



HEALTH AND SAFETY POLICY

March 2025

Health and Safety Policy

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Health & Safety statement of intent from Principal/CEO

1. City Lit (The College) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation. The Principal, Mark Malcomson, recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The College, so far as is reasonably practicable, proposes to pay particular attention to:
 - a. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b. The provision of such information and instruction as may be necessary to ensure the health and safety of its staff, students and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 - d. Making regular assessments of risks to staff/ students
 - e. Taking appropriate preventative/protective measures as identified by the risk assessments.
 - f. Appointing an appropriately qualified external advisor (currently Stallard Kane Ltd) to advise on statutory duties and best practice.
3. In order that the College may achieve those objectives, it is important that staff recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Staff should also co-operate fully with the College or anyone else concerned, to ensure that their obligations are performed or complied with fully.
4. The College will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all staff are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the College and all legislation quoted is up to date. Wherever necessary the policy will be developed and expanded.
5. The College is also committed to the continuous development and improvement of the College's health and safety management system. The College will ensure that the health, safety and welfare of any student, staff or subcontractor is not compromised for financial or commercial gain.
6. All staff of the College agree to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the College so as to enable it to carry out its duties towards them. The attention of all staff is drawn to the attached safety rules and procedures, and staff should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. The policy applies to all staff, students, contractors and visitors. It covers all activities across all College premises, as well as off-premises activities undertaken under supervision of college staff.

Signed:

Mark Malcomson, CBE

Principal and CEO

February 2025

Health and Safety Policy

1. Health and Safety Policy Statement

1.1 We are committed to the health and safety of our employees, students, contractors, and visitors. In line with the Health and Safety at Work Act 1974, we will ensure, as far as reasonably practicable, a safe and healthy environment for all.

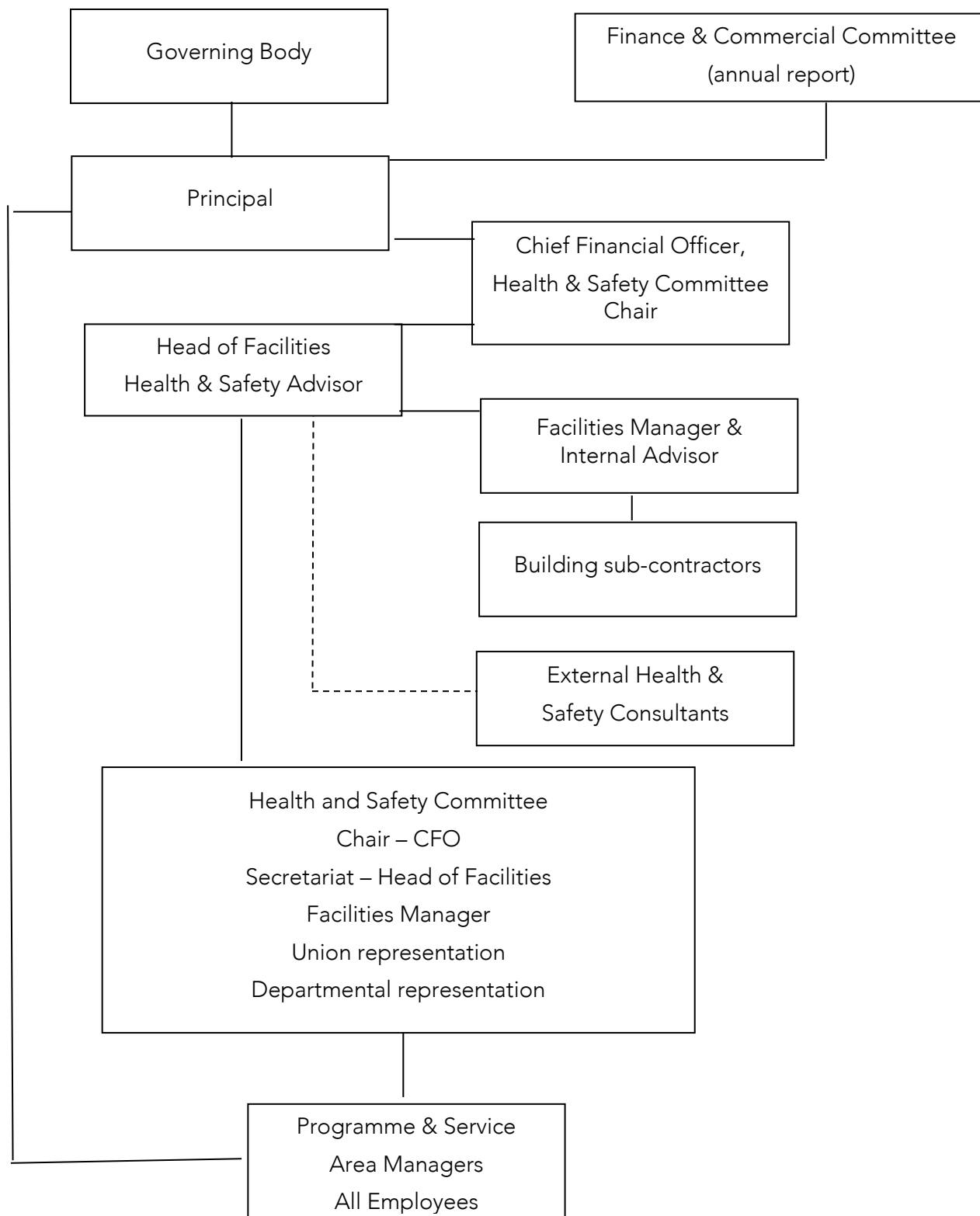
We will:

- Provide and maintain safe workplaces and systems.
- Ensure safety in the use, handling, and storage of materials.
- Regularly assess risks and take preventive measures.
- Document and share health and safety arrangements.
- Appoint competent individuals to ensure compliance with laws.
- Provide necessary training and information on health and safety.
- Offer health surveillance where risk assessments deem necessary.
- Enforce our no smoking policy.
- Ensure a safe environment for pregnant and nursing women.
- Adhere to relevant regulations and guidelines.

1.2 The Principal and the Governing Body are primarily responsible for health and safety, monitoring implementation, and keeping the college informed of relevant legislation. All individuals using our premises must comply with health and safety procedures. The Principal delegates to the Chief Financial Officer the practical implementation of the Policy, which is monitored by the College's Health & Safety Committee, supported by the Head of Facilities.

2. Organisation

Our health and safety management is structured as follows:



3. Responsibilities

3.1 All staff

All staff have a legal and contractual responsibility to follow the health and safety arrangements and procedures as laid out in this policy. You also have a personal duty to:

- carry out your duties in a safe and healthy manner
- follow safe working procedures
- take into account the safety of others
- use and maintain equipment supplied for health and safety, and keep it in good working order
- report all hazards or shortcomings in health and safety arrangements, including breaches of the no smoking policy at the earliest opportunity
- undertake workstation self-assessments where appropriate
- not to use equipment or materials for which you are not trained or appropriately supervised
- cooperate with management to ensure the health and safety of all staff, students and visitors

3.2 The Governing Body

The Governing Body recognises its duty to provide effective reviewing of the health and safety provisions, committee and management.

The Governing Body receives and considers an annual report presented by the Chief Financial Officer to include the following content:

- a summary of significant matters raised at the health and safety committee with action taken to address these matters
- statements regarding policy implementation and any proposals for amendments, additions, or alterations to the college's health and safety policy
- a summary report covering the Incident/Accident/Hazard reporting system and any RIDDOR reportable events
- statements of safety inspections, internal or external, and any other monitoring events
- a summary of any contact with enforcement agencies, e.g. Health and Safety Executive, Local Authority, Environmental Health Office, London Fire and Civil Defense Authority, including any enforcement notices received

3.3 The Principal

The Principal is required to:

- draw up the necessary arrangements to secure compliance with all health and safety requirements
- ensure that such arrangements are recorded in writing
- ensure that such information is circulated to all existing and future staff and to the Executive
- monitor the implementation of these arrangements;
- ensure accidents, incidents, dangerous occurrences and infectious diseases are reported, recorded and investigated and measures to prevent recurrence are introduced as appropriate
- maintain a system of reporting hazards which come to the attention of staff in the course of their normal duties

The Principal delegates the day-to-day responsibility for, and management of, health and safety, to nominated staff, who are required to develop a positive health and safety culture by ensuring that there is:

- good communication with staff, students, contractors and site visitors
- control of risk through the clear allocation of responsibilities
- formal and informal opportunities for the active cooperation and involvement of all staff
- promotion of competence in health and safety matters through the provision of appropriate training of staff

3.4 The Executive

The Executive recognise and accepts their corporate responsibility under the [Health and Safety at Work Act 1974](#) and the regulations made under the Act, to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and any other persons who may be affected by the activities of the college. The Executive considers the achievement and maintenance of a high standard of health, safety and welfare throughout all sites to be a primary objective.

The Executive will take all reasonably practicable steps within its power to fulfil this responsibility.

The Executive will consult with representatives of staff on health and safety matters through the health and safety committee. Individual members of staff will have health and safety issues discussed with them before allocating them particular functions.

Where appropriate, the Executive will seek any necessary expert advice to determine the risks to health and safety within the service and the precautions required to deal with them.

The Executive will provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner, and will provide such training for staff in respect of risks to health and safety as is necessary.

The provision of a safe and healthy workplace is the concern of all those working within it. The Executive is committed to the maintenance of a high and improved standard of health and safety and will manage the available resources, and review the performance of staff.

3.5 Health and safety advisors

We have engaged the expertise of an external Health & Safety advisor (Stalled Kane Ltd). In addition, the Head of Facilities acts as health and safety, **the position requires a qualification in NEBOSH (preferred) or at least an IOSH Managing Safely certificate (or equivalent) level..** They work with the facilities team and other departments across the college, are responsible for ensuring that arrangements are in place to:

- comply with all health and safety legal requirements and prepare written procedures where required
- allow health and safety requirements and issues are be brought to the attention of appropriate staff
- report immediately to the Chief Financial Officer any instances where it is not possible to eliminate or reduce to a satisfactory level a hazard through lack of authority or funding. In such a case, steps shall be taken to remove the hazard until a permanent solution can be found

- inspect all premises we use and complete risk assessments as required; the Chief Financial Officer will be informed of the results of such assessments and recommendations will be made concerning the action to be taken
- keep a list of safety representatives, both trade union or appointed staff, and provide facilities and assistance which they may reasonably require for the purpose of carrying out their function
- provide managers and staff with advice on health and safety matters

3.6 The facilities management company and contractors

We have contracted out the general operation of the Keeley Street building to a facilities management company, which in turn has subcontracted for cleaning, maintenance, security and waste disposal. From 1 May 2025, the facilities management function will be delivered in-house, with the exception of the security guard service which will remain outsourced.

The facilities management company has first line day-to-day responsibility for maintaining a healthy and safe environment and its specific responsibilities are outlined in detail in the contract between City Lit and the company which, with its sub-contractors, is required to abide by this health and safety policy. The company, with its subcontractors, shall act as agent for City Lit undertaking health and safety responsibilities related to the operation of the premises, cleaning, maintenance, security and catering, including undertaking portable appliance testing. The company, through its internal professional health and safety adviser undertakes annual comprehensive inspections of health and safety as relating to its operations. The company is responsible for arranging statutory inspections of plant in accordance with regulations.

The facilities management company will operate a *permit to work* scheme in line with any requirements for sub-contractors on the receipt of satisfactory risk assessments and method statements or other acceptable assurances.

3.7 Managers, coordinators and supervisors

All managers, coordinators and supervisors, are responsible for ensuring that:

- risk assessments are undertaken as required in their area
- all visitors, including maintenance personnel or contractors are informed of any hazards on site of which they may be unaware, and to avoid maintenance or other work affecting the safety and health of students and staff
- all contractors comply with the health and safety policy and any relevant arrangements and procedures
- new employees are appropriately inducted and trained in safety arrangements relevant to their work areas
- new employees have access to a copy of the health and safety policy on joining
- staff training needs are identified and the required training organised
- health and safety systems and procedures are regularly reviewed

3.8 Duty managers

We have a designated responsible manager on duty at specified times, this is achieved by the use of duty managers whose responsibilities are to:

- ensure that our normal activities are maintained as far as possible by assisting and supporting staff and students
- take management responsibility during building evacuation or incident/accident control, and to maintain liaison with the facilities, programme and service area staff at such times
- follow the procedures for evacuation, bomb threats, incidents, accidents and emergencies as laid down in the duty manager's handbook
- liaise with emergency services if required; and
- ensure that s/he is contactable during duty periods by means of the designated mobile phone

3.9 Health and safety committee

The Chief Financial Officer (delegated by the Principal) is responsible for ensuring that regular meetings of this committee are held and that the terms of reference are complied with.

The Health and safety committee is a standing committee that reports once a year to the Finance & Commercial Committee and Governing Body. It receives and considers procedures, codes of practice, current legislation and all matters affecting health and safety. It advises on policy, reviews current practices, and strives to ensure that we are fully up-to-date and operational.

Formal records of the health and safety committee meetings will be maintained by the Head of Facilities, who acts as Secretariate for the Committee.

Membership includes staff from programme and service areas, trade union safety representatives, the facilities management company, the health and safety advisors and the Chief Financial Officer, who acts as Chair.

4.0 Arrangements and procedures

4.1 Building operating hours

Keeley Street Campus

The Keeley Street campus has security guard cover 24/7, 365 days per year. The building is open to staff during the following times:

- Monday to Friday: 07:00 to 22:00
- Saturday and Sunday: 08:00 to 18:00

The exception to this is during college closure days, which are recorded in the college opening dates calendar each year. During college closure days staff are not permitted to access the building, unless they have prior approval from the Head of Facilities or Chief Financial Officer, which needs to be requested by email. For those staff approved to come into the building during college closure days, they must sign in and out at the front desk.

On occasions there may be events running past the usual closure times. Only staff attending those events are permitted to be in the building during that time.

Contractors may attend the site during closure/out of hour periods, as well as cleaning and other facilities staff. Contractors need prior approval to attend out of hours from either the Head of Facilities or Facilities Manager and must sign in and out of the building.

Kean Street Wellbeing Centre

The operating hours for courses running in this building are as follows:

- Monday to Thursday 09:00 to 21:15
- Friday 09:00 to 18:00
- Saturday and Sunday 09:00 to 17:00

These operating hours are in line with the planning consent the college has for the use of the site from Westminster Council, so it is important that they are adhered to. Security will lock up the premises in accordance with the closure times each day, and will undertake a sweep of the building to ensure it is empty. Staff may enter the Wellbeing Centre one hour before the course operating hours. Cleaning and other facilities staff may attend the site out of hours.

4.2 Risk assessments

Managers will undertake risk assessments where necessary according to laid down procedures. In the Visual Arts department, risk assessments are completed by the technician, while in other departments, this responsibility typically falls to the manager.

General risk assessments will be reviewed whenever there:

- is reason to suspect it is no longer valid or
- has been a significant change in the matters to which it relates

If risk assessments are to be reviewed more frequently it will be noted elsewhere in this policy.

4.3 Hierarchy of control for the management of risks

We will apply the following hierarchy of control for the management of risks:

- **Hazard elimination**

If possible, remove the hazard so that all other management controls, such as assessment, record keeping, training, auditing are no longer required.

- **Substitution**

If the hazard cannot be removed, substitute for a lower risk hazard.

- **Reduction**

Where possible, reduce usage, e.g. use in small quantities, infrequently.

- **Work adaptation**

Where possible, adapt work to the individual, taking account of their mental and physical capabilities.

- **Technology**

Take advantage of technology that can cost effectively reduce risk.

- **Access restriction**

Restrict access with guarding or procedural measures.

- **Training**

Ensure effective training is undertaken and that only trained people use risky equipment, materials or processes.

- **Personal protective equipment**

This should be used only as a last contingency after all other control measures have been considered, as a short term during maintenance/ repair or as an additional protective measure.

[Management of Health and Safety Work \(Amendment\) Regulations, 2006](#)

4.4 Incidents and accidents

All incidents and accidents should be reported by filling in the standard form (IAH) available on Share Point. Completed forms must be returned to the Head of Facilities within 24 hours, either directly or by leaving with security guard or receptionist and emailing hazards@citylit.ac.uk

Any significant incident, e.g. accident requiring first aid should be reported via the duty manager. Any action required to be taken in order to prevent further incidents will be notified to all relevant staff and put into effect.

The Head of Facilities, or a health and safety advisor will identify incidents that are reportable under RIDDOR, in accordance with current Health and Safety Executive procedures, will make the report to the Health and Safety Executive, and where applicable the Department for Education.

The Principal will appoint a competent person to investigate any incident or accident to learners that may require reporting under RIDDOR and/or to the Department for Education under the Learner Incident Management System (LIMS).

[Workplace Health and Safety and Welfare Regulations, 1992](#)

[Management of Health and Safety Work \(Amendment\) Regulations, 2006](#)

4.5 First aid

All of the security guards are First Aid trained, which is a requirement under the contract with the guarding company. In addition, the Duty Managers are first aid trained, and other staff across the college.

The Head of Facilities maintains a list of first-aiders which is held Share Point and in the duty manager folder.

[Health and Safety \(First Aid\) Regulations, 1981 as amended](#)

[Health and Safety \(Miscellaneous Amendments\) Regulations, 2002](#)

4.6 Electrical safety

The general duties of people whose jobs do not require them to carry out electrical work are to:

- report to the facilities management company any evident electrical hazard or defect, to avoid and take steps to ensure others avoid coming into close proximity with the hazard
- ensure all electrical equipment under their control is used in a manner and in circumstances that are safe, and that such equipment is not put to unsuitable use; if uncertain about the suitability of any electrical equipment for any use, to seek competent advice

- be aware of the arrangements for electrical safety testing of all portable electrical apparatus under their control, and that no electrical equipment is to be brought on to site without authorization and certification

[Electricity at Work Regulations 1989](#)

4.7 Manual handling

All managers must ensure where necessary that manual handling assessments have been completed and that all staff at risk are trained in the correct principles of safe lifting and carrying.

[Manual Handling Operations Regulations, 1992](#)

[Health and Safety \(Miscellaneous Amendments\) Regulations, 2002](#)

4.8 Display screen equipment

Managers must ensure that:

- all workstations are assessed for new staff and whenever there is a material change
- staff are given training in the correct use of display screen equipment (DSE), including workstations and seating, and how to minimize risks to themselves.
- staff take regular screen breaks
- staff have a variety of activities to maximize opportunities for screen breaks

DSE users have a responsibility to undertake workstation self-assessments on appointment and if a workstation changes.

All regular DSE users will be offered eyesight tests at regular intervals. The cost of the eyesight test and £50 towards any corrective lenses required for DSE use alone will be paid if necessary.

[Health and Safety \(Display Screen Equipment\) Regulations 1992](#)

[Health and Safety \(Miscellaneous Amendments\) Regulations, 2002](#)

4.9 Control of substances hazardous to health

Technicians and management will identify hazardous substances, assess potential harm to workers and students, and implement control measures to reduce exposure. Regular reviews will ensure safety practices remain current. We have appointed an external advisor (currently Valentines) to support Visual Arts on occupational health and risk assessments.

Control measures are in place, including PPE, safe handling, and storage procedures, to minimize exposure to hazardous substances. All employees will be trained to follow these safety practices.

All COSHH substances must be safely stored in the cabinets provided in the studios and kept locked when not in use. Hazardous substances will be disposed of by labelling, segregating, and using the colleges contracted disposal services to ensure compliance with safety and environmental standards.

Technicians are trained in IOSH Working Safely to ensure they can safely handle hazardous substances. In the event of a spillage, onsite cleaners will respond promptly using spill kits to manage and contain the situation.

COSHH forms will be reviewed and updated annually by technicians and management to ensure accuracy and compliance.

Departmental managers must ensure that:

- a full programme of assessment, management and training exists in appropriate departments
- staff involved in the handling of hazardous substances are aware of the correct procedures for use, storage and disposal
- where necessary, staff have been provided with suitable personal protective equipment and trained in their use

[*Control of Substances Hazardous to Health Regulations, 2002 as amended*](#)

[*Classification, Labelling and Packaging of Chemicals \(Amendments to Secondary Legislation\) Regulations 2015*](#)

4.10 Noise

General risk assessments for noise will be undertaken and where necessary detailed risk assessments will be carried out by managers to enable appropriate controls to be put in place.

[*Control of Noise at Work Regulations 2005*](#)

4.11 Hazardous waste

The Head of Facilities is responsible for ensuring that all hazardous waste is managed appropriately. Hazardous substances will be disposed of by technicians, who will label, segregate, and raise a ticket for premises contracted disposal services. The request is sent the Facilities Manager for collection from the technicians, with hazardous substances stored in the loading bay. Once a sufficient amount of waste has accumulated, the Facilities Manager arranges for the collection and disposal of the substances.

Designated items must be kept separate from all other waste. Staff using chemicals and substances with an end product of a special or hazardous nature must ensure that the correct procedures are carried out.

Records must be kept by the Facilities Manager to show the volume and type of waste collected. The removal of hazardous waste will be arranged by the Facilities Manager and consignment notes will be retained.

[*Hazardous Waste \(England and Wales\) Regulations, 2005*](#)

[*List of Wastes \(England\) Regulations, 2005*](#)

4.12 Equipment

Managers are responsible for ensuring that procedures exist for the safe use of certain work equipment and that it is used safely. Risk assessments must be undertaken for all equipment.

The purchase of new equipment must be approved by the Head of Department, in consultation with the Head of Facilities. Risk assessments must be undertaken when new equipment is purchased. The form at Appendix B should be used to document this.

[*Provision and Use of Work Equipment Regulations, 1998*](#)

4.13 Protective clothing and equipment

Where regulations require the use of protective clothing, it will be provided and managers must ensure that it is worn as appropriate. Managers should undertake regular checks to ensure this.

Technicians are responsible for the ordering of equipment, with orders approved by managers. Technicians need to confirm receipt of PPE, with the form in Appendix A used to document this. Managers should retain a copy of these forms.

[*Personal Protective Equipment at Work Regulations, 1992; as amended by Health and Safety \(Miscellaneous Amendments\) Regulations, 2002*](#)

4.14 Safety signs

Where necessary safety signage will be provided.

[*Health and Safety \(Safety Signs and Signals\) Regulations, 1996*](#)

4.15 Smoking and e-cigarettes

Smoking is not permitted on City Lit premises, including balconies and roof terraces. Signage will be placed where required and managers must address any non-compliance.

The use (and charging) of e-cigarettes is prohibited on City Lit premises.

[*Smoke-free \(Premises and Enforcement\) Regulations, 2006*](#)
[*Smoke-free \(Signs\) Regulations, 2012*](#)

4.16 Satellite sites

Whilst this policy applies to all City Lit sites and wherever official activities take place, separate health and safety arrangements will exist for satellite sites where City lit is a tenant. Managers and users of those sites have a responsibility to understand and implement any separate requirements that exist.

4.17 Violence against staff

The Executive will work towards developing a culture of personal safety within City Lit by:

- ensuring that managers are supported to train staff;
- ensuring that managers create an atmosphere in which staff can freely and openly discuss their fears and concerns regarding violence at work
- encouraging staff to give support to colleagues
- making staff aware of their own and others' safety
- monitoring and improving procedures by:
 - collecting statistical data on the numbers and types of incidents
 - assessing and implementing necessary changes
 - offering advice and training to all staff

Other relevant documents available on Select HR/Share Point, or from programme and service managers are the:

- Dignity at work policy
- student disciplinary code of conduct and procedure
- staff disciplinary procedure

[Workplace Health and Safety Welfare Regulations 1992.](#)

5.0 Emergency response procedures

The college has in place Emergency Response Procedures which cover in detail actions required in response to evacuation, shelter in place, lockdown and firearms and weapon attacks. A copy of these are held on Share Point and staff should refer to this as the detailed guidance. The key points are summarised below.

5.1 Evacuation procedures for situations of serious and imminent danger

Fire Wardens

The college operates a sweeper system as part of its fire evacuation procedures. Trained fire wardens will assemble on the 5th and 6th floors, where a designated sweeper card will be selected. If safe, the fire warden will sweep the floor and report any findings to the incident controller.

Staff Responsibilities

Tutors

At the start of a course, tutors must ensure that students are aware of fire routes, assembly points and drills and play the City Lit safety video to students

In the event of an evacuation:

- if possible, turn off all gas or electrical equipment
- leave lights on
- ask students to gather at assembly points in an orderly manner
- report to the duty manager IN PERSON anyone left at a refuge point or details of anyone who is missing

- remain in control of the group and convey any information given by the duty manager, until such time as the extent of the problem is made known or the all clear given
- on returning to the building, re-register the students when you are back in the classroom

All Staff

When starting work at City Lit, all staff must be given details of the emergency response procedures and what their roles will be.

Security Staff

In the event of an evacuation security staff are responsible for:

- checking all additional exit doors are open
- assisting in the evacuation of the building and ensuring all persons are clear
- liaising with the duty manager/facilities manager or other senior staff
- liaising with emergency services

Nobody should re-enter a building after the alarm has sounded for any reason, until further instructions are given.

Emergency evacuation drills must be held regularly on each site, usually termly. The Head of Facilities maintain a record of evacuation drills and report these and any action that is required to the Chief Financial Officer via the IAH reporting procedure.

[Regulatory Reform \(Fire Safety\) Order 2005](#)

5.2 Fire precautions

We will:

- carry out a fire risk assessment
- monitor and review the risk assessment and revise as appropriate
- inform staff or their representatives of the risks
- plan for an emergency
- provide staff information and training
- nominate persons to assist
- provide and maintain (to the extent that it is appropriate as determined by the fire risk assessment):
 1. means for detecting and giving warning in case of fire
 2. emergency lighting
 3. means of escape
 4. fire safety signs
 5. fire-fighting equipment

The Chief Financial Officer must ensure that the site has suitable and sufficient fire fighting and preventative equipment to comply with the current fire certificate requirements. The Head of Facilities will have the practical responsibility to ensure that all appropriate fire precautions are maintained. The Principal retains overall responsibility. The Principal will ensure there are a suitable number of competent people to act as duty managers whose function it is to manage the procedures in the event of fire. All staff must make themselves aware of the fire exits, means of escape routes and action to be taken on hearing the fire alarm.

Fire precaution signage should be well-maintained and free from obstruction at all times. All fire exit doors should be easily and immediately opened from the inside without the use of a key. There should be no obstructions, apparent defects or damage to fire alarm call points, fire detectors or alarm sounders.

Fire-fighting equipment will be in good order, unobstructed, and in its correct place. Combustible materials or substances will be properly stored, away from sources of ignition, and flammable liquids should be held in the smallest workable quantities. There will be no accumulation of rubbish and waste materials. No fire route (especially stairways) should be used for storage at any time.

The fire risk assessment exists will be reviewed after any fire incident and at least annually.

Fire doors must be inspected on a regular basis, with an audit log of the inspection maintained and any remedial works undertaken documented.

[Regulatory Reform \(Fire Safety\) Order 2005](#)

[Fire Safety \(Employees' Capabilities\) \(England\) Regulations, 2010](#)

5.3 Bomb threats

In the event of a bomb threat the duty manager must be immediately informed, who will seek urgent police advice. All cases must be taken seriously in the remote event that an explosive device has been placed in the buildings.

For anyone taking the call, collect as many details from the caller as possible:

- which floor, room
- size and type of device - when timed to explode
- note the time of the call
- details of call/caller i.e. accent, pitch of voice, manner, background noises;
- ask who caller is, organisation
- try to maintain connection and conversation whilst the police are informed - do not replace the handset
- inform the duty manager, but if not available, follow the instructions below
- inform the police
- inform senior person on site, who will make a decision about evacuation of the building, unless advised not to do so by the Police or Fire Service

5.4 Shelter in place procedure

"Shelter in place" refers to taking immediate steps to seek shelter indoors, stay in a secure location, and remain there until the all-clear signal is given by the Duty Manager or senior leadership team. This procedure is activated in situations such as active threats, chemical spills, extreme weather events, or other emergencies where it may be safer to remain inside rather than evacuate.

Shelter in place may be initiated in the following scenarios:

- Active Threat or Violence (e.g. firearms, weapons or terrorist attack)

In the event of an active threat near the college, a shelter in place instruction is necessary to protect individuals from harm.

- Chemical or Hazardous Material Spills

If a dangerous substance is released into the air or environment, staying indoors and away from windows or vents may be necessary.

- Severe Weather Conditions

If weather conditions such as extreme storms pose a threat, a shelter in place may be required until the danger passes.

- Security Threats

Any external or internal security threat that prevents safe evacuation should trigger a shelter in place.

Key Actions

Upon hearing the Shelter in Place Alert the Duty Manager, Security team and any other available senior staff should immediately follow these steps:

1. Secure Entry Points

- Close and lock all exterior doors and windows.
- Ensure all classrooms, offices, and common areas are secured.

2. Direct Students to Safe Areas

- Direct students and visitors to safe rooms or areas away from windows and doors.
- Ensure that rooms with no windows (or those that face away from potential threats) are prioritised.
- Move all staff and students from the ground floor to the first floor
- Move all staff and students from the mezzanine to other floors
- Lock off the lifts

3. Assist Those with Additional Needs

- Ensure that any students or staff with reduced mobility or other additional needs are assisted in finding a safe location. Be aware of any medical needs that may need to be managed.

4. Stay Calm and Provide Reassurance

- Keep everyone calm and reassure them that actions are being taken to ensure their safety.

5.5 Lock Down Procedure

There are important differences between the lockdown and shelter in place arrangements. Lockdown is necessary when students and staff need to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity. This procedure is to be followed when there is an immediate threat in or near the college building that necessitates securing all rooms and limiting movement within the building to ensure safety.

When to Initiate a Lockdown

A lockdown may be initiated under the following circumstances:

- **Active Threat (e.g., an armed intruder or terrorist attack)**
If an individual or group is believed to be in the vicinity of the building with the intent to cause harm, a lockdown should be immediately initiated.
- **Violent Incident in the building**
If there is an active violent situation (e.g., a student or hostile intruder causing violence) and there is a threat to life, a lockdown will be necessary.
- **External Threat Near the building**
If there is an external threat (e.g., police chase, terrorist activity, or dangerous situation in the local area) that poses a risk to building safety, a lockdown may be needed.
- **Uncontrolled Risk (e.g., hostage situation)**
In the event of a hostage situation or other high-risk scenario, a lockdown may be required to contain the situation.

Key Actions During Lockdown

Activate the Lockdown Alert

- As soon as the decision to lock down is made, activate the emergency signal

Action for Staff and Students

1. Move to the Nearest Safe Location

- All staff, students, and visitors should immediately move into the nearest classroom, or office. Do not remain in hallways or open areas.

2. Lock and Secure All Doors and Windows

- Once inside a room, lock all doors, close and secure windows, and close any blinds or curtains to avoid being visible from the outside.

- If there are no locks, barricade the door with desks, chairs, or any available furniture.

3. Turn Off Lights and Silence Phones

- Turn off the lights and remain out of sight from windows or doors.
- Ensure all mobile phones are on silent or turned off to avoid detection.

4. Remain Calm and Quiet

- Stay calm and quiet. Do not leave the secure area until the all-clear signal has been given.
- If possible, quietly contact emergency services to report any vital information (e.g., location of the threat, number of individuals, injuries). If you cannot speak, send a text or use a social media platform to alert authorities.

5. Assist Others

- If there are students or staff with disabilities, additional needs or reduced mobility, assist them in reaching a safe location and securing the area.

4. Role of Staff and Tutors

1. Security Personnel

- Security staff will be responsible for securing the perimeter of the building, monitoring entrances, and ensuring no one is able to enter or leave until the lockdown is lifted.

2. Tutors

- Tutors should ensure students are safely inside classrooms or offices and accounted for, locking doors and following all procedures outlined above.

3. Leadership team

- College leaders should immediately assess the situation, coordinate with emergency services, and take charge of communication and decision-making processes.

- Keep all staff informed of any developments in the situation and maintain communication with the Police.

5. When the Lockdown is Lifted

1. Await Official All-Clear Signal

- The lockdown will only be lifted when the police or college leadership issues an official all-clear signal.
- Do not leave the lockdown location until this signal is received.

2. Evacuation (If Necessary)

- If authorities or college leadership determine that evacuation is the next step, ensure that evacuation is done in a calm, orderly manner.
- Ensure that any individuals who may need assistance with evacuation (e.g., those with mobility impairments) are supported.

3. Re-entry

- Once the all-clear signal is given, carefully follow instructions on re-entering normal activities, ensuring that everyone is accounted for.

Executive Owner	Chief Finance Officer
Policy Owner	Head of Facilities
Approval Body	Governing Body
Date Approved	11 March 2025
Review Period	One year
Next Scheduled Review Data	One year from date approved

Health and Safety Policy Amendment Sheet

Record of Amendments

Issue number	Date	Index reference	Brief description of amendment
1	February 2025		Revised issue

Appendix A: Personal Protective Equipment Issue Record

Personal Protective Equipment Issue Record

To comply with Health & Safety guidelines, this form records the issue of Personal Protective Equipment (PPE) and confirms the recipient's understanding of its proper use.

All completed forms must be returned to your line manager.

Name:		Role:	
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Protection	Item Issued	Loan or Personal	Date of Issue	Signature	Comments
Head	Safety helmets (hard hats)				
Eye and Face	Safety goggles				
	Face shields				
	Welding helmets				
	Safety glasses				
Hearing	Earplugs				
	Earmuffs				
Respiratory	Dust masks				
	Respirators (half-face or full-face)				
Hand	General-purpose gloves (mechanical)				
	Chemical-resistant gloves				
	Heat-resistant gloves				
	Cut-resistant gloves				

	Disposable gloves				
Body	Overalls				
	Chemical-resistant suits				
	Flame-resistant clothing				
Foot	Safety boots (steel-toe or composite-toe)				
	Slip-resistant boots				
Other	Aprons (for welding or chemical handling)				

PPE Guidance

The Personal Protective Equipment (PPE) provided is essential for ensuring your safety while conducting your role. Please read and follow these guidelines:

Correct Use:

- Always wear the PPE provided when conducting tasks that require it.
- Follow all instructions or training provided for using the PPE correctly.

Maintenance:

- Keep your PPE clean and in good condition.
- Store it safely when not in use.

Reporting Issues:

- Inform your supervisor immediately if your PPE becomes damaged, lost, or unsuitable for use.

Replacement:

- Replacement PPE must be ordered, when necessary, by the technician. Ensure you place an order for replacements before continuing tasks that require PPE.

Personal Responsibility:

- It is your responsibility to ensure that you purchase and wear the required PPE to protect your health and safety. Failure to comply may result in compromised safety and a conduct issue.

If you have any concerns or need further guidance about your PPE, please speak with your manager or the facilities team.

Appendix B: Equipment request form

Equipment Request Form

Request Details

Name: _____

Job Title: _____

Department: ☐ Drawing & Illustration ☐ Painting ☐ Sculpture ☐ Printmaking ☐ Digital Arts ☐ Photography ☐ Textile & Fashion ☐ Ceramics ☐ Jewellery ☐ Multimedia & Installation

Date of Request: ____ / ____ / ____

Equipment Details

Equipment Name: _____

Model/Specification (if applicable): _____

Supplier/Manufacturer (if known): _____

Estimated Cost: £ _____

Quantity Needed: _____

Reason for Request (Check all that apply):

- ☐ Replacing Broken Equipment
- ☐ Upgrading Outdated Equipment
- ☐ Expanding Workshop Capabilities
- ☐ Health & Safety Compliance
- ☐ Supporting New Courses/Programs
- ☐ Other (please specify): _____

Brief Explanation of Need (How will this benefit students & staff?):

Risk Assessment Requirement

- ☐ A risk assessment has been completed for this equipment.
- ☐ A new risk assessment is required before purchase.

Potential Hazards (Check all that apply)

- ☐ Electrical hazard (e.g., wiring, voltage issues)
- ☐ Fire hazard (e.g., flammable materials, heat generation)
- ☐ Mechanical hazard (e.g., moving parts, entanglement risk)
- ☐ Chemical hazard (e.g., toxic fumes, hazardous substances)
- ☐ Noise hazard (e.g., high decibel levels)
- ☐ Manual handling risk (e.g., heavy lifting, awkward positioning)
- ☐ Other (please specify): _____

Required Safety Measures (Check all that apply)

- ☐ PPE Required (e.g., gloves, goggles, respirator)
- ☐ Ventilation Required (e.g., fume extraction, dust collection)
- ☐ Guarding & Safety Shields Needed
- ☐ Training Required Before Use
- ☐ First Aid Measures Needed (e.g., eyewash station, burn treatment)
- ☐ Safe Storage & Handling Considerations

Compliance & Regulations

- ☐ This equipment complies with COSHH (Control of Substances Hazardous to Health) regulations.
- ☐ This equipment complies with PUWER (Provision and Use of Work Equipment Regulations).

Department approval

(To be completed by Department Head)

Approved By (Name): _____

Approval Status: ☐ Approved ☐ Denied ☐ Further Review Needed

Comments: _____

Signature: _____ Date: ____ / ____ / ____

Health & Safety approval

(To be completed by Head of facilities)

Approved By (Name): _____

Approval Status: ☐ Approved ☐ Denied ☐ Further Review Needed

Comments: _____

Signature: _____ Date: ____ / ____ / ____