



HAMPSTEAD FINE ARTS
COLLEGE

HEALTH & SAFETY POLICY AND PROCEDURES

Contents:

- General Policy
- Organisation and Responsibilities
- Safety Arrangements
- Safety Records
- External Audits
- Risk Assessments

General Policy

This Health and Safety Policy sets out how Hampstead Fine Arts College manages health and safety across all activities and all sites (**Centre Studios & Parkhill**). 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.
- Commit to the continual improvement of health and safety performance through proactive monitoring, review of incidents and near misses, and implementation of corrective and preventative actions.

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

Signed: _____  _____

Principal, Hampstead Fine Arts College

Date: _____ 26/08/2026 _____

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.

Consult with staff on matters affecting their health and safety through regular staff meetings, inclusion of health and safety as a standing agenda item, and opportunities to raise concerns directly with the Health and Safety Manager or Principal. Staff will be encouraged to contribute to risk assessments and the development of safe working practices.

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.

Risk assessments include:

- Asthma Risk Assessment
- Cleaning-COSHH Risk Assessment
- General COSHH Risk Assessment
- Dance Risk Assessment
- Diabetes Risk Assessment
- DSE Risk Assessment
- Electrical Equipment Risk Assessment
- Epilepsy Risk Assessment
- First Aid Risk Assessment
- Hand Tools Risk Assessment
- Kick Stool Risk Assessment
- LAMDA Risk Assessment
- Local Area Risk Assessment
- Lone Working Risk Assessment
- Maintenance Risk Assessment
- Manual Handling Risk Assessment
- Medication & Allergies Risk Assessment
- New Expectant Mothers (General) Risk Assessment
- Whole College Risk Assessment (All Sites)
- Craft Knives Tools Risk Assessment
- Art Department Risk Assessment
- Science & Science Lab Risk Assessment

- Sports Risk Assessment
- Stage Lighting Risk Assessment
- Vehicle Maneuvering Risk Assessment
- Violence and Aggression Risk Assessment
- Work Related Stress Risk Assessment
- Working At Height Risk Assessment

Training

The College will ensure that all staff receive appropriate health and safety information, instruction, and training relevant to their roles. This will include induction training for new staff, periodic refresher training, and specific training where required (e.g. first aid, fire safety, COSHH).

The Health and Safety Manager is responsible for maintaining training records and identifying training needs in conjunction with line managers.

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) and any residential or trips overseas must be approved by Dukes Education Governors.
- 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.
- The College will also plan for other foreseeable emergencies, including medical incidents, security threats, and utilities failure. Appropriate procedures will be developed, communicated to staff, and periodically tested where appropriate.

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.
- Anaphylaxis recognition
- AAI (EpiPen/Jext) administration and storage
- Emergency response procedures

Accident and Incident Investigation

All accidents, incidents, and near misses will be reported in accordance with college procedures and recorded by the Health and Safety Manager. The Health and Safety Manager will be responsible for leading investigations to identify immediate and underlying causes.

Serious incidents, including those meeting RIDDOR reporting thresholds, will be escalated to the Principal, who will oversee the investigation and ensure appropriate reporting to enforcing authorities. Corrective actions arising from investigations will be recorded, assigned, and monitored through to completion to prevent recurrence. Lessons learned will be communicated to relevant staff and, where appropriate, reflected in updated risk assessments and procedures

Allergies and Anaphylaxis

The College recognises severe allergies and anaphylaxis as potentially life-threatening medical conditions. Suitable arrangements will be implemented to identify individuals with allergies, assess risks, provide staff training and ensure effective emergency response procedures.

The detailed arrangements for the management of allergies, medication and medical conditions are contained within the College's Medical Conditions, Medication and Allergy Safety Policy.

All staff are expected to familiarise themselves with emergency procedures relating to students identified as being at risk of anaphylaxis and comply with any Individual Healthcare Plans and risk assessments in place.

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.

Contractor Management

The College will ensure that all contractors are competent and appropriately managed. Contractors will be required to provide relevant risk assessments and method statements prior to commencing work.

The Health and Safety Manager will ensure that contractors are informed of site-specific risks and control measures, and that their activities are monitored where necessary to ensure safe working practices.

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.

External Audits

The college is also committed to undergoing annual external audits that are done by an external health and safety company once a year in the spring term, to ensure compliance with regulatory requirements for occupational health and safety and building maintenance.

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.
- Monitoring will include both proactive measures (such as inspections and training compliance) and reactive measures (such as review of accident and incident data) to identify trends and areas for improvement.