

ROYAL COLLEGE OF MUSIC

Health & Safety Policy



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Health & Safety Policy Statement of Intent

The Royal College of Music (RCM) is committed to health & safety. The Directorate believes it is one mechanism to help us achieve our strategic objectives and to enhance the experience of RCM staff, students and visitors.

It is the 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 & safety of others, including visitors and contractors, who may be affected by our activities.

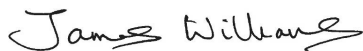
In undertaking activities, we will apply the underlying principle that management of health, safety and fire-related risks have equal importance to our other key strategic aims and we will allocate the resources required to carry-out our statutory duties. This will include prioritising and acting, based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

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

In meeting our formal obligations, RCM requires its staff and students to take reasonable care of their own health & 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 & safety at RCM are set out within the policy and the policy statement is issued to all staff and students. The policy will be subject to regular review in the light of experience and developments in national health & safety legislation and good practice.

Signed



James Williams
Director of the Royal College of Music

24 September 2024

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1.0 Organisation of health & safety

1.1 Responsibilities of the Council

The RCM Council is ultimately responsible for health & safety at RCM. The Council will ensure that:

- Executive responsibility is delegated for implementation of the policy to the RCM Director
- The policy is reviewed and approved

1.2 Responsibilities of the RCM Director

The RCM Director is responsible to the Council for effective implementation of the Health & Safety Policy. This responsibility is delegated to the Director of Estates. The Director will ensure that:

- Managers, heads of departments/faculties and other RCM staff adequately discharge their duties in accordance with the policy
- Adequate resourcing for health & safety
- Regular reporting to the Council on health and safety performance and any safety matters which must be addressed by allocation of funds
- The policy is implemented and reviewed

1.3 Responsibilities of the Director of Estates

The Director of Estates is responsible to the RCM Director for development and communication of the policy and ensuring that performance standards are met. The Director of Estates will ensure that;

- The policy is developed together with health & safety procedures
- The policy is adequately communicated
- Performance standards are met
- Activities are modified, suspended or terminated where health & safety will be compromised
- Communication with the Health & Safety Executive (HSE) and other enforcement bodies as required

1.4 Responsibilities of the RCM Directorate

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

1.5 Responsibilities of the Deputy Director

In the absence of the Director of Estates, the Deputy Director will assume his/her responsibilities.

1.6 Responsibilities of the Health & Safety Manager

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

- Safe/compliant practice within individual departments and activities
- Ensuring compliance
- Identifying appropriate levels of training and advising on implementation

- Implementation, effective delivery and review of the RCM Health & Safety Policy

1.7 Responsibilities of managers and heads of faculty/department

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

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

1.8 Responsibilities of the RCM Health, Safety & Wellbeing Committee

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

1. To promote equality, diversity and inclusion (ED&I) with specific reference to the RCM EDI policy and strategy, and to reflect regularly on how the work of the Committee might support the strategy.
2. To advise on the appropriateness and adequacy of the College Health & Safety organisation, arrangements and safe systems of work.
3. To keep under review College performance in relation to health & safety at work and assist in the formulation of Health & Safety policies; to promote co-operation between College staff and students in instigating, developing and carrying out measures to ensure health & safety at work.

1.9 Responsibilities of staff, students, visitors and contractors

RCM is duty bound by the Health & Safety at Work Act 1974, to ensure a safe environment for its employees, students, visitors and contractors. Under the same legislation, employees must comply with RCM practice to protect themselves and others from potential risks.

1.10 Organisation Chart for Health & Safety

Organisation for Health & Safety

Council

- Ensure executive responsibility is delegated for implementation of the policy to the College Director.
- Ensure the policy is reviewed and approved.

Director

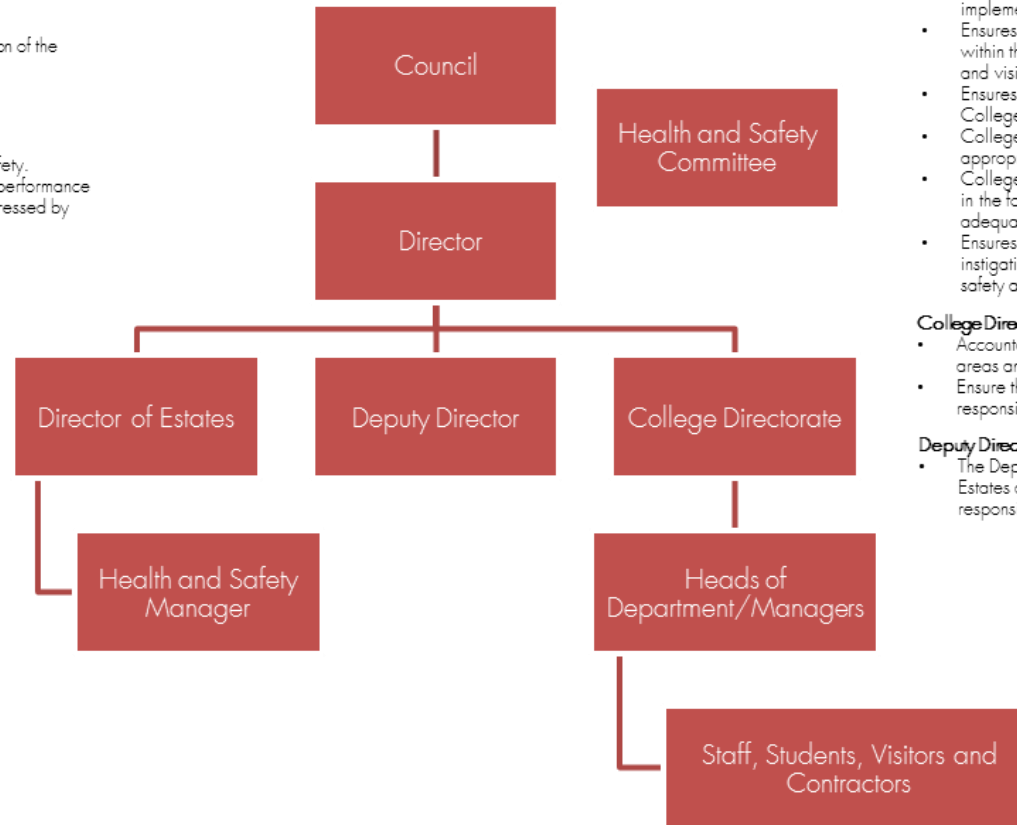
- Ensure adequate resourcing as required towards health & safety.
- Ensure regular reporting to the Council on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensure the policy is implemented and reviewed.

Director of Estates

- Ensure the policy is developed together with health and safety procedures.
- Ensure the policy is adequately communicated and made known to all those as relevant.
- Ensure relevant performance standards are met
- Ensure activities are suspended or terminated in such circumstances where health and safety is being compromised.
- Ensure suitable interface with the Health & Safety Executive (HSE) and any other enforcement bodies is given where required.
- Ensure suitable arrangements are in place for managing health and safety.
- Ensure Health & Safety compliance with relevant legislation.

Health and Safety Manager

- Ensure safe/compliant practice within individual departments and activities.
- Ensuring compliance is maintained.
- Identifying appropriate levels of training and advising on implementation.
- Ensure the effectiveness of the college Health & Safety Policy, implementation and review of this.



Health and Safety Committee

- Ensures that the Health & Safety Policy is developed, reviewed and implemented.
- Ensures a suitable health and safety management structure is in place within the RCM, to maximise the protection of the health of staff, students and visitors.
- Ensures that Health and safety performance is monitored throughout the Colleges to ensure satisfactory legislative compliance.
- College health and safety arrangements and safe systems of work are appropriate.
- College performance in relation to health and safety at work and assists in the formulation of health and safety policies, projects and activities is adequately reviewed.
- Ensures there is co-operation between College staff and students in instigating, developing and carrying out measures to ensure health and safety at work.

College Directorate

- Accountable to the College Director for the health and safety of their areas and for compliance with College and statutory requirements.
- Ensure that proper arrangements are in place to discharge their responsibilities.

Deputy Director

- The Deputy Director has equivalent executive functions as the Head of Estates and Facilities to ensure health and safety compliance. These responsibilities are delegated to the Director of Finance and Estates.

Heads of Department/Managers

- Maintains awareness of and implementation of the College Health & Safety Policy within areas under their control
- Ensure those under their control receive adequate information, instruction, training and supervision
- Ensure risk is appropriately controlled within their areas of responsibility and to investigate where required
- Ensure the appropriate training and competence of those under their control
- Remedy any defective work equipment, work area under their direct control
- Ensure that any accidents/incidents within or associated with their undertaking are reported in accordance with college procedures

2.0 Arrangements for Health & Safety

2.1 Fire Safety

2.1.1 General Procedures

The schools Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

2.1.2 Fire Drills and Alarm Activations

Regular fire drills will be undertaken at least annually; drills will include weekend teaching.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

2.2 Accidents

2.2.1 Accident Reporting Procedures

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

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

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

2.3 First Aid

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

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

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

2.4 Risk Assessment

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

Risk assessments will be reviewed at least annually by the person responsible for the work/activity or as required if there is a change in condition or the work environment. Changes will be brought to the attention of all those who may be affected.

There is a standard RCM Risk Assessment which should be completed for all activities. Risk assessment and other related health & safety templates are filed on the RCM G Drive/Risk Assessment. Employees training in risk assessment techniques is organised by the Health & Safety Manager.

2.4.1 Contractors

All contractors are required to submit a risk assessment and/or Permit to Work for approval by the Health & Safety Manager before they are permitted to carry out any work at RCM. All Contractors must be inducted prior to commencement of work and sign to confirm that they have received full induction. All contractors are inducted monthly with a contractor's induction video to watch. All high-risk areas are under strict authorised access only, and also under a Permit to Work scheme.

2.4.2 Maintenance

The maintenance team are required to complete risk assessments for all maintenance procedures. These must be approved by the Health & Safety Manager or in his/her absence, the Estates & Technical Services Manager

2.4.3 Department Risk Assessments

All departments are required to carry out risk assessments of all their activities. These assessments are reviewed by the department managers annually or whenever there is a change in procedures. Copies of the assessments must be sent to the Health & Safety Manager.

2.4.4 New and Expectant Mother Risk Assessment

HR will arrange for a suitable risk assessment to be conducted to protect the safety of new and expectant mothers whilst at work. This will be completed as soon as possible after being notified by an employee that they are pregnant. A new and expectant mother risk assessment form will be kept on file signed by the employee and Head of HR. A further assessment will be conducted after the employee returns from maternity leave.

2.4.5 Young Persons Risk Assessments

A risk assessment checklist will be carried out for any young person employed, including any work experience students.

It is important for RCM supervisors to ensure that in addition to this checklist, they ensure that any young person has read and understood any relevant workplace risk assessments in place.

2.5 Training

All new employees will receive a health & safety induction given by the Health & Safety Manager when they start with RCM. This covers:

- Health & safety law
- Policy
- First aid
- Manual handling
- Accident reporting
- Fire evacuation procedures
- Display screen equipment
- Risk assessment

Courses in fire marshal and first aid training run continuously throughout the year, with refresher training provided as needed. Certain employees that are trained in use of evacuation chairs and are able to train other employees in this technique. All employee training needs are monitored by The Health & Safety Manager.

Managers and heads of faculties/departments will ensure that all staff under their direct supervision have received suitable and sufficient training for the tasks that they are expected to undertake. Where new processes/procedures are introduced, training will be provided.

The Health & Safety Manager will be informed of all young person's working at RCM by the HR Department. On the first day of their employment, health & safety training will be provided with a particular focus on the risks and hazards involved with their intended work area. Records of training will be documented by the Health & Safety Manager. Guidance on the engagement of young people must be sought from the HR department.

2.6 Manual handling

Departmental managers will eliminate manual handling wherever possible from their area of responsibility. Employees must not attempt to lift any object that is beyond their strength. The correct lifting technique must always be adopted, i.e., bending at the knees and keeping the back as straight as possible. Where required, assistance should be sought to lift or move more heavy or awkward items. Departmental Managers must ensure sufficient training is provided for those of their staff who are required to continuously lift or move large or heavy objects. The Health & Safety Manager will arrange for this training. All manual handling injuries must be reported promptly in accordance with accident reporting procedures.

2.7 Control of contractors

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

The Estate and Facilities Department will provide contractors with comprehensive and relevant information (as part of their induction) on activities or physical hazards on RCM sites that may pose a risk to their health & safety in relation to their work. Contractors must be informed of RCM procedures in the event of fire and RCM first aid arrangements.

All contractor activities will be monitored to ensure they do not constitute a risk to the health & safety of staff, students or visitors. All contractors are required to sign in and out of RCM premises. During commencement of project work in RCM, reviews of contractor activities will be undertaken taking into consideration the nature of and complexity of activities and their potential impact on health & safety. These works typically have their own pre-construction arrangements and construction phase risk assessment/method statements. Copies of these will be reviewed and monitored by the Health & Safety Manager as required. No contractor is permitted to carry out work at RCM without permission from the appropriate manager in the Projects, Estates & Facilities Department.

2.8 Event management

All events are assessed in advance using the "green sheet system". These address health & safety, facilities and other requirements. The Health & Safety Manager receives copies of all green sheets prior to an event, to determine the need for specialist risk assessments and other controls prior to an event commencing. The relevant documents are forwarded to the Health & Safety Manager for approval.

Organisations and/or individuals applying to hire RCM premises must provide full details of the nature of their activity, number of persons expected to be present and equipment that will be brought on to RCM premises. If RCM equipment is to be used, details of its intended use and competence of intended user must be provided. The Events Manager/Event Organiser will scrutinise all information and provide a detailed risk assessment which requires approval from the Health & Safety Manager.

The Events Manager/Event Organiser must ensure that those who hire RCM spaces, are provided with information on procedures regarding fire evacuations, location of first aiders and first aid equipment and seek their assurance that they will comply with all RCM procedures. The Events Manager/Event Organiser will provide a copy of the RCM Health & Safety Policy to Organisations and/or individuals applying to hire RCM premises. The Events Manager/Event Organiser is responsible for briefing those attending events, on fire evacuation procedures and other health & safety matters relevant to the event. The Estates Maintenance Department must carry out an inspection of electrical installations used for private events before an event commences.

2.9 Lone working

A lone worker is defined as an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Within the RCM, this relates to situations where staff are working outside normal hours of occupancy of RCM buildings, or isolated from other staff when on RCM business. Out of hours is construed as periods of occupancy or activity taking place when business is not normally conducted. At RCM, this applies once all planned events/performances have finished each day and buildings cease operation until the following day.

Lone working can occur at any time either during normal working hours or out of hours. RCM operates from 08:00 – 23:00, where core hours are 09:00 – 18:00 and where out of hours activities take place regularly and Security Officer cover closed hours. Access by staff between different RCM buildings also exposes them to risk in a lone working capacity. Lone workers should not be at more risk than other employees.

Risks associated with lone working can be; inability to summon help as a result of injury, ill health or an emergency/inability to carry out a task safely while alone and exposure to potential violence and aggression. Such staff may be exposed to risk because there is no-one to assist them with their duties, further requiring a

risk assessment. When the risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or assistance should be implemented.

2.10 Noise

RCM will comply with noise at work legislation. This is an important risk area given the specialist nature and function of RCM. Where required, noise tests will be carried out. If the results of a noise test show 80+Db, a risk assessment should be completed in conjunction with the Health & Safety Manager. Risk assessments related to noise will be reviewed and amended when new equipment, work procedures, change of activity and/or work location occurs.

Hearing tests (i.e., standard audiograms) are offered on an annual basis to RCM employees. To arrange a hearing test, members of staff should contact an audiological clinic of their choice, settle the bill directly with the clinic, and submit the receipt and a completed expenses claim form to the HR department. Staff will be reimbursed by RCM up to a set maximum amount.

2.11 Engagements of new employees

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

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

2.12 Employee consultation arrangements

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

- Introduction of any measure which may substantially affect health & safety at work, for example, introduction of new equipment or new systems of work such as shiftwork arrangements;
- Arrangements for appointing competent persons to help RCM comply with health & 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 requirements of health & safety law;
- Information they must give 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;
- Planning and organisation of health & safety training;
- Health & safety consequences of introducing new technology.

2.13 Electrical safety

Inspection all portable electrical appliances will be completed on a regular basis by members of the Maintenance Team with the relevant qualifications having passed inspection portable appliances must be

marked to indicate that they are safe to use. A visual inspection of all portable appliances will be conducted on a regular basis.

Fixed electrical installations will be examined by a competent person every five years and records maintained. These will be kept within the Projects, Estates & Facilities Department.

Employees shall not attempt to repair or modify any electrical item. Where a fault occurs, they must be reported to the Estates & Technical Services Manager

2.14 Plant and equipment

The Estates & Technical Services Manager will implement a system of planned maintenance to ensure that RCM premises, plant and equipment are maintained in efficient working order and good repair. They must keep a log of maintenance for periodic inspection.

The Estates & Technical Services Manager will ensure that a reasonable temperature is maintained in all indoor workspaces 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. They will also ensure that there is suitable and sufficient lighting in all areas of RCM buildings, particularly staircases and work areas.

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

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

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

2.15 Boiler and plant rooms

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

Where work requires use of controlled entry and/or permit-to-work procedures, the Health & Safety Manager will prepare a detailed method statement. In other cases, hazards will be noted and required precautions required listed. The method statement or list of hazards and precautions will be discussed and agreed with maintenance staff and/or contractors before work commences. Training required for operatives must be undertaken prior to commencing work.

Those supervising the works must ensure that all operatives are instructed in requirements of agree method statements, permits-to-work and other procedures and will ensure that permits-to-work, controlled entry procedures and other precautions are adhered to throughout works.

2.16 Flammable liquids

The Health & Safety Manager will ensure that suitable storage facilities are provided for liquids, which are not defined as flammable but which are a fire hazard. The Health & Safety Manager will arrange for appropriate firefighting equipment and/or materials to be available before work commences. Those supervising work will ensure that planned storage facilities are provided and maintained and that all highly flammable liquids are kept in these storage facilities when not in use. Supervisors will ensure that firefighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that action is taken to rectify defects. The Health & Safety Manager will be consulted when there are any doubts regarding appropriate precautions or where flammable liquids are used in large quantities or in unusual situations.

2.17 Asbestos

Identification and management of asbestos containing materials within RCM premises comes under the control of the Projects, Estates & Facilities Department. The Health & Safety Manager/ Estates & Technical Services Manager will check the asbestos register to ascertain at an early stage whether asbestos in any form is likely to be present in a work area. The Asbestos register is monitored regularly and resurveys are carried out every year, or earlier if required.

2.18 Control of Substances Hazardous to Health (COSHH)

Before using materials or substances, a manufacturer's product safety data sheet must be obtained.

No work will be undertaken involving a substance classified as hazardous to health unless a formal COSHH assessment has been completed and documented by a competent person. Generic written assessments will be prepared for substances, processes, health hazards etc. used or encountered routinely on RCM sites. This will include the RCM Projects, Estates & Maintenance Department, Britten Theatre, Opera Workshop and cleaning contractor. COSHH assessments will include:

- Material/substance identification and purpose;
- Potential hazard;
- Persons at risk;
- Exposure limits (where applicable);
- Precautions and protective equipment required;
- Storage and disposal requirements;
- Emergency and first aid requirements.

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

Copies of COSHH assessments will be issued to all locations where substances are to be used and brought to the attention of appropriate persons. Protective measures required, as a result of the COSHH assessment, must be adhered to. Managers and supervisors must ensure that COSHH assessment requirements are in force at all times.

2.19 Personal protective equipment

The Health & Safety Manager must ensure that adequate supplies of protective clothing and equipment are available on site/workplace and are available to be issued as and when required. Personal protective equipment will be supplied to employees, as required, free of charge. All persons carrying out processes which requires use of protective clothing or equipment will be informed of statutory and RCM policy requirements and will be required to obtain protective clothing or equipment.

2.20 Working at height

RCM will comply with all legislation in reference to Working at Height. The Estates & Technical Services Manager will ensure that mobile elevated work platforms are used safely and efficiently, considering floors, ceiling heights, roof members and type of work. Where required, the Health & Safety Manager will be consulted.

Training will be provided to supervisors required to carry out inspections and to all staff required to operate a mobile platform. Specialist access equipment in the Britten Theatre will also require regular inspection and training in its use. The Britten Theatre Production Manager must maintain records of training and inspection of this equipment.

2.21 Display screen equipment (DSE)

Individual managers must ensure that DSE assessments are carried out for all staff who are required to spend at least one hour at a time of the working day using display screen equipment and are thus classified as a 'user'. Records of these assessments will be kept on file and reviewed as required, by the Health & Safety Manager to ensure, that where needed, reasonable adjustments are made.

Employees must co-operate with completion of DSE assessments and complete the standard DSE Workstation Assessment form. Assessments will be repeated if existing 'users' change their working location and/or equipment. Employees shall take a break of at least five minutes away from desktop/computer screen activities after each hour's continued use. These breaks should be scheduled each day. Employees suffering from visual or muscular discomfort as a result of working with DSE equipment must report this to their manager/supervisor and the Health & Safety Manager immediately.

Workstation assessments for employees will be reviewed on a regular basis in consultation with the Health & Safety Manager.

RCM pays for eye tests at any recognised high street optician. By submission of receipts for eye tests, employees are reimbursed by RCM. Staff will be reimbursed by RCM up to a set maximum amount where employees need glasses.

2.22 Lifts

There are eleven lifts in RCM buildings and one food hoist, all lifts are insurance inspected twice yearly and main passenger lifts are serviced monthly, whilst DDA lifts and stage lifts are service quarterly. appropriate preventative and remedial maintenance of lifts is undertaken to control risks to maintenance staff and others. All inspection and maintenance of lifts is carried out by approved, competent contractors.

Step-free access is improved across the estate, providing ramps and lift access to greatly enhance accessibility in both new and existing buildings.

2.23 Food safety

Employees should be aware of basic food hygiene requirements and assist in keeping shared kitchens areas clean. The contracted catering supplier are responsible for ensuring that adequate cleaning materials are available in the kitchens for employee use.

Restaurant, cafe and bar catering services are currently provided by Imperial College Catering.

2.24 Automated external defibrillator (AED)

An AED is available for use in RCM premises. The AED is held at the Blomfield Building reception desk and is readily available for use by any persons should the need arise. The AED is held at this location to allow for it to be taken quickly to all other locations on RCM premises

Operating instructions shown clearly outside the AED machine and use of the AED does not require specific training and may be used by any person. Early recognition a person is suffering sudden cardiac arrest is vital and use of the AED may restore normal heart function. All employees will be made aware that an AED is available for use on RCM premises.

First aiders within RCM are trained to use the AED and certificates confirming training course attendance are kept on file by the Health & Safety Manager and within the HR Department.

2.25 Legionella

Water risk assessments of RCM buildings will be undertaken and recorded in the water logbook. The legionella risk assessment will be reviewed where significant changes have occurred to the water system and/ or building

footprint, or where there has been a change in the named site responsible person. The risks from legionella are mitigated by basic operational controls and the following checks are recorded:

- Water is heated and stored to 60C in calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection/descaling of showers;

Stored cold water tanks are inspected for compliance and safety on an annual basis.

3.0 Communication of policy

- This Health & Safety Policy will be brought to the attention of all existing and new employees of RCM via MUSE, induction and signage in RCM premises;
- Up to date information and policies relating to health & safety are available to all employees (including freelance workers);
- If Contractors (not freelance workers) are required to work on the premises, they will be given sufficient health & safety information to enable them to conduct their activities without risk to health from RCM activities;
- Employees and freelance workers who have suggestions to improve health & safety are encouraged to report these to their manager, the Health & Safety Manager or the Estates Department.

4.0 Record keeping

Records will be maintained and kept on the shared Group Drive (G:) > Estates and Facilities and Muse sharepoint. A copy will also be sent to HR.