



## HAMPSTEAD FINE ARTS COLLEGE

### HEALTH & SAFETY POLICY AND PROCEDURES

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#### **General Policy**

This Health and Safety Policy sets out how Hampstead Fine Arts College manages health and safety across all activities. The college is committed to meeting its legal duties under UK law, ensuring that staff, students, visitors, and contractors are protected so far as is reasonably practicable. The policy will be reviewed at least annually and whenever significant changes occur.

#### **Health and Safety General Policy Statement**

Hampstead Fine Arts College recognises its responsibility for the health, safety, and welfare of staff, students, and visitors. We will:

- Provide leadership and clear accountability for health and safety at all levels.
- Assess risks and implement control measures to reduce hazards to an acceptable level.
- Consult with staff on matters affecting their health and safety.
- Provide and maintain safe facilities, equipment, and working practices.
- Ensure safe storage, use, and handling of substances, particularly art, lab and cleaning materials.
- Provide information, instruction, and training to ensure staff and students understand how to stay safe.
- Support the wellbeing and mental health of staff and students.
- Regularly monitor and review health and safety arrangements.

All staff and students are reminded of their duty to take reasonable care for their own health and safety and that of others.

Signed: \_\_\_\_\_  \_\_\_\_\_

**Head, Hampstead Fine Arts College**

Date: \_\_\_\_\_ 02/09/2025 \_\_\_\_\_

## Organisation and Responsibilities

**Overall Responsibility:** The Principal has overall responsibility for health and safety at the College.

**Health and Safety Manager:** Day-to-day responsibility for health and safety arrangements, record-keeping, and monitoring.

**Tutors and Support Staff:** Responsible for ensuring the safety of their classrooms, studios, and activities, including supervision of students and reporting hazards.

**Students:** Expected to follow college safety procedures, report hazards, and act with care for themselves and others.

**Dukes Education:** Provides oversight and ensures group-wide standards are maintained.

## Safety Arrangements

### Risk Assessment

- Risk assessments are carried out for all activities, including classroom/halls, science lab use, trips, and special events.
- Tutors are responsible for reviewing risk assessments for their subject areas.

### Educational Visits

- All trips and visits are subject to risk assessment and require approval by the Principal/Head, outline approval given by the Events Visit Coordinator (H&S Manager)
- Staff must ensure appropriate supervision ratios are maintained.

### Sites & Premises

- Monthly building inspections are carried out, and maintenance/servicing records are maintained in compliance with Health & Safety legislation.
- Security and premises checks/patrols done on a daily, weekly and monthly basis.
- Classrooms and areas that are identified with any issues to be raised to the Health & Safety Manager.

### Art rooms, Science Lab, Workshops, and Equipment

- Equipment and materials (e.g., paints, solvents, tools) must be used in accordance with COSHH (Control of Substances Hazardous to Health) regulations.
- Personal Protective Equipment (PPE) is provided where required and must be worn.

### Fire and Emergency Procedures

- Fire drills will be carried out at least once per term.
- All staff and students must be familiar with evacuation routes and assembly points.
- Lockdown procedures are in place and practiced.

### First Aid

- Adequate numbers of trained first aiders are on site at all times.
- First aid kits are available in key areas of the college.
- Accidents, incidents, and near misses must be reported to the Health and Safety Manager.

## Wellbeing and Stress Management

- The College recognises the importance of mental health and wellbeing as part of health and safety. All staff have access to Dukes online health assured hub.
- Staff and students are encouraged to raise concerns, and support systems are available.

## Safety Records

The College maintains the following records:

- Accident and incident reports, including near misses.
- Fire safety management records, including drills and risk assessments.
- Asbestos management.
- CCTV and security checks.
- Risk assessments for sites, teaching spaces, activities, trips, and special events.
- Health and safety training records for staff.
- Contractors records and maintenance/servicing records.
- Site checks and external staircase records.
- Annual classroom checklists.
- Annual Health and Safety Review records.

## Relevant Legislation

The College operates in compliance with UK health and safety law, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021 and Fire Safety (England) Regulations 2022
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992
- Equality Act 2010
- DfE Guidance on Health and Safety for Schools and Colleges

## Monitoring and Review

- The Health and Safety Policy will be reviewed annually and whenever significant changes occur.
- Monitoring will be carried out through classroom checklists, annual reviews, and staff consultation.
- The Principal and Health and Safety Manager are responsible for ensuring corrective actions are taken where needed.