspections.
- Reports relating to incidents, including the outcomes of any subsequent investigations and remedial actions taken.
- Take forward issues where appropriate, through Local Health, Safety and Wellbeing Representatives, for further consultation to the College Health, Safety and Wellbeing Committee.

3.3 Health, Safety and Wellbeing Advice and Assistance

3.3.1 Head of Risk Resilience and Safety

The Head of Risk Resilience and Safety has operational management responsibility for providing Health, Safety and Wellbeing and Fire Safety advice and assistance through the Risk Resilience and Safety Department and is responsible for:

- The appointment of the Health and Safety Manager, Health and Safety Officer and Fire Safety Advisor to provide the necessary competent assistance and advice on matters of Health, Safety and Wellbeing and Fire Safety.
- The implementation of the College Health and Safety Strategy.
- The annual review of the College Health, Safety and Wellbeing policy document including the policy statement and objectives.
- Agreeing with the Health and Safety Strategy with the Head of Risk Resilience and Safety and how progress will be monitored through and the development of appropriate KPIs.
- Agreeing a Health, Safety and Wellbeing operational risk register in consultation with the Health and Safety Manager and determining which risks should be included in the College's Risk register.
- Agreeing a College wide health, safety and wellbeing competency framework in consultation with the Health and Safety Manager.
- Agreeing a College wide health, safety and wellbeing auditing program based on the health, safety and wellbeing risk profile.
- Ensuring that emergency procedures encompass all relevant risks.
- Considering the health, safety and wellbeing implications of strategic decisions such as large projects.
- Ensuring that the Occupational Health Service is integrated into the Health, Safety and Wellbeing management system for the College.

The Head of Risk resilience and Safety will ensure that an annual report on Health, Safety and Wellbeing is forwarded to the Executive Board, ARC and Council.

The Head of Risk Resilience and Safety will chair the Health, Safety and Wellbeing committee.

3.3.2 Health and Safety Manager

The Head of Risk Resilience and Safety will appoint a Health and Safety Manager who will be the person competent to carry out the duties set out below. The Health and Safety Manager will follow a programme of continued professional development to maintain the appropriate standard of professional competence.

The Health and Safety Manager will report to the Head of Risk Resilience and Safety.

The Health and Safety Manager is responsible for advising the COO, Director of Estates Development, Management & Planning, the Health, Safety and Wellbeing Committee and all staff on the implementation of the Health, Safety and Wellbeing Policy and for providing specialist advice service relating to all matters concerning health, safety and wellbeing at work.

The Health and Safety Manager will:

- Follow a programme of continued professional development to maintain the appropriate standard of professional competence.
- Keep up-to-date with legislation, codes of practice, guidance and case-law and advise Schools/Programmes, Research Units and Administrative Departments accordingly.
- To liaise with the Head of Risk Resilience and Safety on the implementation of the College Health and Safety Strategy.

- Agreeing a Health, Safety and Wellbeing operational risk register in consultation with the Head of Risk Resilience and Safety and determining which risks should be included in the College's Risk register.
- Promote health, safety and wellbeing awareness and assist in the development of a pro-active health, safety and wellbeing culture throughout the College.
- Provide health, safety and wellbeing information to staff and students using appropriate communication means including the College Intranet.
- Liaise with all staff on matters relating to health, safety and wellbeing.
- Advise and assist in the formulation of health, safety and wellbeing policies, procedures and codes of practice.
- Monitor the effectiveness of the implementation of these policies and procedures.
- Assist in the carrying out of Risk Assessments and the development of safe systems of work and advise on control measures including protective clothing and equipment.
- Assist in the development of health, safety and wellbeing action plans for each Programme/Service and ensure that these are reviewed and updated on a regular basis.
- Undertake audits, inspections and surveys, make the relevant responsible member of staff aware of any unsafe activities or conditions found and advise on remedial actions.
- Provide systems to ensure that accidents and dangerous occurrences are reported as required, analysing accident data and producing reports and statistics.
- Undertake investigations into accidents, incidents and dangerous occurrences and report the findings of these investigations to the relevant member of staff.
- Compiling and analysing health, safety and wellbeing Key Performance Indicators.
- Advise on the potential Health and Safety hazards of new processes, machinery, plant and equipment **before** work commences.
- Liaise with the Estates Head of Project Management on building Fire Strategies and their design, construction and modification, CDM Regulations and the management of contractors.
- Liaise with the Estates Compliance Operations Manager and the London Fire Brigade on matters concerning fire safety and assisting in the carrying out of Fire Risk Assessments for College Buildings.
- Liaise with the Estates Compliance Operations Manager and College Insurance inspectors on statutory inspections.
- Liaise with the Deputy Director of Estates on matters concerning security and emergency procedures for fire safety.
- Liaise with the Estates Events Manager and Project Manager, Show on health and safety aspects of internal and external events.
- Liaise with the Deputy Director of Estates on the management of cleaning, catering and waste contracts.
- Liaise with the Deputy Director of Estates on maintenance of building fabric and mechanical/electrical services and associated contractors.
- Liaise with the Occupational Health Service on matters concerning occupational health, health surveillance, work-related ill-health and Health and Safety whilst working with display screen equipment.
- Arrange the provision of health and safety training for all levels of staff.
- Arrange for the provision of adequate numbers of First Aiders throughout the College and adequate First Aid equipment/facilities.
- Assist in the provision of health, safety and wellbeing induction training for students.

- Be a member of the College Health, Safety and Wellbeing Committee.
- Liaise with appointed trade union safety representatives and assist them in carrying out their duties.
- Produce an annual health, safety and wellbeing report for the College Council to be reviewed by the Health, Safety and Wellbeing Committee and Senior Management Team.
- Maintain contact with enforcing authorities (HSE and Local Authorities) and inform them of any reportable accidents, diseases or dangerous occurrences as required by legislation.

3.3.3 Health and Safety Officer

The Head of Risk Resilience and Safety will appoint a Health and Safety Officer to assist the Health and Safety Manager. The Health and Safety Officer will

The Health and Safety Officer will:

- Follow a programme of continued professional development to maintain the appropriate standard of professional competence.
- Keep up-to-date with legislation, codes of practice, guidance and case-law and advise Schools/Programmes, Research Units and Administrative Departments accordingly.
- Promote health, safety and wellbeing awareness and assist in the development of a pro-active health, safety and wellbeing culture throughout the College.
- Provide health and safety information to staff and students using appropriate communication means including the College Intranet.
- Liaise with all staff on matters relating to health, safety and wellbeing.
- Assist in the formulation of health, safety and wellbeing policies, procedures and codes of practice.
- Assist in the carrying out of Risk Assessments and the development of safe systems of work and advise on control measures including protective clothing and equipment.
- Assist in the development of health and safety action plans for each Programme/Service and ensure that these are reviewed and updated on a regular basis.
- Undertake audits, inspections and surveys, make the relevant responsible member of staff aware of any unsafe activities or conditions found and advise on remedial actions.
- Assist in undertaking investigations into accidents, incidents and dangerous occurrences and report the findings of these investigations to the relevant member of staff and.
- Arrange the provision of health and safety training for all levels of staff.
- Arrange for the provision of adequate numbers of First Aiders throughout the College and adequate First Aid equipment/facilities.
- Assist in the provision of health, safety and wellbeing induction training for students.

3.3.3 Fire Safety Advisor

The Head of Risk Resilience and Safety will appoint a Fire Safety Advisor to assist the Health and Safety Manager.

The Fire Safety Advisor will:

- Follow a programme of continued professional development to maintain the appropriate standard of professional competence.

- Liaise with the Estates Head of Project Management on building Fire Strategies and their design, construction and modification.
- Liaise with the Estates Compliance Operations Manager and the London Fire Brigade on matters concerning fire safety and assisting in the carrying out of Fire Risk Assessments for College Buildings.
- Liaise with the Deputy Director of Estates on matters concerning security and emergency procedures for fire safety.
- Liaise with the Estates Events Manager and Project Manager, Show on health and safety aspects of internal and external events.
- Advise and assist in the formulation of Fire Safety policies, procedures and codes of practice.

3.3.4 Occupational Health Service

The College Occupational Health Service's primary role is to provide central and independent specialist advice, assistance and support to staff and students on occupational health as it relates to College activities and will:

- Liaise with the Health and Safety Manager and Heads of Programme/Service and provide advice and assistance on the staff health surveillance programme.
- Liaise with the Health and Safety Manager and Heads of Programme/Service and provide advice and assistance on Health and Safety issues arising from the use of display screen equipment.
- Liaise with the Health and Safety Manager on the College wellbeing strategy.
- Liaise with the Human Resources Department and provide advice on cases of work-related sickness absence and return to work strategies.
- Advise on the development and delivery of occupational health-related training.
- Provide the necessary support and advice to the College Health, Safety and Wellbeing Committee.
- Monitor formally reported incidents resulting in work-related ill health (or the potential to do so), carrying out independent investigations where it is deemed necessary and provide the appropriate advice and assistance in implementing remedial actions identified through these investigations.
- And attend Work with Programmes and Services by providing advice and assistance to maintain and promote optimal health and the prevention of occupational ill health amongst staff and specified student groups.

3.3.5 Local Health, Safety and Wellbeing Representatives

Each School or Service Health, Safety and Wellbeing Representative is responsible to their Dean of School or Director of Service to assist in the implementation of the Health, Safety and Wellbeing Policy within their area of responsibility and will:

- Be aware of and comply with the Health, Safety and Wellbeing Policy and local procedures and codes of practice and thus set a good example to staff, students and visitors.
- Assist in the formulation and revision of local policies, procedures and codes of practice.
- Act with the delegated authority of the Dean of School or Director on health, safety and wellbeing matters and provide assistance to staff and students on such matters.
- Report to the Health and Safety Manager on any health, safety and wellbeing problems that cannot be resolved locally.
- Liaise with the Health and Safety Manager on general health, safety and wellbeing matters and in particular regarding new processes, operations or machinery.
- Attend meetings of SLTs and Local Health, Safety and Wellbeing Forums as required.

- Monitor their School/Area to ensure a high standard of housekeeping, safe access and egress and stringent fire safety standards.
- Undertake such other health, safety and wellbeing duties that may be assigned by the Dean of School or Director of Service.

3.3.6 Trades Union Safety Representatives

The College recognises the important role that Trades Union Safety Representatives have in assisting it to ensure the health, safety and wellbeing of those affected by its activities.

When Trades Union Safety Representatives are elected by the union the COO shall be informed. The College shall ensure that those appointed to this role are consulted with regard to the following:

- The introduction of, or significant changes to, any measures or arrangements that may significantly affect health, safety and wellbeing.
- Any Health and Safety information the College is required to provide under the relevant statutory provisions.
- The planning and organisation of health and safety training.
- The health and safety consequences of introducing new technologies.

Appointed Trades Union Safety Representatives shall:

- Carry out their functions as a safety representative in accordance with the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations as appropriate.
- Be able to undertake inspections of workspaces in the College, as entitled to do so by the Safety Representatives and Safety Committees Regulations.
- Make any representations on matters affecting health, safety and wellbeing that arise from investigating hazards, dangerous occurrences, accidents or concerns raised by members to the Health and Safety Manager in the first instance.