



Royal College of Music

Health and Safety Policy

Approved by RCM Council
14 July 2010

Health and Safety Statement from the RCM Director

The Royal College of Music embraces health and safety as one mechanism to help us achieve our strategic objectives and to enhance the experience of College staff, students and visitors.

It is RCM's policy to provide and maintain a safe and healthy work environment, safe equipment and safe work systems for all our staff and students, and to provide such information, training and supervision as is required to attain this objective. We also accept our statutory responsibility for the health and safety of others, including visitors, who may be affected by our activities.

In undertaking activities we will apply the underlying principle that management of health, safety and fire-related risks have equal importance to our other key strategic aims and we will allocate the resources required to carry-out our statutory duties. This will include prioritising and taking action, based on the application of risk assessments.

The College's Health and Safety Policy applies to all activities and areas of the College, including performance spaces, teaching and practice rooms, student halls of residence, office accommodation and communal areas.

In meeting our formal obligations, the College requires its staff and students to take reasonable care of their own health and safety and that of their colleagues and to report any defects to the physical environment, or management arrangements, which may prejudice this.

The responsibilities and arrangements for implementing health and safety at the College are set out within the policy and the policy statement is issued to all staff and students. The policy will be subject to periodic review in the light of experience and developments in national health and safety legislation and good practice.

Signed

A handwritten signature in black ink, appearing to read 'Colin Lawson', written in a cursive style.

Colin Lawson
Director of the Royal College of Music

May 2010

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1.0 RCM Health and Safety Policy

- 1.1 In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations (and all other relevant legislation), it is College policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College staff, students, visitors, contractors, and members of the public who are, or may be, affected by its activities.
- 1.2 The Council of the College bears the legal responsibility for all matters of health, safety and welfare within College and ensures that statutory requirements are met and appropriate standards are applied through specialist College officers. The executive responsibility for the development and implementation of the health and safety policy is delegated to the Director. It is a core management function and must be integrated into all other management policies and practices, especially planning.
- 1.3 The College will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with employee (and student) safety representatives. This function will be carried out by the Health and Safety Committee (a committee chaired by the Director of Finance and Estates, which reports to the Directorate and to the Finance and General Purposes Committee) in conjunction with the monitoring of policy implementation, and consultation on all matters affecting the health and safety of staff and students.
- 1.4 The management of health and safety is an integral part of good management at all levels of College organisation. This includes the provision of:
 - safe and healthy working conditions;
 - arrangements for the operation, design and maintenance of safe systems of work;
 - properly maintained and guarded machinery;
 - information, instruction, training, and supervision appropriate to College activities;
 - arrangements for consultation with staff and their representation on relevant committees dealing with health and safety matters.
- 1.5 Heads of Faculties, Heads of Department and Administrative Managers are responsible through their Directorate line managers to the Director for the proper implementation of health and safety policies and procedures in their respective areas and compliance with College and statutory requirements and for achieving standards above the legal minimum acceptable level for risk management and control. Therefore, health and safety performance will be measured regularly by means of an auditing programme, to check that policies and practices are effective in driving progressive improvements in safety management.
- 1.6 By assessing capabilities and providing training as appropriate, the College will ensure that all members of staff are competent to carry out their work without risk to themselves or others, and that those staff who manage or supervise others are aware of relevant legislation and good practices, in order to manage health and safety effectively.
- 1.7 All College employees have a responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules, and work safely in accordance with any instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to the appropriate managers without delay.
- 1.8 All students will receive written guidance on health and safety matters and will receive specific instruction as appropriate.

- 1.9 All students taking part in College controlled activities must take care of their own health and safety, and that of others. They must comply with legislation, College policies and rules, and instructions from staff, and report hazards or dangerous situations to the duty officer at the College Main Reception. The duty officer will immediately inform their supervisor or the Safety, Health and Environment Manager.
- 1.10 Visitors (including contractors) are required to comply with legislation, and with College policy and rules, and report any problems to the duty officer at the College Main Reception. The duty officer will immediately inform their supervisor or the Safety, Health and Environment Manager.
- 1.11 This policy statement is issued to all staff and students and will be subject to periodic review in the light of experience and developments in national health and safety legislation.

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Issued by the Director, Royal College of Music

Approved by RCM Council 14 July 2010

2.0 Organisation and Arrangements for Implementation

2.1 Introduction

The College's organisation and arrangements for the implementation of the College Health and Safety Policy cover all academic and administrative departments, activities, residential and public areas. A copy of the Policy Statement, signed and dated by the Director will be displayed in public areas and on the College website. The policy and these arrangements will be reviewed annually by the Health and Safety Committee and revised as appropriate.

2.2 College Health and Safety Management Principles

The College health and safety management arrangements are based on the following principles:

- the health and safety of staff, students and visitors should be protected by avoiding, as far as is reasonably practical, exposure to hazardous substances, dangerous tasks, working conditions or environments;
- the risks of all activities that may affect the health and safety of staff, students and others are assessed;
- there will be effective arrangements for representation, consultation and communication with staff and students on health and safety matters;
- staff and students will be provided with appropriate information, instruction, training, and supervision to ensure they can achieve the level of competence necessary to work in a safe and healthy manner;
- appropriate performance standards will be set;
- documentation is necessary for demonstrating compliance;
- audit, inspection, review and consequential action taken are the basis for self-regulation and compliance.

2.3 College Health and Safety Management Systems

The systems used to control those activities that might affect health and safety are designed to:

- achieve effective management control by ensuring that health and safety mirrors other devolved management responsibilities and is recognised as an integral part of the College's activity;
- provide adequate assurances to the Council and regulatory and enforcing authorities on the College's compliance with legislative requirements;
- provide policies, codes of practice, arrangements, procedures, practices and instructions that can be implemented, and ensure that such implementation is systematically inspected, monitored, reviewed and audited;
- provide the documentary evidence necessary to demonstrate that College and statutory requirements are being met;
- ensure effective liaison with and reporting to statutory bodies;
- ensure an adequate level of overall health and safety by balancing the resources invested against the inherent operational risks.

3.0 Organisation Chart

The College organisation chart can be seen at <http://www.rcm.ac.uk/cache/fl0021450.pdf>

4.0 Allocation of Finance for Health and Safety

All budget holders are expected to include the costs of health and safety compliance, relating to their activities, within their budgets. To support this all capital and recurrent budget requests require budget holders to identify additional health and safety compliance issues related to their activities. A central health and safety budget is held within the College's estates budget in order to manage cross-college health and safety demands. Where existing budgets are insufficient to meet specific health and safety requirements, the Safety, Health and Environment Manager will bring this to the attention of the Director of Finance and Estates and options will be considered in order to manage the requirement. This may include, ceasing or reducing certain activities, looking at alternative options in undertaking activities or agreeing additional budgets.

5.0 Responsibilities

The principal accountabilities are described here. Duties and responsibilities can be delegated but the accountability remains with the duty holder. In general the College does not prescribe in detail how these responsibilities are discharged, as they are integrated into the line management structure of the College (see organisation chart in Section 3.0 for reporting lines).

5.1 The Council

The RCM Council carries the ultimate responsibility for health and safety. The Finance and General Purposes Committee monitors health and safety on behalf of the Council and receives minutes of all Health and Safety Committee meetings. The Council approves and reviews policies and receives an annual report on health and safety. The Council delegates executive responsibility for the implementation of the Health and Safety Policy to the Director.

5.2 The Director

The Director is responsible to the College Council for the effective implementation of the College Health and Safety Policy. The Director delegates the responsibility for health and safety performance to the Director of Finance and Estates and ensures through the Directorate, that managers and other College officers adequately discharge their duties in accordance with the requirements described here.

5.3 Director of Finance and Estates

The Director of Finance and Estates is responsible to the Director for:

- developing coherent and consistent health and safety policies and procedures;
- promulgating the policy statement and ensuring that independent monitoring and audit mechanisms are in place to verify compliance;

- providing confirmation that necessary performance standards are met;
- sanctioning the suspension of activities, in exceptional circumstances, where health and safety is being compromised;
- providing the College Council with an annual report on the discharge of these responsibilities;
- managing the interface with the Health and Safety Executive and other regulatory and enforcement agencies.

The Director of Finance and Estates will hold a copy of the UCEA “University Health and Safety Management” code of best practice.

5.4 Directorate

Members of the Directorate are accountable to the Director for the health and safety of their areas and for compliance with College and statutory requirements. They should ensure that proper arrangements are in place to discharge their responsibilities.

5.5 Building Manager

The Building Manager is responsible to the Director of Finance and Estates for ensuring that the physical premises and services within the College comply with health and safety legislation, and for managing healthy and safety arrangements in the ‘communal areas’ not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements). The Building Manager is also individually responsible for the management of the College in regards to local authority regulations for public licensing.

5.6 Deputy Director

The Deputy Director has parallel statutory, advisory and executive functions to those of the Building Manager in respect of occupational health issues. These responsibilities are delegated by the Director and reports are provided to the Director of Finance and Estates on activities in this area.

5.7 Safety, Health and Environment Manager

The Safety, Health and Environment Manager will be appropriately qualified, experienced, competent, and trained to undertake the responsibilities he or she carries. The Safety, Health and Environment Manager is a designated member of staff who advises managers on:

- day to day operational safety within their area;
- compliance with College and statutory requirements;
- specialist advice and the dissemination of good practice;
- in-house training provision;
- monitoring, reporting on and auditing the implementation of Health and Safety Policy;
- ensuring that specific arrangements are in place for:
 - a) Junior Department
 - b) College Hall
 - c) Estates (including communal areas)

- d) ICT
- e) Library, Museum
- f) Opera School and the Britten Theatre
- g) Centre for Performance History
- h) Centre for Performance Science
- i) Performance Management
- j) Recording Studios
- k) Catering
- l) Use of the premises for external private events
- m) RCM Sparks Events
- n) Students' Association events

5.8 Individual Managers

Managers have responsibilities for the health and safety of people and places over which they have control. The level of that responsibility is directly linked to the level of control they can exercise. While duties can be devolved to other individuals to carry out, the responsibility for ensuring that those duties are carried out by competent staff with adequate resources remains with the manager.

5.9 Health and Safety Committee

The College Health and Safety Committee has a consultative, advisory and strategic remit and includes representatives of management and the recognised trades unions. The Committee meets regularly and is chaired by the Director of Finance and Estates. Its terms of reference are set out in the College Committee handbook. The Committee:

- advises on the appropriateness and adequacy of the College health and safety organisation, arrangements and safe systems of work;
- keeps under review College performance in relation to health and safety at work and assists in the formulation of health and safety policies;
- promotes co-operation between College staff and students in instigating, developing and carrying out measures to ensure health and safety at work.

5.10 Staff, Students, Visitors and Contractors

All staff, students, visitors and contractors are required to comply with College arrangements for health and safety. They are responsible for fulfilling their obligations under the law - to take care of themselves and others and to report any shortcomings in safety arrangements to a responsible person.

5.11 Implementation

Implementation of the Health and Safety Policy and overall Health and Safety Management System will be done by maintaining suitable records of risk assessments and documenting all health and safety information, making sure it is proportionate to all College activities. Minor hazards affecting all staff, students and visitors will be controlled by the use of simply stated general rules. More detailed and hazardous activities will be controlled by more detailed workplace precautions. High hazardous activities may require a permit to work system.

5.12 Measuring Performance

Performance will be measured by the information gained from the following inspections and reports:

- written annual reports on health and safety for the Council;
- regular reports to the Health and Safety Committee including accidents reports;
- regular reviews of all department risk assessments;
- the systematic inspection of all premises, plant and equipment;
- assessment and recording of training needs and the delivery of suitable training;
- the operation of an Audit System.

5.13 Auditing and Review

Auditing of the Health and Safety Management System will take place annually. This will establish that appropriate management arrangements are in place and adequate control systems exist that are consistent with the hazard profile of the organisation. This will help the College improve its performance, learn from experience and develop a Health and Safety Management System that can respond to change.

6.0 Sub-policies

Heads of Departments and department Managers are responsible through their Directorate line managers to the Director for the proper implementation of health and safety policies and procedures in their respective areas. To help achieve this, the College has produced department sub-policies to give Heads of Departments and department Managers better control of all of their work activities. The following departments will have their own sub-policies.

- Junior Department
- College Hall
- RCM Kensington Square
- Estates
- ICT
- Library and Museum
- Centre for Performance History
- Opera School and Britten Theatre
- Performance Management
- Recording Studios
- Catering
- Use of Premises for Private Events
- Students' Association Events
- Local Authority Regulation For Public Licensing

Department sub-policies can be found in **Appendix A**.

7.0 Fire

The fire evacuation procedures will be tested by regular fire drills, carried out by the Safety, Health and Environment Manager. The results of each drill will be recorded and the procedures reviewed in light of those results.

The fire alarm system will be tested weekly and the results recorded in a log by the Maintenance Engineer. Any defects that become apparent will be rectified immediately.

The Maintenance Engineer will make sure there are sufficient numbers of suitable fire fighting appliances throughout the College. All fire fighting equipment will be checked weekly by the Maintenance Engineer and the College Hall Manager at the RCM Hall of Residence. Any defects will be rectified as soon as practicable. Inspection and maintenance of all equipment will be undertaken every six months by a competent contractor.

The Duty Security Guard will ensure that all visitors to the College are booked in, informed of the fire evacuation procedure and signed out when leaving.

7.1 Evacuation Procedures

A full set of Fire Evacuation Procedures for the Prince Consort Road site are displayed around the College on various notice boards.

7.1.1 Action to be taken if you discover a fire

The person discovering the fire is to immediately break the glass and press the button of the nearest fire alarm call point. If the fire is small and you feel confident to do so, you should extinguish the fire using near by equipment after sounding the alarm.

7.1.2 When leaving the room

Close but do not lock all windows and doors. Do not delay to collect personal possessions and do not use lifts.

7.1.3 The Assembly Area

On exiting the building, ALL Staff, Students and Visitors are to assemble in the car park in Callendar Road, Imperial College. From the front of College, leave via the front fire exits and turn left on the pavement. Walk 100-mtrs and turn left, go through the gates of Imperial College into Callendar Road; the car park is on the left. From the rear of College or Opera School, leave via either of the basement fire exits into Imperial College car park turn right and walk 100 metres to the road junction and turn right into Callender Road, the car park is on the right.

7.1.4 Once in the Assembly Area

Heads of Departments are to account for their staff and report any missing persons to the Senior Person Present.

7.1.5 Command and Control

Once in the assembly areas, Facilities Officers who are trained Fire Wardens, will assume control of the Assembly Area and relay information from the Duty Manager/Supervisor as to when it is safe to return to the building.

7.2 Fire Risk Assessment

The Fire Risk Assessment is carried out by the Safety, Health and Environment Manager to confirm that the College is safe and that it is compliant with fire safety regulations and the Fire Safety Act 2005. All areas of the College are fire risk assessed including the Britten Theatre and College Hall.

7.3 Fire Training

All Facilities Officers have attend a Fire Wardens course and also carry out in-house fire safety training including practical sessions on using fire extinguishers every six months.

8.0 First Aid

8.1 Accident Reporting Procedures

HSE approved Accident Books are available at the following locations around the College:

- Main Reception
- First Aid Room
- Estates Office
- Opera Department
- Performance Management
- Junior Department

Accident books are also available from the College Hall Reception and at RCM Kensington Square. All accidents report forms are sent to the Safety, Health and Environment Manager who will decide if the accident needs to be reported to the Health and Safety Executive.

8.2 Trained First Aiders

The College has a number of first aid trained staff who have attended a HSE approved First Aid at Work course. College Hall and RCM Kensington Square are also covered by RCM First Aiders. The list of First Aiders is located at several points around the College; this list will be updated and redistributed every three months.

8.2 Accident Investigation

All accidents where the cause of the accident is not absolutely clear will be investigated. The investigation will be followed by a written report.

The investigation must provide answers to the following:

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

9.0 Risk Assessment

9.1 Events

All events are risk assessed by the event organiser and the relevant documents are forwarded to the Safety Health and Environment Manager for approval. An example of the Use of Premises for Public Events form can be found in **Appendix B**.

9.2 Contractors

All contractors are required to submit a risk assessment for approval by the Maintenance Engineer before they are permitted to carry out any work at the College.

9.3 Maintenance

The Maintenance Department are required to complete risk assessments for all Maintenance procedures. These must be approved by the Safety, Health and Environment Manager or in his absence, the Maintenance Engineer.

9.4 Display Screen Equipment

All members of staff, who are required to operate a display screen as part of their normal work, are required to complete a copy of the display screen equipment risk assessment. All new staff will be given a copy on induction.

9.5 Department Risk Assessments

All departments are required to carry out risk assessments of all of their activities. These assessments are reviewed by the department managers annually or when ever there is a change in procedures. Copies of the assessments are kept by the Safety, Health and Environment Manager.

10.0 Training

The Human Resources Department supports the provision of Health and Safety training. The Safety, Health and Environment Manager will assist with the organisation of specific Health and Safety training courses and carry out staff health and safety induction training for new employees. Heads of Departments are responsible for department specific safety awareness. This should be done on the first day and include pointing out fire exits, the location of first aiders and first aid equipment and also briefing them on evacuation procedures.

10.1 Staff Training

The following training courses are run throughout the year:

- Manual Handling (General)
- Manual Handling of Musical Instruments
- Basic Health and Safety (Certificate awarded by The Chartered Institute of Environment Health)

- Fire Marshall Training
- Evacuation Chair Training

10.2 Induction Training

Induction Training for all new staff is carried out each month by the Safety, Health and Environment Manager and includes the following subjects:

- Health and Safety Law
- Policy
- First Aid
- Manual Handling
- Accident Reporting
- Fire Evacuation Procedures
- Display Screen Equipment
- Risk Assessment

10.3 College Hall

College Hall Staff and Residents Assistants are trained by the Safety, Health and Environment Manager in Health and Safety with a particular focus on fire training. Practical training is given in the use of fire extinguishers; this is carried out every six months.

10.4 Manual Handling

The Performance Co-ordinator is a qualified City and Guilds Manual Handling Instructor and is responsible for training those members of staff and students that are involved in manual handling of musical instruments. General manual handling courses will be outsourced to an Occupational Health Specialist at Imperial College London.

10.5 Young Persons

The Safety, Health and Environment Manager will be informed of all young persons working at the RCM by the HR Department. This procedure is to be carried out by the Head of Department when there is an engagement of a young person. On the first day of their employment, Health and Safety training will be provided with a particular focus on the risks and hazards involved with their intended work area. Records of the training will be documented by the Safety, Health and Environment Manager. Guidance on the engagement of young people must be sought from the HR Department.

11.0 Manual Handling

11.1 Specific Legislative Requirements

- The Manual Handling Operations Regulations 1992 (as amended)
- HSE Guidance Notes
- Getting to grips with manual handling: A short guide INDG143 (rev2)
- Manual Handling Operations Regulations 1992 (as amended) Guidance on Regulations L23 (Third edition)

- Five steps to risk assessment Leaflet INDG163 (rev1)
- Managing health and safety: Five steps to success Leaflet INDG275

Where the use of a machine or lifting equipment is impracticable, sufficient labour must be available to handle any heavy or awkward loads. A suitable and sufficient risk assessment will be made of all such operations in accordance with regulation 4 of the Manual Handling Operations Regulations.

11.2 Manual Handling Training

All members of staff are asked to attend manual handling training and receive basic manual handling training on their induction.

The following manual handling training is carried-out at the College:

- manual handling training on induction to the College;
- 4 hour Manual handling training session from Imperial College Occupational Health Department, open to all staff and compulsory for those who carry-out manual handling operations as part of their work;
- specialist training carried out by the College Manual Handling Training Team for staff and students involved in moving large or cumbersome musical instruments

11.3 Safety Equipment

The College will enforce the wearing gloves and safety footwear for Maintenance, Facilities Staff and Contractors. Supervisory staff will notify the Safety, Health and Environment Manager of any employee or contractor wearing unsuitable footwear.

12.0 Control of Contractors

Specific Legislative Management

- The Management of Health and Safety at Work Regulations 1999

The Safety, Health and Environment Manager will draw up a list of approved contractors. To qualify for entry onto the approved list, all contractors must supply proof of his employee's competence, a copy of his Health and Safety Policy, method statements relating to recent works, an example of a risk assessment showing risks and control measures and the details of the person responsible for their Health and Safety.

The Maintenance Engineer will provide approved contractors with comprehensive and relevant information on any activities or physical hazards on College sites that may pose a risk to their health and safety in relation to the work they will carry out. Contractors must also be informed of the College procedure to be followed in the event of fire and the College first aid arrangements.

The Maintenance Engineer will ensure that contractor's activities do not constitute a risk to the health and safety of College staff, students or visitors. All contractors are required to sign in and out at reception and wear visitors pass at all times. No contractor is permitted to carry out work at the College without permission from the Estates/Maintenance Department.

13.0 Event Management

13.1 Specific Legislative Requirements

- The Management of Health and Safety at Work Regulations 1999

13.2 Internal Organisation

Before any private event, the Events Manager/Event Organiser is to submit a Private Events Check List for approval to the College Building Manager and the College Safety, Health and Environment Manager. The College Safety, Health and Environment Manager (or in his absence, the Building Manager) will be responsible for deciding if the event requires a Risk Assessment. For a copy of the RCM Private Events Check List see **Appendix B**.

13.3 External Hire

Any organisation or individual applying to hire College premises will be required to provide full details of the nature of the activity, the number of people expected to be present and any equipment that will be brought on to the premises. If College equipment is to be used then details of its intended use and the competence of the intended user will be sought.

The Events Manager/Event Organiser will scrutinise all such information and inform the Safety, Health and Environment Manager of any potential hazards that could arise. The Events Manager/Event Organiser will ensure that hirers of College premises are provided with comprehensible and relevant information on the procedures to be followed in the event of a fire or any other evacuation, location of first aiders and first aid equipment and seek their assurance that they will comply with all such procedures. The Events Manager/Event Organiser is to forward a copy of the College Health and Safety Policy to those visiting the premises.

13.4 Safety Procedures

The Event Organiser is responsible for briefing those attending the event on Fire Evacuation Procedures and any other safety points relevant to the event. The College Electrician must carry out an inspection of any electrical installation used for any private event before it commences. The operational and safety arrangements for the use of the Amaryllis Fleming Concert Hall, and the Parry Rooms & Room 90 can be seen in **Appendix B**.

14.0 Lone Working

14.1 Specific Legislative Requirements

- The Management of Health and Safety at Work Regulations 1999

Employers have responsibilities for the health, safety and welfare at work of their employees and the health and safety of those affected by the work, e.g. visitors, such as contractors and self-employed people who employers may engage. These responsibilities cannot be transferred to people who work alone. It is the employer's duty to assess risks

to lone workers and take steps to avoid or control risk where necessary. Employees have responsibility to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

14.2 Lone Working Situations

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations; some examples are given below:

- people in fixed establishments where: only one person works on the premises, e.g. in small workshops, petrol stations, shops and also home workers;
- people who work separately from others, e.g. in factories, warehouses, offices, leisure centres;
- people who work outside normal hours, e.g. cleaners, office workers, security, maintenance or repair staff;
- mobile workers working away from their fixed base: in construction, plant installation, maintenance and cleaning work, electrical repairs, lift repairs, painting and decorating, vehicle recovery etc.

14.3 Safe Working Arrangements

Establishing safe working arrangements for lone workers is no different from organising the safety of other employees. Employers need to know the law and standards which apply to their work activities and then assess whether the requirements can be met by people working alone.

Lone workers should not be at more risk than other employees. The following are examples of lone working at the RCM and the procedures that need to be followed as a minimum:

14.3.1 Facilities Officers locking up the building

- Must carry a mobile phone or radio at all times
- Last person to leave must only exit the building by a well illuminated route
- Must not re-enter the building to switch off lights

14.3.2 Staff working late at the RCM in general

- Must only work when the reception is manned by a Facilities Officer
- Must inform the reception staff of their location, nature of work and intended finishing time

14.3.3 Britten Theatre and School Opera Staff

- Must only work when the main RCM Reception is manned by a Facilities Officer
- Must be in contact with reception by radio
- Must inform reception of numbers of staff working, their location, nature of work and intended finishing time

14.3.4 Maintenance Staff

- Must have permission from The Building Manager

- Must carry a mobile phone or radio at all times
- Must only exit the building by a well illuminated route

14.3.5 Staff Working Past 6pm at RCM Kensington Square

- Must inform the main Heythrop College reception of their location, nature of work and intended finishing time

14.3.6 DMus Students Working Past 6pm at Kensington Square

- Must sign in and out at the main Heythrop Reception desk
- Must make themselves familiar with the emergency contact information posted in the DMus room
- The area will be patrolled every hour by Heythrop College Security
- Must inform the main Heythrop College reception of their location, nature of work and intended finishing time

14.4 Risk Assessment

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place. Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the control measures that should be taken.

Risk assessment should help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present.

14.4.1 Risk Assessment Questions

Risk Assessments will take into account normal work activities and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. This will identify situations where people work alone and ask the following questions:

- does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person?
- Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Can all the plant, substances and goods involved in the work be safely handled by one person?
- Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- Check that lone workers have no medical conditions which make them unsuitable for working alone. Seek medical advice if necessary.
- Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

14.5 Training

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations.

Lone workers need to be sufficiently trained and experienced to understand the risks and any precautions needed.

Department Managers are to set the limits to what can and cannot be done while working alone. They should ensure their staff are competent to deal with circumstances which are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice.

14.6 Supervision

Although lone workers cannot be subject to constant supervision, it is still an employer's duty to ensure their health and safety at work. Supervision can help to ensure that employees understand the risks associated with their work and that the necessary safety precautions are carried out. The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues.

Employees new to a job, undergoing training, doing a job which presents special risks, or dealing with new situations may need to be accompanied at first. The level of supervision required is a management decision which should be based on the findings of risk assessment. The higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they require assistance.

14.7 Monitoring

Procedures need to be put in place to monitor lone workers to make sure they remain safe. These will include:

- supervisors periodically visiting people working alone;
- regular contact between the lone worker and supervision using either a telephone or radio;
- automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff;
- other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity;
- checks that a lone worker has returned to their base or home on completion of a task.

Lone workers should be capable of responding correctly to emergencies. Risk assessment will identify foreseeable events. Emergency procedures will be established and staff trained in them.

Information about emergency procedures and danger areas should be given to lone workers who visit the premises. Lone workers should have access to adequate first-aid facilities.

15.0 Noise

15.1 Specific Legislative Requirements

- The Control of Noise at Work Regulations 2005

15.2 The Hearing Protection Working Group

The College has recognised that it has both a legal and moral duty of care, and a positive interest, in taking steps to ensure that students and staff are informed about the dangers of hearing damage and loss and about methods for preserving and protecting their hearing. In doing so the College set up a Working Group on Hearing Protection. The aim of this group is to make specific recommendations in three areas for improving the Colleges provision of protection from and education about hearing loss.

The three main areas are:

- risk assessment
- informing and educating
- monitoring and protecting

The Hearing Protection Working Group meets each term and continues to report their progress and recommendations to the College Health and Safety Committee.

15.3 Staff Hearing Protection Policy

Hearing tests (i.e. standard audiograms) are offered on an annual basis to any RCM employee who wishes to be tested. In order to arrange a hearing test, members of staff should contact an audiological clinic of their choice, settle the bill directly with the clinic, and then forward the receipt and expenses claim form to the Human Resources department. Staff will be reimbursed by the College up to a maximum amount.

If, as a result of the consultation, further tests or special hearing protection is recommended for work carried out *specifically at the RCM*, then an additional contribution of £50 will be made toward these costs. In certain circumstances, where a staff member is identified as being at high risk due to their work at the College, further additional funding may be available.

16.0 Engagements of New Employees

16.1 Specific Legislative Requirements

- The Management of Health and Safety at Work Regulations 1999

16.2 Procedure

The following procedure is to be carried out by the Head of Department when there is an engagement of a new employee:

- 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 College Safety Policy and explain its purpose and ensure that the employee is aware of their responsibilities.
- Ascertain if the new employee has any disability or illness which could prevent them from carrying out certain types of work safely or require additional protective measures.
- Warn new employees of any potentially dangerous areas of operations on site or in the workplace and point out any hazards as a result from risk assessments.
- Show the new employee the location of the first aid equipment, location of first aider and explain the procedure to follow in the event of a fire or other evacuation.

17.0 Employee Consultation Arrangements

17.1 Specific Legislative Requirements

- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996

17.2 The College's Responsibility

The law sets out how employees must be consulted in different situations and the different choices employers have to make. There are two sets of general regulations about employers' duty to consult their workforce about health and safety.

The College recognises its legal responsibility to consult with its employees on matters of health and safety. The College believes in building healthier and safer workplaces and understands that employees input is valuable to help identify hazards, assess risks and develop ways to control or remove risks.

This approach allows the College to make better decisions about health and safety because they are based on the input and experience of a range of people in the organisation, including employees who have extensive knowledge of their own job.

17.3 Consultation

The College will consult with employees or their representatives on the following:

- the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work such as shift-work arrangements;
- arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law);
- the information they must give their employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training;

- the health and safety consequences of introducing new technology.

The College is committed to giving health and safety information to employees and also listening to and taking account of what they say before making any health and safety decisions. Enough time will be given for employees to consider the matters being raised and provide informed responses.

18.0 PAT Testing (Portable Appliance Testing)

18.1 Specific Legislative Requirements

- The Electricity at Work Regulations 1989
- The Provision and Use of Work Equipment Regulations 1998
- The IEE Regulations

18.2 Introduction

Portable Appliance Testing is an important part of the College Health and Safety Policy. The Health and Safety Executive states that 25% of all reportable electrical accidents involve portable appliances. The Electricity at Work Regulations place a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to ensure that no danger results from the use of such equipment. This in effect requires the implementation of a systematic and regular program of maintenance, inspection and testing. The Health and Safety at Work Act (1974) places such an obligation in the following circumstances:

- where appliances are used by employees;
- where the public may use appliances in establishments such as hospitals, schools, hotels and shops;
- where appliances are supplied or hired;
- where appliances are repaired or serviced.

The level of inspection and testing required is dependant upon the risk of the appliance becoming faulty, which is in turn dependant upon the type of appliance, the nature of its use and the environment in which it is used.

18.3 Inspection and Test Methods

User checks, often referred to as external inspection which will be carried out on a very frequent basis by those who use the equipment, although the results are not recorded unless a fault is found. Formal Visual Inspections, which consist of a scheduled, detailed inspection, the results of which are recorded. Combined Inspection and Test, where the appliance is subjected to electrical tests. The results of which are recorded. See **Appendix C** for details on Arrangements for PAT Testing

18.4 Frequency of Testing

18.4.1 Portable Items That Have Not Been Supplied by The College

Any item brought into the College by staff or students must be inspected by the RCM Maintenance Department. If the item is new and carries a declaration of

conformity and an EC marking, then the item will not require a full test and inspection for the first 12 months.

18.4.2 Portable Appliances in Use

Any item that can be moved whilst in operation or that can be moved easily whilst connected to a power supply. This includes heaters, kettles, microwave ovens, table lamps, extension leads and coffee machines etc. These items will have a full inspection every 12 months.

18.4.3 New Portable Appliances

Any item that is purchased new and carries a Declaration of Conformity and an EC mark will not require inspection and testing for the first 12 month after purchase.

18.4.4 Hand Held Portable Equipment

Portable equipment designed to be held in normal use. These will include maintenance tools such as power drills and soldering irons etc. This equipment will have a visual inspection before and after use and a full recorded inspection and test every 12 months.

18.4.5 Information Technology Equipment

All IT Equipment more than 5 years old will have an annual visual inspection. They are not to have any type of electrical testing carried out. Information technology equipment includes electrical business Information technology equipment such as computers and mains powered telecommunications equipment, and other equipment for general business use, such as mail processing machines, VDU's photo-copiers, printers and scanners. This will be done annually and test results will be recorded.

18.4.6 Hi-fi and Audio Visual Equipment

These items will have a full inspection every 12 months.

18.4.7 Contractors Equipment

Contractors are to provide proof of testing of all their portable electrical equipment before they are given permission to start any work at College.

18.4.8 Equipment on Loan or Hire

It is the responsibility of the loan or hire company to make sure their equipment is safe and tested as per the appropriate regulations. This includes photo copiers, vending machines etc.

19.0 Plant and Equipment

19.1 Specific Legislative Requirements

- Provision and Use of Work Equipment Regulations 1992
- The Electricity at Work Regulations 1989
- The Personal Protective Equipment at Work Regulations 1992
- The IEE Regulations

19.2 Plant and Equipment Maintenance

The Maintenance Engineer will implement a system of planned maintenance, under the direction of the Building Manager, to ensure that the premises, plant and equipment are maintained in efficient working order and good repair. He will be required to keep a log of such maintenance for periodic inspection by the Building Manager.

19.3 Heating and Ventilation

The Maintenance Engineer will ensure that a reasonable temperature is maintained in all indoor workplaces by means of an efficient heating system in cold weather and by means of suitable blinds or other shading devices in rooms where the sun can cause excessive heat. He will also ensure that there is suitable and sufficient lighting in all areas of College Buildings, particularly on stair cases and work areas.

The Maintenance Engineer will ensure that ventilation systems are kept clean and in efficient working order and that all rooms have sufficient supply of fresh or purified air. He will also ensure that floors and traffic routes are free from holes, obstructions or other tripping hazards and in good repair.

19.4 Inspections

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

20.0 Boiler/Plant Rooms

20.1 Specific Legislative Requirements

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Gas Safety (Installation and Use) Regulations 1998
- The Control of Asbestos Regulations 2006
- The Electrical Equipment (Safety) Regulations 1994
- The Electricity at Work Regulations 1989
- The Confined Spaces Regulations 1997
- The Pressure Equipment Regulations 1999
- The Pressure Systems Safety Regulations 2000.

20.2 Planning Procedures

If confined space procedures are required for work in the Boiler/Plant Room, see Section 25.0, Confined Spaces. If a permit-to-work system is required in respect to hazards associated with entry, electrical equipment, hot work, mechanical equipment, breaking of joints etc. see Section 28.0, Permit to Work. For hazards from noise, heat, lagging materials see Section 24.0, Asbestos.

Where the work will require the use of controlled entry and/or permit-to-work procedures, the Safety, Health and Environment Manager will prepare a detailed Method

Statement. In other cases any hazards will be noted and the precautions required must be listed.

The Method Statement or list of hazards and precautions will be discussed and agreed with Maintenance Staff/Contractors before work commences. Any training required for operatives will be arranged and carried out before work commences.

20.3 Supervision

Those supervising the works will ensure that all operatives have been instructed in the requirements of any method statement, permit-to-work and other procedures. Supervisors will ensure that ANY permit-to-work, controlled entry procedures or other precautions are strictly adhered to throughout the work. Access equipment, protective clothing and equipment, emergency escape equipment, fire fighting equipment will be provided before the work is permitted to commence and will be checked daily.

20.4 Safe Systems of Work

Work in Boiler Rooms and/or Plant Rooms can involve the following hazards. Chemical substances used for descaling, refrigerants, water treatment, jointing, fuel, biological hazards from rodent infestation and water contamination. In certain circumstances underground rooms can have restricted ventilation resulting in build up of fumes, explosive gases, and lack of oxygen.

The following points will be considered as a minimum:

- Falls on poorly lit steps, from edges of roofs while gaining access to the room
- Heat stress/stroke
- Harmful lagging materials
- Electrical equipment
- Mechanical equipment
- Automatic operation of equipment
- Steam
- Gas
- Flue gases
- Refrigerant leaks
- Weil's disease
- Legionnaire's disease
- Noise
- Hazards associated with the work to be carried out e.g. welding, opening joints, pressure testing, use of pulleys, manual handling etc.

21.0 Abrasive Wheels

21.1 Specific Legislative Requirements

- Provision and Use of Work Equipment Regulations 1992
- Abrasive Wheel Regulations

21.2 Planning

In relation to abrasive wheels, PUWER 98 requires, among other things, that all machinery is suitable for its intended use and is properly maintained, and those employees, including those using, mounting and managing the operation of abrasive wheels, are fully informed and properly trained in their safe use.

21.3 Examination, Handling and Storage of Abrasive Wheels

- Wheels should be carefully unpacked, cleaned with a brush and examined for possible damage in transit.
- In unpacking, the careless use of a tool may cause damage to the wheel. The soundness of wheels can be further checked by tapping them with a light, non-metallic implement. This is known as the 'ring' test.
- Wheels must be dry and free from sawdust for the ring test otherwise the sound will be deadened. It should also be noted that organic bonded wheels do not emit the same clear metallic ring as inorganic bonded wheels.
- Heavy wheels should be supported on a clean hard floor for the ring test while light wheels should be suspended from their hole on a finger or small pin. If the wheel sounds dead, for example due to cracking, it should not be used.

21.4 Supervision

To comply with the Personal Protective Equipment Regulations 1992, the Control of Substances Hazardous to Health Regulations and the Control of Noise at Work Regulations 2005. When using abrasive wheels, appropriate protection must be worn. Employees who use abrasive wheels on any type of machine are exposed to a number of risks:

- injury to the eyes from flying abrasive and metallic particles;
- inhalation of dust from dry grinding operations (for example petrol cutting-off machines);
- physical injury due to flying wheel fragments or ejected work pieces;
- noise and vibration;
- in construction areas there will be a need for head protection as well as for feet and hands in addition to the other precautions mentioned;
- eye protection should conform to the relevant BS EN standard such as BS EN 166;
- dust protection (face masks) etc should comply with BS EN 149;
- loose clothing such as ties or coat sleeves are easily drawn in between the wheel and the work piece and should not be worn. Rags and waste should not be used near a revolving wheel as they may also become entangled.

22.0 Liquefied Petroleum Gas

22.1 Specific Legislative Requirements

- The Gas Safety (Installation and Use) Regulations 1998
- The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- The Carriage of Dangerous and Use of Transportable Pressure Equipment Regulations 2007

- The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002

22.2 Planning Procedures

The Safety, Health and Environment Manager will ensure that the provision, installation of equipment and storage facilities for liquefied petroleum gases and any other compressed gases that will be used on site/workplace are planned in accordance with the above standards.

The Safety, Health and Environment Manager will ensure that sub-contractor's requirements are taken into account when planning the use of LPG and storage facilities to be provided on site.

The Safety, Health and Environment Manager will ensure that any necessary training in the safe working practices or emergency procedures associated with LPG or compressed gases is arranged and carried out before work starts.

22.3 Supervision

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

22.4 Safe System of Work

Where large quantities of LPG or compressed gases are to be used or stored or where LPG or compressed gases are to be used in confined spaces or unusual situations, the Safety, Health and Environment Manager will provide advice on precautions required.

23.0 Highly Flammable Liquids

23.1 Specific Legislative Requirements

- Highly flammable liquids are defined in The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002

23.2 Planning Procedures

The Safety, Health and Environment Manager will ensure that suitable storage facilities are provided for highly Flammable liquids in accordance with the above standards and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.

The Safety, Health and Environment Manager will ensure that suitable storage facilities are provided for liquids, which are not defined, as highly flammable but which would be a fire hazard.

The Safety, Health and Environment Manager will arrange for any necessary fire fighting equipment or materials to be available before work starts.

23.3 Supervision

Those supervising the work will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in the storage facilities when not in use.

Supervisors will ensure that any fire fighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.

23.4 Safe Systems of Work

The Safety, Health and Environment Manager will be asked for advice when there is any doubt about precautions required or where highly flammable liquids are used in large quantities or in unusual situations.

24.0 Asbestos

24.1 Specific Legislative Requirements

- Control of Asbestos Regulations 2006
- Disposal of waste containing asbestos will be carried out in accordance with the Special Waste Regulations 1996
- Work involving the removal of asbestos materials covered by the Asbestos Regulations 2006 will be carried out by experienced licensed contractors in
- Accordance with the current Approved Code of Practice for Work with Asbestos Insulation and Asbestos Coatings and Asbestos Insulating Board (COP3 - Health and Safety Executive)
- Other information is available from the Control and Safety Guides published by the Asbestosis Research Council
- The Survey Guide (HSG 264) which replaced *MDHS 100* from January 2010

24.2 Planning

The Safety, Health and Environment Manager/Maintenance Engineer will check the asbestos register to ascertain at an early stage whether asbestos in any form is likely to be present in the work area. If there is any uncertainty about the presents of asbestos, then an occupational hygiene specialist will be asked to take and analyse samples.

Method Statements will be prepared by the Maintenance Engineer in conjunction with an occupational hygiene specialist, where necessary, a licensed asbestos removal contractor will be selected to carry out the work. The Safety, Health and Environment Manager will ensure that any requirement to give notice of the work to the Health and Safety Executive is complied with. The supplier of any material for use at work containing asbestos will be asked to confirm that the material complies with Asbestos Regulations 2006.

Any member of the maintenance team who suspects that asbestos is present in the work place will follow the instructions laid down in the College Procedures for Working with Asbestos. See **Appendix D** for further procedures for working with asbestos .

25.0 Confined Spaces

25.1 Specific Legislative Requirements

- The Confined Space Regulations 1997
- The Dangerous Substances and Explosive Atmosphere Regulations 2004

25.2 Confined Space Entry (any space with a reasonably foreseeable specified risk)

Maintenance Staff will avoid the need to enter into confined spaces where possible. If entry is required to a confined space then a suitable and sufficient risk assessment will be carried out by an assessor who:

- understands the risks involved in confined space works;
- is experienced and familiar with the relevant process, plant and equipment;
- is competent to devise a safe system of work.

All confined space work will require a Permit to Work System. Safe Systems of Work written instructions will include the following:

- First Aid
- Limiting Working Time
- Communications
- Engine Driven Equipment
- Water Surges
- Toxic Gas, Fume and Vapours
- Testing and Monitoring the Atmosphere
- Gas Purging
- Lighting and Ventilation Requirements

25.3 Supervision

All Confined Space Entry Works will be supervised in accordance with the appropriate Health and Safety Regulations.

26.0 Lifting Equipment

26.1 Specific Legislative Requirements

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

26.2 Planning

The Safety, Health and Environment Manager and/or the Maintenance Engineer will ensure that all requirements for certification for cranes, lifting appliances and lifting equipment brought to site, meet the relevant Health and Safety Regulations.

The Safety, Health and Environment Manager and/or the Maintenance Engineer will also ensure that all lifting equipment is used in a proper and safe manner and that only operatives who are suitably trained, qualified and experienced are permitted to do so.

The Maintenance Engineer will ensure that all goods, equipment and passenger lifts are inspected and maintained by a competent contractor and that a system for recording inspections is maintained.

26.3 Operation

Gates and enclosures on all lifting equipment will always be in place and used. Safe access and egress must always be maintained.

26.4 Test and Inspection

The Maintenance Engineer will ensure that all lifting equipment is tested and inspected as required by the LOLER Regulations at the following points:

- Before use
- Following installation
- After every assembly on site
- Periodic inspection and testing
- Equipment lifting every 12 Months
- Persons lifting equipment every 6 Months

27.0 Electrical Equipment

27.1 Specific Legislative Requirements

- The Electricity at Work Regulations 1989
- IEE Regulations

27.2 Planning

All electrical equipment on RCM sites will be supplied, installed, maintained and used in accordance with the above standards.

The Maintenance Engineer will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

All contractors must be informed of the RCM Policy on the use of electricity on site and will be expected to comply with these requirements. All contractors will be expected to provide proof of PAT Testing for all electrical equipment.

27.3 Supervision

The Maintenance Engineer will ensure that all RCM equipment is in good condition and is constructed and protected to prevent danger arising from the exposure to adverse hazardous environments.

27.4 Safe System of Work

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and PAT Tested.

Regular inspections of all electrical equipment on site will be carried out by the Maintenance Engineer. Any defects will result in the equipment being taken out of use immediately.

28.0 Permit to Work

28.1 Procedures

A Permit to Work procedure will be required as part of a safe system of work when, because of potentially hazardous circumstances, there is a need to strictly control access into areas, rooms, confined spaces, etc. and/or control specific work to be carried out. Examples include:

- Excavating in toxic ground or where there are underground services
- Work on plant when guards have been removed
- Work on electrical installations
- Entry into rooms which have been fumigated
- Entry into any confined space
- Work near overhead cranes
- Welding or use of any tools in areas where there are flammable liquids, gases or dust
- Breaking flanges or opening valves of pipe work.

28.2 Planning

A Permit to Work procedure may be a requirement for the maintenance team or contractors working on site. In the case of procedures operated by others, detailed discussions will be requested between management and supervisors from the RCM and the company operating the procedure. If the permit procedure does not cover the requirements of this Policy, improvements must be requested.

Where Permit to Work procedures are set up by the College, the Maintenance Department will ensure that the procedures are clearly defined and the personnel who will operate the system have been fully instructed.

The following check list will be used by contracts to ensure that any permit procedures fully meets the RCM Policy.

- Does the permit procedure satisfy the legal requirements applying to the site or the installation?
- Is the permit procedure recognised throughout the site as being essential for certain types of work?
- Are all tasks and areas requiring permits clearly defined to all concerned?

All permits to work will be controlled only from the RCM Maintenance Workshop.

The only persons with authority to issue permits are the RCM Maintenance Engineer, RCM Safety, Health and Environment Manager and the RCM Building Manager.

29.0 Health Hazards (COSHH)

29.1 Specific Legislative Requirements

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, of which the most important is **The Control of Substances Hazardous to Health Regulations 2002 (COSHH)**, from October 1989 supported by Approved Codes of Practice.

Other Regulations which may be applicable to health hazards are:

- The Control of Asbestos at Work Regulations 2002
- The Control of Lead at Work Regulations 1980
- The Construction (Health and Welfare) Regulations 1996 - Requirements for ensuring hygiene measures are provided on site.

A wide range of Guidance Notes (especially the Environment Hygiene (EH) series and advisory literature is available on the precautions required with various substances and all recommendations will be applied as required.

- EH18, "Toxic Substances, A Precautionary Policy"
- EH26, "Occupational Skin Diseases Health and Safety Precautions"
- EH40, "Occupational Exposure Limits" (**Note:** This is updated annually.)
- EH42, "Monitoring Strategies for Toxic Substances"
- EH44, "Dust in the Workplace: General Provisions of Protection".

Information on the requirements of the Regulations and advice on precautions required to handle, use or dispose of any hazardous substance is available from the Safety Manager.

29.2 Planning

Generic written assessments will be prepared for substances, processes, site health hazards etc normally used or encountered on RCM sites. This will include the RCM Maintenance Department, Britten Theatre and the cleaning contractor.

Work or processes that are not covered by the generic assessment will require a job or task specific assessment of any risks involved in handling, or using the substance and appropriate control measures put in place to eliminate or reduce the risk to an acceptable level.

If possible, arrangements should be made for an alternative, less hazardous material to be specified.

All employees engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

29.3 Supervision

The Site/Workplace Supervisor will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any, equipment, hygiene measures protective clothing are provided and maintained as required.

Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on site during the operations.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

29.4 General Precautions

Health hazards from substances can be divided into the following categories:

- external contact - corrosive, skin absorption, dermatitis;
- inhalation - gases, fumes, dusts, vapours;
- ingestion - swallowing.

Where necessary, health and safety specialists will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required.

The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

Almost all chemical materials are potentially dangerous. The following general rules should always apply:

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.

30.0 Personal Protective Equipment

30.1 Specific Legislative Requirements

- The Construction (Head Protection) Regulations 1989, with Health and Safety Executive Guidance Booklet
- The Construction (Design and Management) Regulations 2007 - wet weather clothing
- The Personal Protective Equipment Regulations 2002 - protective overalls, respiratory equipment, breathing apparatus
- The Personal Protective Equipment at Work Regulations 1992 - provision of goggles, safety glasses, welding protection screens, etc.
- The Working at Height Regulations 2005 - provision of safety belts and harnesses, safety nets
- The Control of Noise at Work Regulations 2005 - provision of ear defenders

- Control of Lead at Work Regulations 2002 - provision of protective overalls, respirators, breathing apparatus, etc.

Other regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on RCM sites/workplaces will be in accordance with the appropriate British Standard and Health and Safety Executive Approval.

30.2 Planning

Before work starts, the Maintenance Engineer will establish what protective equipment is required for the task and that any relevant safety signs relating to the wearing of helmets, eye protection, ear defenders etc. are in place. All contracts and sub-contractors will be made aware of the site requirements for wearing PPE.

30.3 Supervision

The Maintenance Engineer will ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in the Safety Equipment and Protective Clothing Issue Register.

Any person on site/workplace observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory and RCM Policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub contractors as well as direct employees.

All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

30.4 Safe Systems of Work

A safety footwear scheme is operated by the RCM. Any employee wishing to purchase safety footwear through the scheme should ask the Safety, Health and Environment Manager for further details.

All management, supervisory staff, visitors, sub-contractors and employees shall wear safety helmets where required i.e. in areas where the risk of head injuries is possible. Information on any areas or working conditions where helmets need not be worn must be displayed on site or issued to each member of staff, visitor, or contractor.

Normal disciplinary proceedings will be used against employees not complying with this requirement.

All persons issued with protective clothing or equipment must immediately report any loss or defect in the equipment to the RCM Maintenance Engineer.

31.0 Working at Height

31.1 Specific Legislative Requirements

- The Work at Height Regulations 2005
- The Provision and Use of Work Equipment Regulations 1998 (PUWER 98)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98)
- The Personal Protective Equipment at Work Regulations 1992
- The Reporting of Injuries, Deaths and Dangerous Occurrences Regulations (RIDDOR) 1995
- The Manual Handling Operations Regulations 2002

31.2 Mobile Elevated Work Platforms (MEWPs)

The Maintenance Engineer will ensure that mobile elevated work platforms are used safely and efficiently on site taking into account floors, ceiling heights, roof members and, type of work. Where there may be any doubt, the Safety, Health and Environment Manager will be consulted for advice. Training will be provided to supervisors required to carry out inspections and to all staff required to operate a mobile platform. Other specialist access equipment in use in the Britten Theatre will also require regular inspection and training in its use. Records of training and inspection of this equipment are responsibility of the Britten Theatre and Production Manager.

31.3 Planning

Risk assessments for MEWPs should consider the following as a minimum:

- height of the work from the ground
- floor or ground conditions
- competency of the operators
- obstructions and overhangs etc
- restraint to prevent people climbing out of the platform
- fall arrest system
- hard hat for those at ground level.

31.4 Supervision

Maintenance staff must not work alone when working at height. When using a MEWP to carry out work on the ert Hall or when erecting towers and access equipment, this type of work must only be carried out with two competent persons as a minimum. The same rules apply for working on lighting on or above the Britten Theatre stage or any other area where access equipment is to be used.

31.5 Mobile Tower Scaffolds

Mobile tower scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of British Standard Code of Practice 5973:1990 and Health and Safety Executive Guidance CIS10 (rev4), "Tower Scaffolds" Construction Information Sheet No 10 (Revision 4).

Pre-fabricated aluminium mobile tower scaffold will be erected and used in accordance with manufacturer's instructions. The Pre-Fabricated Aluminium Scaffolding

Manufacturer's Association (PASMA) Operator's Code of Practice will be adhered to. Pre-fabricated towers should be constructed to B.S. 1139, Part 3: 1983.

Any other type of mobile tower scaffold will be erected and used in accordance with supplier's instructions.

31.6 Planning

The Maintenance Engineer will ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members and, type of work. Where there may be any doubt, the Safety, Health and Environment Manager will be consulted for advice. Training will be provided to Supervisors required to carry out inspections and operatives required to erect, alter or dismantle mobile towers.

31.7 Supervision

All mobile towers will be erected by trained operatives or by operatives under direct supervision of a competent person. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by the Maintenance Engineer or Safety, Health and Environment Manager.

All mobile towers will be checked before use by the Maintenance Engineer/Safety, Health and Environment Manager to ensure they are in accordance with the above standards. All operatives required to use mobile tower scaffolds will be instructed in safe use and in the movement of scaffolds.

All mobile tower scaffolds will be inspected at 7 day intervals by Site Supervisor/ Health and Safety Officer and a record of inspection made in register F91, Part 1, Section A, which will be kept on site.

31.8 Safe System of Work

The following precautions must be complied with as a minimum:

- Height must be relative to effective base dimension. (Normally a maximum height to least base dimension ratio of 3.5 to 1 is specified for towers used inside a building and 3 to 1 used outside. However, lower ratios may be specified by manufactures of very light mobile towers.)
- Outriggers or stabilisers must be extended where applicable
- Tower must not be used or moved on sloping, uneven or obstructed surfaces
- Tower must be vertical
- Tower must be tied to building where required
- Tower must be moved from ground level
- Floor must be free from openings, ducts, steps, etc.
- No person to remain on platform whilst being moved
- Materials and tools are to be removed or secured on platform
- Overhead obstructions must be noted (in particular, overhead electricity cables)
- Bracing members must be fitted
- Guardrails and toe boards must be fitted
- Wheels must be locked when platform in use
- Tower must not be used in adverse weather
- Safe working load of platform must not be exceeded
- When mobile tower scaffolds are not in use, measures must be taken to ensure that children cannot reach or climb scaffolds

- All operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds must wear safety helmets.

31.9 Ladders

31.9.1 Specific Legislative Requirements

- The Work at Height Regulations 2005

Only ladders constructed in accordance with B.S. 1129:1990 (Timber) Industrial Grade and B.S. 2037:1990 (Aluminium) will be used.

31.9.2 Planning

Training will be provided to Maintenance staff and will include the hazards and precautions relating to ladders and their use. Ladders must only be used for low risk and short duration work after the completion of a risk assessment.

Ladders will be checked before use to ensure that there are no defects and will be checked at least weekly by use of a ladder tag system and recorded in the ladder register. Where a defect is noted or a ladder is damaged, it will be taken out of use immediately. Supervisors will check that ladders in use are secured, have a solid level base and are being used correctly. Maintenance Staff will ensure that proper secure storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout length.

31.9.3 Safe System of Work

The main hazards associated with ladders are:

- Not securing the ladder properly.
- Unsafe use of a ladder (over reaching, sliding down, etc.)
- Using a ladder where a safer method should be provided.
- Using a ladder with a defect. (**Note:** Painting of timber ladders, which could hide defects, is prohibited by the Regulations.)
- Unsuitable base to ladder.
- Insufficient handhold at top of the ladder or at stepping off position.
- Insufficient foothold at each rung.
- Using a ladder near overhead electrical cables, crane contacts, etc.
- Ladder is at unsuitable angle, swaying, springing, etc. (Recommend angle 1 in 4 or 70 degrees).
- Insufficient overlap of extension ladders.
- Ladder will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to
- Scaffolds etc. by others, particularly children, is prevented.

31.10 Stepladders, Trestles and Stagings

31.10.1 Specific Legislative Requirements

- The Work at Height Regulations 2005
- Only equipment constructed in accordance with B.S. 1129:1990 (Timber) or B.S. 2037:1990 (Aluminium) will be used

- The information and recommendations in Health and Safety Executive Guidance Note GS31, "Safe Use of Ladders, Stepladders and Trestles", will be applied to the work on site.

31.10.2 Supervision

All equipment will be checked by the Supervisor before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

Supervisors will check that the equipment is being used correctly and not being used where a safer method should be provided. Where stagings are being used in roof areas, supported from roof members ("flighting battens"), Supervisors will ensure that only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points, etc. are provided and used.

Supervisors will ensure that proper storage is provided for stepladders, trestles or stagings, undercover where possible.

32.0 Premises and Licence

32.1 Current access arrangements and management of all categories of visitors to College

The below categories exclude students and staff who carry College identification cards.

1. Access for the 'Public'
2. Access for visitors to College events, academic and admin business meetings, including guests and friends
3. Access for private events (non College – private hire)

32.1.1 Access for the 'Public'

Access for the public is for performances, recitals and musical events in areas which are licensed for public entertainment. The College has two performance areas licensed for public entertainment:

- **The Amaryllis Fleming Concert Hall**
Includes Inner and Outer Hall and lower ground floor toilet areas
- **The Britten Theatre**
Includes Prince Consort Road Steps and Theatre toilet area and bar

All performances staged in these areas, and advertised out to external audiences via the Events Guide or any other medium, are managed as licensed events. The public are granted access to these areas subject to advertised booking arrangements and the College operates the Premises for these events under the conditions set out in the 'Rules of Management for Places of Public Entertainment' published by Westminster City Council.

The public are not admitted to any other area of the College without a ticket, completing a visitor pass, or being part of a group for whom College have a published list of names.

If members of the public, that is tourists or any other casual visitor off the street, wishes to access other areas of College for events, master classes, concerts, recitals, or visit any other area such as the Library or Museum, then they are to complete visitors passes and declare their destination accordingly.

32.1.2 Access for visitors, guests and RCM Friends

Visitors, guests and RCM Friends are able to access the premises for a performance or event, or to visit the Library or Museum, at any time while the College is open by completing a visitor pass. All performances taking place in areas which are not licensed for public entertainment, such as the Recital Hall, Durrington Room, Parry Rooms or Room 90, must be staffed and kept safe so as to comply with College safety regulations, with appropriate ushering arrangements. It is the sponsoring departments responsibility to ensure that competent staff have been designated to the areas concerned for all the time that visitors are present.

32.1.3 Access for Private Events

Arrangements for access to private events must be agreed in advance by the Events Manager and authorised by College Estates Management who are responsible for all security and safety management.

32.2 The Premises Licence

The Premises Licence is granted to the RCM by Westminster City Council and permits the College to admit members of the public to enjoy musical performances in specifically licensed locations and within certain times as well as to sell alcohol under specifically stated conditions.

32.3 The Licensed Areas

The licensed areas are the Amaryllis Fleming Concert Hall (together with the Outer and Inner Front Halls and lower ground floor toilet areas), and the Britten Theatre auditorium (together with the foyer, bar and toilet area and Prince Consort Steps).

32.4 Licence Inspectors

The licence inspectors will visit Premises from time to time and without warning when they will expect see appropriately qualified staff on duty and the relevant documentation.

32.5 Designated Premises Supervisor

The College is required to appoint a **Designated Premises Supervisor** whose duty it is to ensure that all necessary Regulations are being observed and who will be the direct liaison between the City of Westminster Licensing Department and the College authority. The RCM Building Manager holds the appointment of DPS and he has three qualified deputies who are two Facilities Supervisors and the Events Manager. Each of the DPS and his deputies holds a Personal Alcohol License qualifying them for the appointed role. (It is the College's intention that, in due course, there will be further appointments as deputies to the Designated Premises Supervisor.)

Management of the two public spaces, the Amaryllis Fleming Concert Hall and the Britten Theatre, is undertaken according to the '**Rules of Management for Places of Public Entertainment**' published by Westminster City Council.

Copies of the licence are hanging in the Inner Hall and Britten Theatre Foyer where full details of the permit can be inspected. It is the College's duty to ensure that all its performances and events comply with the conditions published in the operating Premises license. Estates and Facilities staff are responsible for management of the building as well as safety and security, and will constantly monitor advertised events to ensure that all staff are regularly made aware of the appropriate rules and safety requirements.

32.6 Management considerations

The natural dilemma is to ask if we are managing a Higher Education Institution or an Arts Centre: **the answer is both**. The Higher Education requirement and College facilities environment must have priority and be able to safely cater for all visitors, enquiries, students and staff appropriate to its educational role – in this role access must be available for all as either students, staff or visitors – by regular staff or student pass or visitor permit.

The College also needs to be able to produce events for public entertainment in publicly licensed areas. Access then for the public, is by rules set up for the purpose as they would be for any commercial theatre or concert hall, allowing access with or without the purchase of tickets, but not requiring visitors passes for the Amaryllis Fleming Concert Hall or Britten Theatre.

Other areas of College where visitors may wish to visit or hear other performances are available – but with advance published lists of guests or with a visitors pass.

Given the many and various types of event and facility available, it is not surprising that colleagues will, if not frequently used to using the system, be confused as to which system will be in use for a particular event. It is incumbent then on Estate staff to explain when appropriate, the detail involved in any decision.

32.7 Alcohol

The License is particularly specific about the sale of alcohol and licensed staff will ensure that the rules and conditions laid down are upheld.

32.8 Children

Access for children to College is restricted, which means that all child visitors to College must be chaperoned at all times.

32.9 Where is the licence displayed?

Copies of the Licence and Designated Premises Supervisor information are displayed in the Blomfield Building Inner Hall Foyer and the Britten Theatre Foyer. The full comprehensive Licence can be viewed in the Estates Office. For Premises Licence procedures and guidance please refer to **Appendix B**.

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Appendix A: Department Sub-policies

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Appendix A: Department Sub-policies

Junior Department Saturday Operation Health & Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all Junior Department staff, students, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director of The Junior Department.

2.2 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk Assessment will be undertaken by the Director of the Junior Department and the findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Building Manager and/or the Safety, Health and Environment Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

Appendix A: Department Sub-policies

4.0 Consultation with Employees

Employee's representative(s) are as listed on the Health and Safety Law poster displayed around the college.

5.0 Plant and Equipment

- The Maintenance Engineer is responsible for ensuring that all plant and equipment are maintained in a safe condition.
- Any faults with plant and equipment are to be reported to the Director of the Junior Department.

6.0 Accidents and First Aid

- Two members of Junior Department full-time staff have attended a HSE approved First Aid at Work Course.
- A first aid box is held in the Registry for Saturday operation.
- Accidents are to be reported to the Director of The Junior Department who will then forward the accident report form to the Safety Health and Environmental Manager. The Safety Health and Environmental Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the Director of The Junior Department with assistance from the Safety Health and Environmental Manager.

7.0 Emergency Procedures, Fire and Evacuation for Saturday Operation

- Junior Department Saturday Operation Evacuation Procedures are detailed in the Junior Department Handbook and under the Junior Department section of the RCM website.
- Fire Risk Assessments are undertaken by the Safety Health and Environmental Manager and the findings implemented by the Director of The Junior Department.
- Escape routes and fire extinguishers are checked daily by the Kensington Square Maintenance Officer.
- Procedures for emergency evacuation are displayed on the Kensington Square notice board. Evacuation is also practiced every college term by staff and students.

8.0 Information

- Health and Safety information and advice is available from the Estates Department and displayed around college on various notice boards.

9.0 Monitoring and Review

This Policy will be monitored and reviewed annually to check working conditions and practices continue to be safe.

Appendix A: Department Sub-policies

College Hall Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all College Hall students, staff, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the College Hall Manager.

2.2 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk assessments will be undertaken by the College Hall Manager. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Building Manager and/or the Safety, Health and Environment Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

4.0 Consultation with Employees

- Employee's representative(s) are as listed on the Health and Safety Law poster displayed at reception.

Appendix A: Department Sub-policies

5.0 Plant and Equipment

- The College Maintenance Engineer is responsible for ensuring that all plant and equipment are maintained in a safe condition.
- Any faults with plant and equipment are to be reported to College Hall Manager.

6.0 Accidents and First Aid

- College Hall Manager and Assistant have attended a HSE approved First Aid at Work Course. Residence Assistants (RAs) have attended a HSE approved Emergency First Aid Course.
- First aid boxes are held at the reception desk and with College Hall Residence Assistants in their accommodation.
- Accidents are to be reported to the College Hall Manager who will then forward the accident reporting form to the Estates Department. The Safety, Health and Environment Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the College Hall Manager with assistance from the Safety, Health and Environment Manager.

7.0 Emergency Procedures, Fire and Evacuation

- Fire Risk Assessments are undertaken by the Safety, Health and Environment Manager and implemented by the College Hall Manager.
- Escape routes and fire extinguishers are checked daily by the College Hall Manager or the duty receptionist.
- The fire alarm is tested weekly and recorded in the fire alarm book by the College Hall Manager.
- Emergency evacuation is practiced every college term by staff and students.

8.0 Information

- The Health and Safety Law poster is displayed in the reception area and information leaflets are available to all residents.
- Health and safety advice is available from the College Hall Manager or from the Estates Department at Prince Consort Road.

9.0 Monitoring and Review

- This Policy will be monitored and reviewed annually to check that working conditions and practices continue to be safe.

Appendix A: Department Sub-policies

RCM Kensington Square Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all students, staff, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Heads of Departments.

2.2 Employees, Staff and Students

- must co-operate with supervisors and managers on health and safety matters;
- must not interfere with anything provided to safeguard their health and safety;
- must take reasonable care of their own health and safety;
- must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk assessments will be undertaken by the Heads of Departments. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Building Manager and/or the Safety, Health and Environment Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

4.0 Consultation with Employees

- Employees' representative(s) are as listed on the Health and Safety Law poster displayed at reception.

Appendix A: Department Sub-policies

5.0 Plant and Equipment

- Any faults with plant or equipment are to be reported to the RCM Maintenance Department.

6.0 Accidents and First Aid

- A list of RCM first aid trained personal is published on the notice board in the reception area.
- A first aid box is held in the Junior Department.
- Accidents are to be reported to the Heads of Departments who will then forward the accident reporting forms to the Estates Department. The Safety, Health and Environment Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the Safety, Health and Environment Manager.

7.0 Emergency Procedures, Fire and Evacuation

- A Fire Risk Assessments have been undertaken by Kensington Square General Manager.
- Escape routes and fire extinguishers are checked daily by Kensington Square Staff.
- The fire alarm is tested weekly and recorded in the fire alarm book.
- Emergency evacuation is practiced every college term by staff and students.

8.0 Information

- The Health and Safety Law poster is displayed in the reception area and information leaflets are available to all staff students and visitors.
- Health and Safety Advice is available from the Estates Department at Prince Consort Road.

9.0 Monitoring and Review

- This Policy will be monitored and reviewed annually to check that working conditions and practices continue to be safe.

RCM Estates Department Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all Estates Department staff, students, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Building Manager.

2.2 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must Report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk Assessment will be undertaken by the Building Manager. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest. Action required to control/remove risks will be approved by the Safety, Health and Environment Manager and/or the Building Manager.

Appendix A: Department Sub-policies

4.0 Consultation with Employees

Employee's representative(s) are as listed on the Health and Safety Law poster displayed around the college.

5.0 Plant and Equipment

The Safety, Health and Environment Manager is responsible for ensuring that all plant and equipment are maintained in a safe condition. Any faults with plant and equipment are to be reported to the Building Manager.

6.0 Accidents and First Aid

- The all Facilities Staff have attended a HSE approved First Aid at Work Course.
- A first aid box is held at the Estates office.
- Accidents are to be reported to the Building Manager who will then forward the accident report form to the Safety, Health and Environment Manager. The Safety, Health and Environment Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the Building Manager with assistance from the Safety, Health and Environment Manager.

7.0 Emergency Procedures, Fire and Evacuation

- Fire Risk Assessments are undertaken by the Safety, Health and Environment Manager.
- Escape routes and fire extinguishers are checked daily by the Safety, Health and Environment Manager and in the evenings by the Evening Supervisor.
- Procedures for emergency evacuation are displayed on the Estates Department notice board. Evacuation is also practiced every college term by staff and students.

8.0 Information

Health and Safety information and advice is available from the Estates Department and displayed around college on various notice boards.

9.0 Monitoring and Review

This Policy will be monitored and reviewed annually to check working conditions and practices continue to be safe.

RCM ICT Department Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all ICT Department staff, students, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the ICT Manager.

2.2 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk Assessment will be undertaken by the ICT Manager. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Safety, Health and Environment Manager and the Building Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

Appendix A: Department Sub-policies

4.0 Consultation with Employees

Employee's representative(s) are as listed on the Health and Safety Law poster displayed around the college.

5.0 Plant and Equipment

The Safety, Health and Environment Manager is responsible for ensuring that all plant and equipment are maintained in a safe condition. Any faults with plant and equipment are to be reported to the ICT Manager.

6.0 Accidents and First Aid

- All accidents should be reported to the main RCM Reception who will contact a RCM First Aider.
- A first aid box is held in the ICT office.
- Accidents are to be reported to the ICT Manager who will then forward the accident report form to the Estates Department. The Safety, Health and Environment Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the ICT Manager with assistance from the Safety, Health and Environment Manager.

7.0 Emergency Procedures, Fire and Evacuation

- Fire Risk Assessments are undertaken by the Safety, Health Environment Manager and the findings implemented by the ICT Manager.
- Escape routes and fire extinguishers are checked daily by the ICTC staff.
- Procedures for emergency evacuation are displayed on the ICT Department notice board. Evacuation is also practiced every college term by staff and students.

8.0 Information

Health and safety information and advice is available from the Estates Department and displayed around college on various notice boards.

9.0 Monitoring and Review

This Policy will be monitored and reviewed annually to check working conditions and practices continue to be safe.

Appendix A: Department Sub-policies

RCM Library Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all Library staff, students, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chief Librarian.

2.2 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk Assessment will be undertaken by the Chief Librarian. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Safety, Health and Environment Manager and the Building Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

Appendix A: Department Sub-policies

4.0 Consultation with Employees

Employee's representative(s) are as listed on the Health and Safety Law poster displayed around the college.

5.0 Plant and Equipment

The Safety, Health and Environment Manager is responsible for ensuring that all plant and equipment are maintained in a safe condition. Any faults with plant and equipment are to be reported to the Chief Librarian.

6.0 Accidents and First Aid

- In the event of an accident first aid cover for the Library is via the RCM main reception.
- A first aid box is held in at the RCM main reception.
- Accidents are to be reported to the Chief Librarian who will then forward the accident report form to the Estates Department. The Safety Health and Environment Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the Chief Librarian with assistance from the Safety Health and Environment Manager.

7.0 Emergency Procedures, Fire and Evacuation

- Fire Risk Assessments are undertaken by the Safety, Health and Environment Manager and the findings implemented by the Chief Librarian.
- Escape routes and fire extinguishers are checked daily by Library.
- Procedures for emergency evacuation are displayed on the Library notice board. Evacuation is also practiced every college term by staff and students.

8.0 Information

Health and safety information and advice is available from the Estates Department and displayed around college on various notice boards.

9.0 Monitoring and Review

This Policy will be monitored and reviewed annually to check working conditions and practices continue to be safe.

RCM International Opera School and Britten Theatre Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all Opera School and Britten Theatre staff, students, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

Overall and final responsibility for health and safety is that of the Director, Royal College of Music. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director of Opera.

2.1 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk Assessment will be undertaken by the Opera School Administrator and Theatre & Production Manager. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Building Manager and the Safety, Health and Environment Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

4.0 Consultation with Employees

Employee's representative(s) are as listed on the Health and Safety Law poster displayed around the college.

Appendix A: Department Sub-policies

5.0 Plant and Equipment

The Maintenance Engineer is responsible for ensuring that all plant and equipment are maintained in a safe condition. Any faults with plant and equipment are to be reported to the Theatre and Production Manager.

6.0 Accidents and First Aid

- The Opera Department Assistant Administrator has attended a HSE approved first aid course.
- A first aid box is held in Opera Department Assistant Administrators office.
- Accidents are to be reported to the Opera School Administrator or Britten Theatre Technical Stage Manager who will then forward the accident report form to the Safety, Health and Environment Manager who will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the Opera School Administrator or Theatre and Production Manager with assistance from the Safety, Health and Environment Manager.
-

7.0 Emergency Procedures, Fire and Evacuation

- Fire Risk Assessments are undertaken by the Safety, Health and Environment Manager and the findings implemented by the Opera School Administrator or Theatre and Production Manager.
- Escape routes and fire extinguishers are checked daily by the Opera School Administrator, Britten Theatre Electrician or Theatre and Production Manager.
- Procedures for emergency evacuation are displayed on the Opera and Theatre notice boards. Evacuation is also practiced every college term by staff and students.

8.0 Information

Health and Safety information and advice is available from the Estates Department and displayed around college on various notice boards.

9.0 Monitoring and Review

This Policy will be monitored and reviewed annually to check working conditions and practices continue to be safe.

Appendix A: Department Sub-policies

RCM Performance Management Department Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all Performance Management staff, students, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head of Performance.

2.2 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk Assessment will be undertaken by the Performance Co-ordinator. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Building Manager and the Safety, Health and Environment Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

Appendix A: Department Sub-policies

4.0 Consultation with Employees

Employee's representative(s) are as listed on the Health and Safety Law poster displayed around the college.

5.0 Plant and Equipment

- The College Maintenance Engineer is responsible for ensuring that all plant and equipment are maintained in a safe condition.
- Any faults with plant and equipment are to be reported to the RCM Maintenance Department.

6.0 Accidents and First Aid

- In the event of an accident first aid cover is via the RCM main reception.
- A first aid box is held at the RCM main reception.
- Accidents are to be reported to the Performance Manager or Performance Co-ordinator who will then forward the accident report form to the Safety, Health and Environment Manager.
- The Safety, Health and Environment Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the Performance Manager or Performance Co-ordinator with assistance from Safety, Health and Environment Manager.
-

7.0 Emergency Procedures, Fire and Evacuation

- Fire Risk Assessments are undertaken by the Safety, Health and Environment Manager and the findings implemented by the Head of Performance.
- Escape routes and fire extinguishers are checked daily by the Performance Management Staff.
- Procedures for emergency evacuation are displayed on the Performance Management notice board. Evacuation is also practiced every college term by staff and students.

8.0 Information

Health and safety information and advice is available from the Estates Department and displayed around college on various notice boards.

9.0 Monitoring and Review

This Policy will be monitored and reviewed annually to check working conditions and practices continue to be safe.

Appendix A: Department Sub-policies

RCM Recording Studios Health and Safety Policy

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities and protect the safety and welfare of all Recording Studio staff, students, visitors, contractors and members of the public;
- to consult with our staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all staff and students are competent to do their tasks, and to give them adequate training;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed

Date

Review Date

2.0 Health and Safety Arrangements

2.1 Responsibilities

- Overall and final responsibility for health and safety is that of the Director, Royal College of Music.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Studio Manager.

2.2 Employees, Staff and Students

- Must co-operate with supervisors and managers on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Must take reasonable care of their own health and safety.
- Must report any health and safety concerns to the appropriate person as detailed in these arrangements.

3.0 Risk Assessment

Risk Assessment will be undertaken by the Studio Manager. The findings of risk assessments will be reported to the Safety, Health and Environment Manager. Action required to control/remove risks will be approved by the Building Manager and the Safety, Health and Environment Manager. Risk Assessments will be reviewed every 12 months or when the work activity changes or whichever is soonest.

4.0 Consultation with Employees

Employee's representative(s) are as listed on the Health and Safety Law poster displayed around the college.

Appendix A: Department Sub-policies

5.0 Plant and Equipment

- The Safety, Health and Environment Manager is responsible for ensuring that all plant and equipment are maintained in a safe condition.
- Any faults with plant and equipment are to be reported to the Studio Manager.

6.0 Accidents and First Aid

- The Studio Manager has attended a HSE approved First Aid at Work Course.
- A first aid box is held at the reception.
- Accidents are to be reported to the Studio Manager who will then forward the accident report form to the Estates Department. The Safety, Health and Environment Manager will be responsible for deciding if it is reportable to the HSE.
- Accident Investigation will be carried out by the Studio Manager with assistance from the Safety, Health and Environment Manager.

7.0 Emergency Procedures, Fire and Evacuation

- Fire Risk Assessments are undertaken by the Safety, Health and Environment Manager and the findings implemented by the Studio Manager.
- Escape routes and fire extinguishers are checked daily by the Studio Manager or Duty Receptionist.
- Procedures for emergency evacuation are displayed in reception. Evacuation is also practiced every college term by staff and students.

8.0 Information

Health and safety information and advice is available from the Estates Department and displayed around college on various notice boards.

9.0 Monitoring and Review

This Policy will be monitored and reviewed annually to check working conditions and practices continue to be safe.

Appendix A: Department Sub-policies

RCM Students' Association Events Health and Safety Policy

1.0 Responsibilities

Overall and final responsibility for health and safety is that of the Director, Royal College of Music. Day-to-day responsibility for ensuring these arrangements are put into practice is delegated to the Safety, Health and Environment Manager.

2.0 Risk Assessment

- A Risk Assessments using the Private Events Check List document will be required for all Student Association events on any College site. **RCM Private Events Check (See Appendix B).**
- Risk assessments will be undertaken by a member of the Student Association/Event Organiser.
- The findings of risk assessments will be reported to the Safety, Health and Environment Manager/ Building Manager.
- Action required to control/remove risks will be approved by the Building Manager and the Safety, Health and Environment Manager.

3.0 Accidents and First Aid

- A first aid box is held at the SA office and the RCM main reception.
- During Events accidents are to be reported to the main RCM reception where a RCM first aider will be on call.
- Accident Investigation will be carried out by the Safety, Health and Environment Manager.

4.0 Emergency Procedures, Fire and Evacuation

- Escape routes and fire extinguishers are to be checked daily and before, during and after any event.
- Procedures for emergency evacuation are displayed in reception and on notice boards around the College. Fire Evacuation is practiced every college term by staff and students.

Appendix B: Licensing and Event Management

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Appendix B: Licensing and Event Management

Private Event Check List

Legal duties

1. Arranging and running a private event counts as a “work activity” and is therefore subject to The Health and Safety at Work Act and various regulations made under it. Anyone who is directly responsible for the undertaking, whether or not they are employers will have responsibilities for the health and safety of third parties; this includes visitors to the college.

General Points

1. Before any private event, the event organiser is to submit a Private Events Check List for approval to the College Building Manager and the College Safety, Health and Environment Manager.
2. The College Safety, Health and Environment Manager or in his absence, the Building Manager will be responsible for deciding if the event requires a Risk Assessment.
3. The College Electrician must carry out an inspection of any electrical installation used for any private event before it commences.
4. The College Safety, Health and Environment Manager or in his absence, the Building Manager will inspect the set-up of any event before it commences.
5. The Event Organiser is responsible for briefing those attending the event on Fire Evacuation Procedures and any other safety points relevant to the event.
6. The Event Organiser is to forward a copy of the College Health and Safety Policy to those visiting the premises.

Appendix B: Licensing and Event Management

Private Event Checklist

Venue	
Date	
Event	
Event Organiser	
Has the Licensee been informed?	
Has the Health and Safety Manager been informed?	

Details of Contractors

Sound Engineer	
Scaffold	
Lighting Rig	
Are Strobe lights to be used?	
Name of Catering Company	
Location of food service area	
Location of hot water boiling vessels	
Location of dining areas	
Is alcohol to be sold?	
Location of bars	
Will drinks be served in glass or plastic containers?	
Have contractors provided risk assessments? (give details)	

About the Visitors

Number of adults	
Number of children	

Staff on Duty

Number of stewards	
Number of Outside Security Officers	
Briefing time	
Location	

First Aid Arrangements

No. of First Aid Trained Personnel on duty	
Location of First Aid equipment	
Drinking water locations	

Fire Safety

Is a marquee to be used?	
Is it fire retardant (including any lining)?	
Does all electrical equipment have test certificates?	
Are candles to be used?	
Is there an emergency evacuation plan?	
Is artificial or dried foliage to be used?	

Appendix B: Licensing and Event Management

Is it flame retardant?	
Are the <i>Fire Exit</i> signs in place and illuminated?	
Are the Fire exits and routes to them free from obstruction?	
Do the Fire points have serviceable equipment?	
Are there curtains blocking doorways?	
Are visitors aware of the No Smoking Policy?	
Has the Power Supply been checked?	

Environment

Is there adequate lighting?	
Is there a danger from noise levels?	

Communications

Staff Radios	
Direct Dial telephone	

Accessibility

Is the venue suitable for wheelchair users?	
Toilets	
Lifts	
Adequate lighting?	
Extra signage required?	

Please give a brief description of the Event Programme.

List any hazards or risks that you would like the College Safety Manager to give advice on.

Event Organisers Signature.....Date.....

Once you have completed this form please send a copy to the RCM Building Manager and the RCM Safety, Health and Environment Manager.

Safety Managers Signature.....Date.....

Building Managers Signature.....Date

Appendix B: Licensing and Event Management



Royal College of Music, London

Prince Consort Road
London SW7 2BS
United Kingdom
Tel: +44(0)20 7589 3643
Fax: +44(0)20 7589 7740

TO WHOM IT MAY CONCERN

I, MATHEW NICHOLL, being the Designated Premises Supervisor for the Royal College of Music, Prince Consort Road, London, SW7 2BS, do hereby authorise the following person/s to sell alcohol:

NAME:

NAME: Matthew Nicholl

SIGNATURE:

DATE:

Appendix B: Licensing and Event Management



Royal College of Music, London

Prince Consort Road
London SW7 2BS
United Kingdom
Tel: +44(0)20 7589 3643
Fax: +44(0)20 7589 7740

I Matthew Nicholl being the **Holder of Premises Licenses** Royal College of Music, Prince Consort Road, London, SW7 2BS, do hereby authorise the Designated Premises Supervisor, as shown on the summary of the licence, to have custody and control of the premises licence and in the absence of the D.P.S the Duty Manager will fulfil this function.

The summary {Part B} of the Premises Licence is displayed in a prominent position, as required, and the full copy of the licence {Part A } can be produced by one of the above persons upon request by an authorised person.

In addition under the former Rules of Management for places of Public Entertainment {or Standard Conditions for late night Refreshment} whichever is applicable, to which this licence is subject, the following persons can, at the relevant times act in the role of Duty Manager:

1. Matthew Nicholl
2. Mark Traves
3. John Jago
4. Mary Cosgrave

Signed

Date

Appendix B: Licensing and Event Management

Use of the Amaryllis Fleming Concert Hall

License: (License number 07/01137/WCCMAP)

1.0 General

It is recommended that the Premises Licence remains subject to the former Rules of Management for Places of Public Entertainment. An application to re-licence under 'Self Certification' would result in a requirement to make all other areas compliant with regulation.

The Licence was varied in 2007 to include public use of the Amaryllis Fleming Concert Hall on a Sunday and to allow alcohol to be served to the audience during the interval of ticketed Concerts.

The Amaryllis Fleming Concert Hall operates under licence for public events and is subject to all former Rules of Management for Places of Public Entertainment licensed by Westminster City Council. The License is on public display in the Inner Hall and Theatre foyer as required by the Rules.

Note: This paper primarily concerns the operation of the Amaryllis Fleming Concert Hall but to note that the Britten Theatre is licensed in the same way.

2.0 Licensed events

On confirmation and receipt of the College's Events Guide published in advance of each term, arrangements are confirmed for the administration and staffing of published events, according to the requirement of the 'Rules of Management.'

3.0 Safety and Evacuation

The College's evacuation procedure is practised and well monitored. For all public events the addressable fire alarm system is set to public mode, ensuring that public performance areas will have red lights flashing rather than an audible alarm. In the event of emergency the Front of House Manager/Supervisor will stop the entertainment and ask patrons to leave, guided by ushers.

4.0 Staff on duty

It is required to have a Front of House Manager/Supervisor and dedicated ushers (5 for a full Amaryllis Fleming Concert Hall). Stage Management staff should also on duty as necessary to ensure safe management of the performance and green room area.

5.0 Administration

The Front of House Manager is responsible for the completion of statements for staff competence and the safety log.

Appendix B: Licensing and Event Management

Use of Parry Rooms and Room 90

License: (License number 07/01137/WCCMAP)

1.0 General

With the advent of the Parry Room facilities it is necessary to establish arrangements, rules and guidelines which ensure that the College is operating this unique area of the building safely.

The arrangements and rules are particularly important in respect of College's wish to use the facility to its maximum advantage, even though the access and surrounding environment remains difficult to manage for larger functions, catering and disabled access.

It is well understood that the area is not licensed for public access and any pre-arranged functions, other than normal daily curriculum use, must have completed risk assessment and event documentation, with approval for intended arrangements having been acknowledged by the Safety, Health and Environment Manager.

2.0 Calendar and Event Organisers

In accordance with the College's advance calendar and booking arrangements, it is the responsibility of event organisers to commence assessment documentation with the approval of their Line Manager. The Safety, Health and Environment Manager will require standard documented evidence of this procedure having been completed as soon as practicable but before final details of the event are notified College wide.

3.0 Staffing and Set Up Arrangements

Details of all staffing and set up arrangements must be included within the safety assessment. Facilities staff are responsible for setting up and moving furnishings and equipment with input and assistance as necessary from Performance Management and the Piano Technician. The interconnecting double doors are to be kept closed when rooms are used separately. Operation of the doors is restricted to staff in Facilities, Performance Management, Piano technician and Junior Department.

4.0 Technical requirements through IT and the Studios

All arrangements pertaining to the use of Video Conferencing, recording or ICT use in the Parry Rooms must be approved by the Studios Manager and ICT and incorporated into the event assessment.

5.0 Summary

Until such time that College is able to improve access and provide additional services on the fourth floor (Parry Rooms) the arrangements for use are to be scrutinised regularly to ensure maximum safety. In order to maintain the integrity of fire escapes, all fourth floor fire doors are to be kept free of obstruction and available for use at all times.

Appendix B: Licensing and Event Management

RCM Stewarding Guidelines

Types of Duty: When signing up to the stewarding scheme you will be asked what your preferred duties are.

These include:

- Concert stewarding
- Theatre stewarding
- Exam stewarding
- Audition stewarding
- Administration tasks
- Hospitality events
- Britten Theatre Bar and Cloakroom
- Tours of the building
- Open day
- Sparks! Scheme

Responsibilities: These will include an active specified role in emergency evacuation, checking tickets, handing out programmes, welcoming guests, directing guests, serving drinks, seating guests, data entry, stage management and clearing up. When you begin a stewarding shift you will no longer be seen as a College student but as an employee and must act professionally in this capacity.

Contract: You will be required to sign a contract after your training which you must read and understand fully. Any breach of contract will result in immediate exclusion from the scheme.

Who will book you: You will be booked primarily by the Performance Co-Ordinator for concerts / performances. For hospitality events you will be booked by Secretariat or Development. For shifts in the Britten Theatre you will be booked by the Front of House Manager. For administrative duties you will be booked by the relevant department, who will specify duties involved in each shift. The Catering Company operate their own booking process.

Booking procedure: The majority of bookings will be done by email and will be on a first come, first served basis. Occasionally when it is short notice you may be telephoned, so please make sure you keep Registry up to date with any changes of telephone number. If for any reason you are unable to do your shift, please call, email or see the Event Manager **immediately** giving as much notice as possible. They will then find a replacement for this shift; it is not acceptable for you to just send a replacement yourself.

Punctuality / Timings: When you are booked for a shift you will be given the start time, and an approximate finish time. These are subject to change as some concerts may potentially overrun, or finish earlier than expected, you can check the show timings at the start of each shift. You should report to the Event Manager at this time ready to work (changed etc). If you are continually late or fail to turn up for shifts, your name will be taken off the stewarding list and you will be given no more shifts.

Dress / Belongings: You should wear smart black trousers or skirt (below the knee), ironed black shirt with collar, black socks and clean black shoes. You will be issued with a tie and badge at the beginning of each shift which you should wear when stewarding for performances or exams. You should leave your personal belongings in your locker or in the stewarding cupboard by reception – this is kept locked at all times. Please ask at Front Desk for the cupboard key. The RCM does not take responsibility for your personal belongings.

Appendix B: Licensing and Event Management

Customer Service: You are representing the College to the public and there are often VIPs, donors and other distinguished guests at events, therefore you need to be easily recognisable in your uniform. It is not appropriate to be on your mobile telephone, listening to music, chatting to friends, or drinking tea/coffee whilst on a shift. Please engage with guests where appropriate (ie make eye contact, welcome them). If you are asked a question and you are unsure of the answer, please either find the Event Manager or direct them to a member of staff who can help.

Emergency Evacuation: You will have an active specified role in the event of an emergency evacuation. This includes helping to evacuate the building as quickly and safely as possible.

Health and Safety: As an RCM steward you are responsible for the Health and Safety of the public attending events in College. You will be given a safety briefing at the beginning of each shift. If there is anything you are unsure of you must ask the Event Manager.

You will also be given training about all aspects of manual handling that will be expected of you when carrying out your stewarding duties.

Venues: A log book for each venue will be issued at the start of every shift which you will pick up from Front Desk. You must read the information and sign the log book to show that you have read it. Without your signature you will not be paid for the shift. You must also log how many audience members there are for each performance in these books. Clicker counters are located at Front Desk if you would prefer to use one. There are log books for the following venues:

Amaryllis Fleming Concert Hall
Inner / Outer Parry Rooms
Room 90
Recital Hall
Durrington Room
Museum
Donaldson Room
Britten Theatre (separate)
Director's Office

Programmes: For events in the Amaryllis Fleming Concert Hall you will be expected to hand out programmes when checking tickets. For other venues, you should collect programmes from the Performance Management office.

Timesheets: You should fill in a timesheet for each shift you work and hand it to the Event Manager to be signed off. These will be submitted to Finance on a weekly basis on your behalf. Payment is on 15th of every month.

If you are not registered on the College's payroll you must fill in the relevant forms and submit them to Finance via Front Desk. All forms are available on the intranet.

Appendix B: Licensing and Event Management

Britten Theatre Usher and Front of House Procedures

- On arrival check the Ushers are appropriately dressed and smart.
- Ushers should sign in.
- Alarm should be turned to PUBLIC PERFORMANCE.
- Check emergency lighting
- Each Usher should be given an red tie, usher badge, torch and radio
- Ushers are talked through all their duties and radio checks take place.
- Balcony ushers are easily contactable from the front desk and the balcony audience join the main stalls audience rows G-N to evacuate Front of House officer to and walk the fire routes and check the designated evacuation point in Imperial college car park
- Once each usher is allocated a designated area all ushers are walked through the fire exits to ensure they are clear and safe any and all obstacles found are to be removed and any instruments reported to Performance Management Department.
- The area with rows A-F Numbers 1-13 follow their usher down the opera stairs following the FIRE EXIT signs and leave through the Opera steps door. Once outside they meet up at Imperial College car park entrance.
- The area with rows A-F13-26 follow their usher down the stairs past percussion through the courtyard following FIRE EXIT sign through the back Door and walk to Imperial College car park entrance.
- Check performance venue is clean and safe. Any suspect packages or bags should be reported immediately.
- Ensure that all fire extinguishers are in place.
- Doors should open 30 minutes before the concert begins unless performers need to tune or sound check.
- Lights should be on so the audience can see safely.
- Doors are opened and ushers are to check each and every ticket for stalls or Balcony. Cards are available if ushers are new and not sure which aisle to send the audience to.
- Once in ushers are to ensure all audience are seated and aisles are clear of any obstacles.
- Doors are closed F.O.H. manager all clear for concert begins. Latecomers ONLY on applause and no latecomers after the conductor has taken the stage.
- During the interval ushers are to be available to help audience.
- Post concert ushers are to help audience out.
- Any and all debris and lost property is to be cleared and collected.
- Ushers return all borrowed equipment before leaving.

Appendix B: Licensing and Event Management

Usher Check Sheet

ACTING LICENSEE APPOINTED		
USHERS APPOINTED	This is to certify that I have been instructed and am fully aware of the emergency procedure in the event of evacuation of the Amaryllis Concert Hall.	
	Name (please print)	Signature
OTHER ON DUTY STAFF BACK STAGE/PORTERS		
STATEMENT OF COMPETENCE		
SIGNATURE OF (A.LICENSEE)		
DATE		
GENERAL OBSERVATIONS		

Appendix C: Arrangements for PAT Testing

Appendix C: Arrangements for PAT Testing

Arrangements for PAT Testing

1.0 Responsibility

The Provision and Use of Work Equipment Regulations 1998 (PUWER) requires, every employer to ensure that work equipment is suitable for the purpose for which it is provided, only used in the place and under the provisions for which it is provided. It also requires every employer to ensure work equipment be efficiently maintained and kept fit and suitable for its intended purpose. It must not be allowed to deteriorate in function or performance to such a level that it puts people at risk. This means that regular, routine and planned maintenance regimes must be carried out by the **RCM Maintenance Team**.

It is usual for this equipment to be connected to the supply via a plug and socket; however this is not a requirement for electrical equipment to be deemed portable or transportable. It is common to define a portable appliance by saying that it is 'anything with a plug on the end of it'; however, this definition could lead to some appliances in the system not being tested.

2.0 Assessing the Frequency of Testing

The Health and Safety Executive offers no absolute rules on the frequency of the testing and inspection of portable appliances. The Memorandum of Guidance on the Electricity at Work Regulations suggests that **'regular inspection of equipment is an essential part of any preventative maintenance program'**, but no attempt is made to specify the intervals of time implied by the word 'regular'. The reason for this omission is obvious; different situations require different measures in order to meet the requirement that the danger is prevented. The factors which affect the frequency of testing must be assessed by the duty holder who thereby makes the judgement.

In arriving at a judgement as to the frequency of testing, a duty holder is likely to assess the following factors:

- the environment - equipment installed in a benign environment will suffer less damage than equipment in an arduous environment;
- users - if the users report damage as and when it becomes evident, hazards will be avoided. Conversely, if equipment is likely to receive unreported abuse, more frequent inspection and testing is required;
- the equipment construction - the safety of a Class 1 appliance is dependant upon a connection with earth of the electrical installation. If the flexible cable is damaged the connection with earth can be lost. Safety of Class 2 equipment is not dependent upon the fixed electrical installation;
- the equipment type - appliances which are hand held are more likely to be damaged than fixed appliances. If they are Class 1 the risk of danger is increased, as the safety is dependant upon the continuity of the protective conductor from the plug to the appliance.

3.0 In-Service Testing

In-Service testing will involve the following:

- Preliminary inspection
- Earth continuity tests (for Class 1 equipment)

Appendix C: Arrangements for PAT Testing

- Insulation testing (Which may sometimes be substituted by earth leakage measurement)
- Functional checks.

Electrical testing will be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the test results obtained. This person will be capable of inspecting the equipment and, where necessary, dismantling it to check the cable connections.

4.0 Who should carry out the Inspection and Testing?

The Electricity at Work regulations states that:

"No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger, or where appropriate, injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work"

The IEE Code of Practice states, those carrying out the inspection and testing must be competent to undertake the inspection and, where appropriate, testing of electrical equipment and appliances having due regard of their own safety and that of others.

All persons involved in testing of College electrical equipment will have attended a PAT Testing Training course and obtained a certificate to prove their competency.

What should be considered is that the 'danger' to be prevented, includes not just the dangers which may arise during the testing procedure to the tester and others, but also the dangers which may arise at a later date as a result of using equipment which has not been effectively tested.

The tester must have an understanding of the modes of electrical, mechanical or thermal damage to electrical equipment and appliances and their flexes which may be encountered in any environment.

Training must include the identification of equipment and appliance types to determine the test procedures and frequency of inspection and testing. Persons testing must be familiar with the test instruments used and in particular their limitations and restrictions so as to achieve repeatable results without damaging the equipment or the appliance

5.0 Visual Inspection

Formal visual inspections will only be carried out by persons competent to do so. The results of the inspection will be documented. The following must be considered when carrying out the inspection:

6.0 Suitability of the Equipment/Environment

The equipment should be assessed for its suitability for the environment or the nature of the work being undertaken. When the work environment is harsh or hazardous particular care needs to be taken when selecting the equipment and assessing the frequency of inspection and testing.

Appendix C: Arrangements for PAT Testing

7.0 Good Housekeeping

A check should be made to ensure the equipment is installed and is being operated in accordance with the manufacturer's instructions. The following are examples of items which should be checked:

- Cables located so as to avoid damage
- Means of disconnection/isolation readily accessible
- Adequate equipment ventilation
- Cups, plants and work material correctly placed to avoid spillage
- Equipment positioned to avoid strain on cord
- Equipment is being operated with the covers in place and any doors are closed
- Indiscriminate use of multi-way adaptors and trailing sockets is avoided
- No unprotected cables run under carpets

8.0 Disconnection of Equipment

The means of isolation from the electricity supply must be readily accessible to the user, i.e. in normal circumstances it must be possible to reach the plug and socket without too much difficulty.

9.0 The Condition of the Equipment

Prior to the commencement of the users should be asked if they are aware of any faults and if the equipment works correctly. The following items need to be inspected:

- The flexible cable
- The socket outlet, if known
- The appliance
- The plug head

Some of the following checks may not be possible with every type of equipment.

- Check detachable power cords
- Identify signs of overheating
- Internal inspection; cord security, polarity, connections
- If sealed plug; cord security, burning smell
- Correct size fuse fitted, BS marked, ASTA marked
- Security of plug cover
- Check the flexible cable connections and anchorage at the equipment, if practical
-

10.0 Electrical Tests

Electrical testing of portable equipment will involve the following:

- Earth bond continuity tests
- Insulation resistance testing
- Functional checks

Appendix C: Arrangements for PAT Testing

10.1 Earth Bond Test (Class 1 equipment only)

Readings should show less than $0.1+R$ Ohms (where R is the resistance of the lead). Tested at a current of 1.5 times the rating of the fuse and no greater than 25A for a period of between 5 and 20 seconds or with a short-circuit test current within the range 20mA to 200mA.

10.2 Insulation Resistance Test

The applied test voltage should be approximately 500 Vdc:

- Class 1 heating equipment < 3kW 0.3M Ohms
- Class 1 All other equipment 1M Ohms
- Class 2 Equipment 2M Ohms
- Class 3 Equipment 250k Ohms

10.3 Optional Tests:

Flash Test: No flashover or breakdown shall occur

Operation/Load test: Compare reading with stated details on nameplate

Earth leakage test

- Class 1 Handheld Appliances 0.75mA
- Other Class 1 Appliances 3.5mA
- Class 2 Appliances 0.25mA

11.0 Record Keeping

Records of all PAT Testing are to be kept by the College Maintenance Engineer. The keeping of suitable records is essential. They provide evidence for the defence in the event of a prosecution; more practically, such records enable the close monitoring of the equipment highlighting potential faults or adverse trends. They are also essential in forming an accurate assessment of the necessary frequency of testing. This Policy will be reviewed annually or when there are changes to Health and Safety Regulations or changes to the RCM work activities.

Appendix D: Procedures for Working with Asbestos

Procedures for Working with Asbestos

Extract from HSE a short guide to managing Asbestos in premises

The Control of Asbestos at Work Regulations 2002 (as amended by 2006 regulations) requires employers to prevent exposure of employees to asbestos. If it is not reasonable practicable the law says their exposure should be controlled to the lowest possible level. Before any work with asbestos is carried out, the regulations require employers to make an assessment of the likely exposure of employees to asbestos dust. The assessment should include a description of the precautions to be taken to control dust release and to protect workers and others who may be affected by that work. If you are employing a contractor to work on your premises make sure that either the work will not lead to asbestos exposures or that the contractor has carried out this assessment and identified work practices to reduce exposures.

- 1.0 These procedures must be adhered to at all times.
- 2.0 Employees and Contractors are responsible to check the premises Asbestos register to determine if any Asbestos material has been identified within the project work area;
- 3.0 If Asbestos material has been recorded in the proposed work area, the Employees/Contractors are only to proceed if the works can be carried out in accordance with HSG210 Asbestos Essential Task manual;
- 4.0 Before any work commences in an area where asbestos has been identified The Safety Health and Environment Manager is to be contacted for permission to proceed;
- 5.0 Permission will only be given once it has been established that the work can be carried out in accordance with HSG213 Introduction to Asbestos Essentials and HSG210 Asbestos Essential Task Manual.
- 6.0 If permission is given to proceed with the work then Employees/Contractors **are to ensure:**
 1. To keep everyone out of the work area who does not need to be there
 2. Take care not to create dust
 3. Keep the material wet, whenever possible
 4. Wear suitable respirator and protective clothing
 5. Clean up with a vacuum cleaner which complies with BS 5415 (Type H)
 6. Follow HSG210 Asbestos Essential Task Manual Guidance
- 7.0 They must not
 1. Break up large pieces of Asbestos materials
 2. Use high-speed power tools – they create high levels of dust
 3. Expose other workers who are not protected
 4. Take clothing home to wash
- 8.0 When inspecting the premises Asbestos register, if no asbestos has been recorded as been detected then work can commence. If however any material suspected of containing asbestos (refer managing Asbestos in premises, HSE Booklet) are discovered or are exposed, then work in that area must cease immediately and the Safety, Health and Environment Manager is to be contacted directly. NO WORK is to re-commence until the Safety, Health and Environment Manager has determined the composition of the material and taken steps to ensure work is safe to commence.
- 9.0 Work must not re-commence in any suspect area until formal instructions to proceed have been received by the Safety, Health and Environment Manager.

