

FINE ARTS COLLEGE

STUDENT HEALTH & SAFETY HANDBOOK

Reviewed: 01/09/2023 by Sarmad Ismail (Health & Safety Manager)

The Health and safety at Work Act 1974 is the main statute for safeguarding people at work and sets general health and safety standards within the UK. As staff and students at Fine Arts College, we all have a responsibility to contribute to a safe and healthy workplace. Students can help us achieve this by:

- Taking reasonable care of your own health and safety as well as those who may be affected by what you do or do not do
- Co-operating with the College on all matters of health and safety
- Not intentionally or recklessly interfering with or misusing anything provided for reasons of health and safety

TRAINING

New students will receive a general health and safety induction and students will also receive subject specific health and safety training for subjects such as Art and Science.

CONDUCT

Whilst at College students are expected to conduct themselves in an appropriate and safe manner:

- Walk - don't run
- Take care when using the stairs
- Don't leave anything in corridors or stairways where people can trip over
- Don't indulge in practical jokes which may cause injury to you or your fellow students
- Abide by the College's No Smoking Policy
- Do not interfere with electrical equipment
- Follow advice of all notices

HOUSEKEEPING

Every effort is made to keep the College tidy, safe and as presentable as possible. Students can help the College maintain these standards by:

- Using the rubbish bins provided
- Reporting any spillages immediately, especially in corridors and on stairs
- Reporting any leaks/breaks that may arise in student toilets
- Use student toilets only and leave them clean after use

FIRST AID

Please note:

- All College buildings have qualified first aiders
- If you, or someone else needs first aid, speak to the tutor taking your class, contact any member of the staff, or the reception desk
- If you have an existing medical problem that may require first aid e.g. epilepsy, panic attacks etc. please make sure that the College has been notified

ACCIDENT REPORTING

- All accidents within the College premises must be reported to your tutor or reception
- If you have an accident outside the College e.g. on a College trip or in the surrounding areas, please report to reception or the tutor you are with
- The member of staff will complete the relevant accident/incident reporting form

DISPLAY SCREEN EQUIPMENT

Please follow the advice on the posters found at each work station.

MANUAL HANDLING

Manual handling is described as any transporting of a load, including lifting, lowering pushing, pulling carrying or moving by hand.

If your subject requires you to carry out tasks such as moving equipment e.g. amplifiers, desks or artwork please ask your tutor for advice. Do not attempt to lift or move any heavy items of furniture

SLIP, TRIPS AND FALLS

Slips can be caused by spillages, changes in floor surfaces and changes in conditions.

Trips can be caused by loose flooring, storage in pedestrian routes and cables and chargers across a room.

Falls can be caused by improper use of ladders working at height etc. To prevent this happening whilst you are at College:

- Always look where you are going and keep an eye open for hazards e.g. frayed carpets or loose tiles
- Take care when using stairs and use the hand rail
- Report any spillages to a member of staff
- Do not put bins, bags, portable heaters, extension leads or anything else in places where they are likely to cause a trip hazard

- Report any potential slip or trip hazards to a member of staff

COLLEGE EQUIPMENT

College equipment can range from a computer to printing equipment. You should receive proper training and instruction in the use of College equipment you are required to use.

General guidance includes:

- Use all equipment for the purpose for which it was designed
- Follow all Health and safety advice e.g. when using sharp scalpels
- Do not swing, lean back on chairs
- Do not place sharp objects in general waste bins - remember someone has to empty these

ELECTRICAL EQUIPMENT

- All electrical equipment should be treated with respect
- Observe any electrical warning signs posted in the College
- Visually check cables and equipment for obvious damage or exposed wiring etc. If you discover a fault - switch off and tell you tutor
- Make sure that all trailing cables for equipment and extension leads are secured to prevent people tripping over them

SUBSTANCES HAZARDOUS TO HEALTH

Some departments e.g. Art and Science use substances that could be hazardous to health. In these instances:

- Please follow guidance from your tutor
- Wear correct Personal Protective Equipment following guidance from tutors for Art/Science/Photography
- Report any spillages
- Do not bring any substances into school

SMOKING

Smoking (including e-cigarettes) is prohibited.



IN THE SURROUNDING AREA

Please take care and be vigilant when entering and leaving the College buildings.

FIRE EVACUATION

Fire Evacuation Procedures

- Check the Fire Action Notices displayed throughout the College and know what to do and where to go in the event of a fire alarm; For Centre Studios evacuate to Chalcot Gardens assembly point and for Lambolle/Photography/Stables evacuate to the pavement opposite Lambolle Place.

- Know the evacuation routes and fire exits (check notices around college for more information)

On Discovering a Fire

- Break the glass in the nearest call point
- Alert a member of staff

On Hearing the Fire Alarm

- Leave the building by the nearest, safest exit
- Follow instructions from the Fire Marshals
- Do not take risks
- Do not delay by taking personal belongings
- Do not re-enter the building until instructed to do so

Chalcot Gardens



Lambolle Place



ADDITIONAL MEASURES

- Wall mounted hand sanitizers are situated by all building entrances, toilets and throughout buildings.
- Hand washing remains an important measure to prevent the spread of Covid and other diseases. Good handwashing techniques will continue to be encouraged by staff with handwashing posters situated by each sink.