

ROYAL COLLEGE OF MUSIC

Health & Safety Policy

Royal College of Music
Fifth edition October 2020 to be reviewed in September 2021
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Revised second edition 2017
First published in 2010

As an appropriately qualified, experienced and competent person, is trained to assume the responsibilities of this role. The Health & Safety Manager monitors, audits and advises across RCM to ensure compliance on:

- Safe/compliant practice within individual departments and activities
- Ensuring compliance
- Identifying appropriate levels of training and advising on implementation
- Implementation, effective delivery and review of the RCM Health & Safety Policy

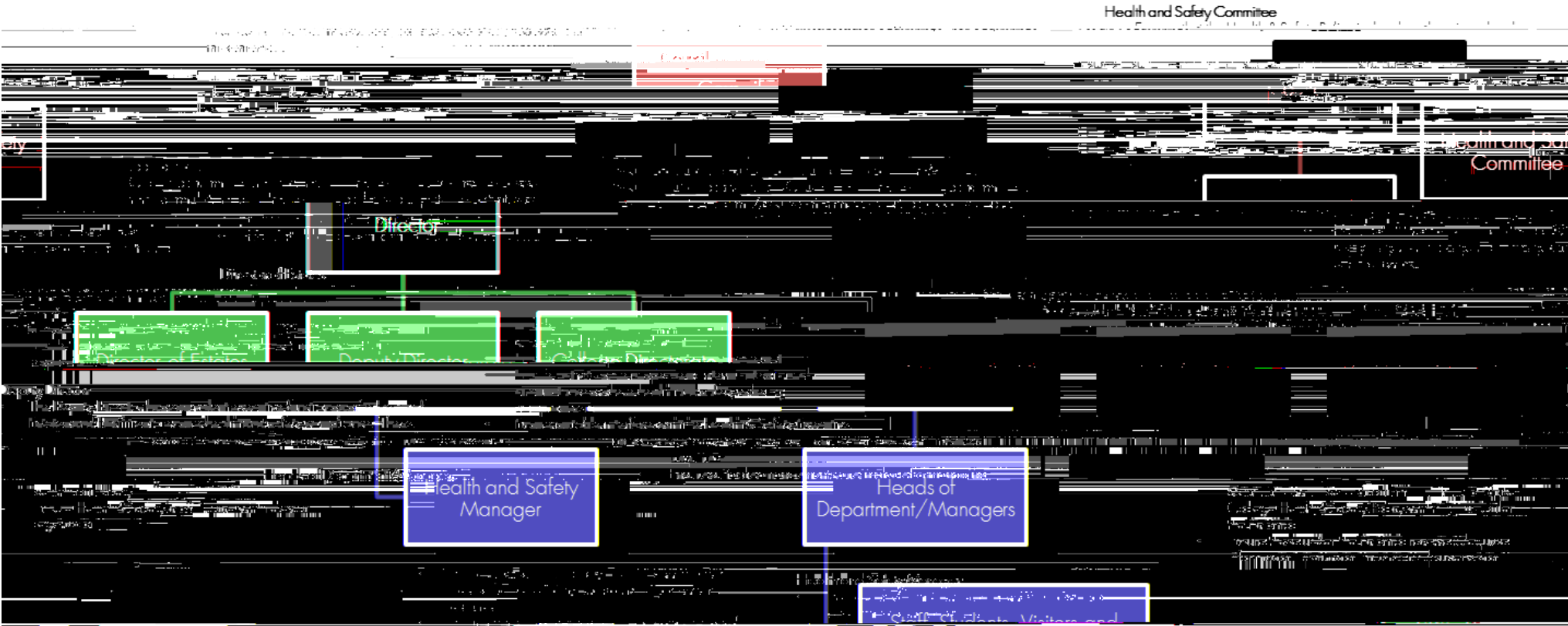
Individual managers and heads of faculty/department are responsible for ensuring safe work practice and compliance within areas under their direct control. Specifically, they must ensure adequate training, information, instruction and supervision to those they are responsible for. Managers and heads of faculty/department will ensure:

- awareness of and implementation of the RCM Health & Safety Policy within areas under their direct control
- direct reports receive adequate information, instruction, training and supervision
- risk is appropriately controlled within areas under their direct control
- appropriate training and competence of those within areas under their direct control
- remedy of defective work equipment within areas under their direct control
- that accidents/incidents within areas under their direct control are reported in accordance with RCM procedures

Chaired by the DE, The RCM Health & Safety Committee has a consultative, advisory and strategic remit. The committee is formed of senior management representatives, employees and members of a recognised trade union. The Health & Safety Committee terms of Reference are:

- To advise on the appropriateness and adequacy of the RCM health & safety organisation, arrangements and safe systems of work
- To keep under review RCM performance in relation to health & safety at work and assist in formulation of health & safety policies
- To promote co-operation between RCM staff and students in instigating, developing and carrying out measures to ensure health &

Organisation for Health & Safety



In accordance with requirements of the Regulatory Fire Safety Reform Order 2005; fire risk assessments have been completed for all RCM premises. These are reviewed regularly and implemented to ensure relevant controls are in place to reduce risk to life in the event of fire.

All RCM staff is briefed on procedures for fire prevention, detection and evacuation. In the event of fire evacuation, the Health & Safety Manager will act as the Senior Fire Marshal. Trained fire marshals are located throughout all RCM premises including for events and other activities outside of core hours.

The Facilities and Operations Manager will make sure that there are sufficient suitable firefighting appliances throughout RCM. All firefighting equipment will be checked weekly by facilities staff. Defects must be reported immediately and will be rectified as soon as practicable. Inspection and maintenance of all equipment will be undertaken every six months by a competent contractor. Defects will be reported immediately and will be rectified as soon as practicable.

The fire alarm is test in all buildings on a Wednesday. Fire drills are carried out at least once per annum and more frequently where required. Records of fire tests, maintenance and fire drills are kept within the fire log books. These are reviewed by the Health and Safety manager.

Due to the location of the new Courtyard building, specific fire procedures are in place in order to maintain safe fire practice. The Courtyard is located in the centre of the Prince Consort Road campus, and is adjacent to the Blomfield Building (north), South Building (south) and Amaryllis Fleming Concert Hall (west). Due to the complexity of the new building, a specific strategy is in place which explains how the site is to be operated in the event of an emergency. Primarily, the new building utilises the pre-existing escape routes via the Blomfield Building and South Building. Please note, it includes 3 no smoke vents located in the external Courtyard which are operational by LFB only.

Fire notices are displayed at relevant points giving clear information for designated escape routes and actions to be implemented during a fire evacuation. All employees are briefed on fire evacuation procedures during their initial RCM induction.

Raise alarm by using nearest fire alarm call point

Evacuate room or other location without delay (do not stop to collect personal belongings)

Do not attempt to use the lift

Follow escape route as directed by fire marshals and way-finders

All accidents/incidents and near misses will be reported using the online accident/incident reporting form. The Incident Report Form is accessed by through RCM's intranet, MUSE. This is completed and a report is forwarded to the Health & Safety Manager and shared with appropriate departments/persons for investigation. All accidents will be investigated and if appropriate a written report will be produced, incorporating:

- what was the immediate cause of the accident?
- what were the contributory causes?
- what is the necessary corrective action?
- what system changes must be made to prevent a recurrence?
- what reviews are needed of policies and procedures?

Accidents/incidents deemed reportable under The Reporting of Incidences Diseases Dangerous Occurrence Regulations 1995 (RIDDOR) will be reported to the HSE by the Health & Safety Manager within required timescales

Sufficient numbers of staff are trained as first aiders and certified by attending courses with a recognised training provider. Copies of training certificates are kept by the Health & Safety Manager and also by HR. Qualified first aiders attend refresher courses after a period of three years or when initial qualification expires.

Suitable notices are displayed around RCM premises, indicating the name, location and internal phone extension of all first aiders. These details are also available via MUSE and in the Projects, Estates & Facilities Department.

First aid boxes are located throughout RCM premises. First aid boxes are checked (and replenished) on a weekly basis by the facilities team.

It is RCM policy that formal risk assessments will be undertaken prior to commencement of work's activities or events which could be potentially harmful to health. Copies of completed risk assessments and templates can be accessed via the Health and Safety Department page off MUSE

All contractors are required to submit a risk assessment and/or Permit to Work for approval by the Health & Safety Manager before they are permitted to carry out any work at RCM. All Contractors must be inducted prior to commencement of work and sign to confirm that they have received full induction. All contractors are inducted monthly with a b le

to lift or move more heavy or awkward items. Departmental Managers must ensure sufficient training is provided for those of their staff who are required to continuously lift or move large or heavy objects. The Health & Safety Manager will arrange for this training. All manual handling injuries must be reported promptly in accordance with accident reporting procedures.

Only approved contractors will be employed to work within RCM premises. All contractors must provide proof of competence to include relevant risk assessment/method statements and professional accreditation. Prior to working within RCM, all contractors will undergo full induction by the Health & Safety Manager.

The following procedure will be undertaken by a head of department when a new employee is engaged:

- Explain to the new employee what they will be required to do and to whom they will be directly responsible;
- Show the new employee the RCM Health & Safety Policy and explain its purpose and ensure that the employee is aware of their responsibilities;
- Ascertain if the new employee has a disability or illness which could prevent them from undertaking certain types of work safely or require additional protective measures;
- Inform new employees of potentially dangerous areas of operations and highlight potential hazards identified in risk assessments;
- Show the new employee the location of first-aid equipment, location of first-aider and explain the procedure to follow in event of a fire or other evacuation.

RCM recognises its legal responsibility to consult with its employees on matters of health & safety. RCM

The Maintenance Manager will ensure that ventilation systems are kept clean and in efficient working order so that all rooms have sufficient supply of fresh and/or purified air. They will also ensure that floors and traffic routes are free from holes, obstructions or other trip hazards further remaining in good repair.

The Maintenance Manager keeps records of all equipment and plant safety inspections, including certification for fire alarms, emergency lighting, electrical testing, lifting equipment and water treatment.

The Courtyard building includes a variety of new mechanical and electrical plant equipment which is situated in restricted areas throughout primarily, the first and second floors (see separate O & M's and As-Built). The new building also utilises new plant located on both the South Building and Britten Theatre roof.

Hazardous space procedures are in place for work in boiler/plant rooms and there is a permit to work system for hazards associated with entry, electrical equipment, hot work, mechanical equipment, breaking of joints etc.

Where work requires use of controlled entry and/or permit-to-work procedures, the Health & Safety Manager will prepare a detailed method statement. In other cases, hazards will be noted and

remedial maintenance of lifts is undertaken to control risks to maintenance staff and others. All inspection and maintenance of lifts is carried out by approved, competent contractors.

Step-

The following records will be maintained and kept in the following locations:

- each department and shared G

RISK ASSESSMENT FORM RA3

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Give a complete step by step description of the task from the time you arrive until you finish. The more detail you add the easier it will be to identify the hazards and control measures later in this risk assessment.

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Signed

Name

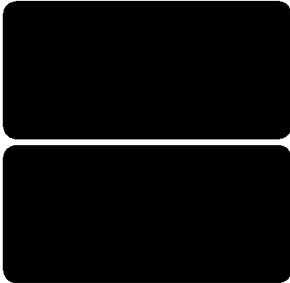
Date

Tel

Department

ROYAL COLLEGE OF MUSIC

Workstation, Display Screen Equipment (DSE) Assessment.

Display screens.			
<p>Are the characters clear and readable?</p> 		<p>Make sure the screen is clean and cleaning materials are available.</p>	
<p>Is the text size comfortable to read?</p>		<p>Software settings may need adjusting to change text size.</p>	
<p>Is the image stable, i.e., free of flicker?</p>		<p>Try using different screen colours to reduce flicker, e.g., darker background and lighter text, increase refresh rate of monitor setting.</p> <p>If problems still exist, contact ITC. ICTHelp@rcm.ac.uk</p>	
<p>Is the screen's specification suitable for its intended use?</p>		<p>For example, intensive graphic work or work requiring fine attention to small details may require large display screens.</p>	
<p>Are the brightness and/or contrast adjustable?</p>		<p>Separate adjustment controls are not essential, provided the user can read the screen easily at all times.</p> <p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p>	
<p>Does the screen swivel and tilt?</p>		<p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> Swivel/tilt is absent or unsatisfact 	

Display screens continued			
<p>Is the screen free from glare and reflections?</p>		<p>Find the source of the reflections. You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Is the user facing the screen?</p>		<p>Position the screen in front of the user, to avoid any twisti43 TmTf1 O O</p>	

Furniture continued.			
Can you comfortably reach all the equipment and papers you need to use?		<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
Environment.			

Is there enough room to change position and vary movement?

Have you carried out a user check (visual inspection) of the visually accessible parts of the equipment and its cable, plug and extension cable?

Carry out a user check when the equipment has been moved, work done or relocated

Any faults or significant wear and tear must be reported to Maintenance/Facilities/ITC as relevant and repaired as soon as possible.

Do not use any equipment if defective. Remove from operation and label

ROYAL COLLEGE OF MUSIC
NEW AND EXPECTANT MOTHERS - H&S ASSESSMENT

