



Royal Conservatoire  
*of* Scotland

**HEALTH, SAFETY AND  
WELLBEING**

**GENERAL POLICY AND  
ARRANGEMENTS**

## Health, Safety and Wellbeing General Policy

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# OVERVIEW

Our health, safety and wellbeing (HSW) management system provides us with the means to manage our HSW obligations, aims and objectives in an efficient and effective way. These documents contain our plans, policies, organisation, arrangements, risk management tools and HSW monitoring arrangements.

## **General Policy, General Arrangements and Implementation of Policy**

In this section we state our objectives for, and commitment to, managing health, safety and wellbeing. We also describe our general health, safety and wellbeing arrangements and indicate how the policy will be implemented. A copy of the general policy statement is provided as a general statement of intent, with specific guidance and requirements detailed in the policy arrangements that follow.

## **Organisation and Responsibilities**

To ensure that we are all aware of the duties that we have to create and maintain a safe working environment, this section outlines our organisational structure for managing health, safety and wellbeing. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

## **Arrangements**

In this section we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

## **Monitoring, Checking and Recording**

The master documents for monitoring and checking are found at the back of the section.

We have records for our fire precaution checks and training and other master documents and completed forms required by our policies and procedures. These and the other completed records are our proof that we have been diligent in carrying out our policy and complying with legal requirements.

# **SECTION 1: GENERAL POLICY, GENERAL ARRANGEMENTS AND IMPLEMENTATION OF POLICY**

## **1.1. RCS Health, Safety and Wellbeing General Policy Statement (2018)**

The following is a statement of the Conservatoire's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of the RCS to ensure so far as is reasonably practicable, the health, safety and welfare of all employees and students working for the Conservatoire or other persons who may be affected by our undertakings.

The RCS acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of its senior management. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

As Principal, I will implement the Conservatoire's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The Conservatoire recognizes that successful health and safety management contributes to the fulfilment of its mission in performance and will allocate adequate finances and resources accordingly.

The management of RCS looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees and students at all levels. It is there, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the Conservatoire aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard or danger.

All employees and students have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the Conservatoire in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

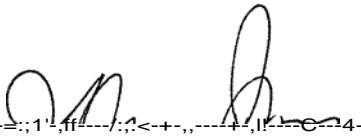
The Conservatoire will ensure continued consultation with the staff and students to enable all viewpoints and recommendations to be discussed at regular intervals.

The Conservatoire will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The Conservatoire will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and

substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The Conservatoire regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Signed 

**Professor Jeffrey Sharkey**  
**Principal**

Date 20/4/18

## 1.2 General Arrangements

What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are available throughout the premises, (see Fire Safety Arrangements in Section C).

All **ACCIDENTS, INCIDENTS AND NEAR MISSES** must be reported. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence, (see incident reporting arrangements in Section C). Arrangements to meet the requirements under the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR) will be put in place by the Health, Safety and Wellbeing Department.

**FIRST AID** arrangements are administered by Client Services, who can be contacted on ext. 100.

Department, programme, line managers and teaching staff are responsible for ensuring **TRAINING** in safe working and performing methods is provided to employees and students and for ensuring that these methods are used. RCS accepts responsibility for initiating any steps necessary to improve unsafe conditions.

**INSTRUCTION** will be provided in order to work and perform safely and avoid work-related ill health. This will include training in the operation of emergency procedures.

**GOOD HOUSEKEEPING** is an essential part of our safety programme and everyone in RCS must co-operate with us in maintaining suitable standards. A housekeeping campaign will be introduced with areas prioritised to achieve a gradual overall improvement which should be maintained. Appropriate waste disposal and removal will form part of our normal duties.

The RCS is responsible for the **MAINTENANCE** of plant and equipment (including RCS musical instruments), especially where there is a risk to health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons, in accordance with current risk assessments and safe systems of work.

Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable, (see Section E – Monitoring). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.

Where a work related risk assessment identifies the need to use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to ensure health and/or safety, suitable equipment will be provided. Wherever possible users will be consulted when equipment is being selected.

Safety procedures and rules for **CONTRACTORS** are outlined in Section B.

**RISK ASSESSMENTS** will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary.

### 1.3 Implementation of General Policy

The HSW policy and management system is applicable to all Conservatoire properties, activities, other workplaces, performances and events, employees, students and others, as applicable and defined.

Our policies and systems will be implemented by:

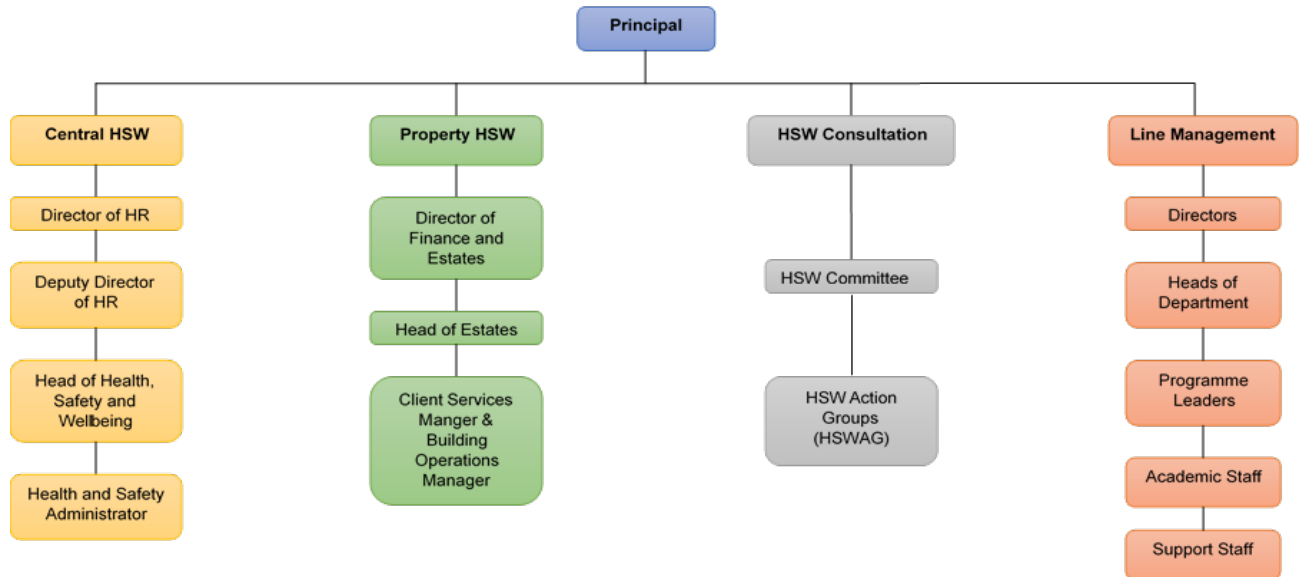
- Providing available appropriate resources to implement the requirements of this policy;
- Taking health, safety and wellbeing into account when planning all activities, events and performances;
- Providing and maintaining equipment and systems of work that are carefully designed and monitored;
- Ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- Ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- Ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- Ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;

- Ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- Ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- Ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- Maintaining a system for the recording and investigation of all incidents;
- Ensuring that the responsibilities of employees and subcontractors with regard to health, safety and wellbeing are specified clearly in writing;
- Setting HSW performance objectives and targets, and by monitoring progress through the HSW Committee;
- Where possible, benchmarking with similar organisations;
- Undertaking periodic reviews of our arrangements as required to ensure continual improvement.



## SECTION 2: ORGANISATION AND RESPONSIBILITIES

### 2.1 Health, Safety and Wellbeing Management Structure



### 2.2 Individual Responsibilities

#### **GENERAL RESPONSIBILITIES OF ALL EMPLOYEES AND STUDENTS (as applicable)**

The Conservatoire takes seriously the health, safety and wellbeing of all our employees and students along with anyone that could be affected by our activities. We have set high standards which are described in our HSW strategy, policies, procedures and safe systems of work. These standards will be challenging to achieve, but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the co-operation of all employees and students, and everyone else involved in our activities.

Employees/students who authorise activities to be carried out must ensure that those undertaking the activity will be sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, there will be a need to provide supervision, particularly in the case of young and inexperienced workers. Specific monitoring responsibilities, are described in Section E. In addition to any specific responsibilities, you should regularly carry out safety inspections of the workplaces etc. under your control, in order to ensure the required standards are maintained.

All RCS personnel/students must follow the arrangements described in our policies, procedures and safe systems of work. Plant and equipment (including musical instruments etc.) should only be used/operated by those who are suitably trained and authorised, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) deemed necessary. Anyone with concerns about health, safety and wellbeing matters, should raise these in the first instance with their line manager, tutor or supervisor or a member of the HSW team. RCS consultation procedures should be followed as appropriate.

Employees and students may be involved in our risk assessment programme, and are required to follow risk assessment controls and co-operate with those leading the process.

Employees are reminded that they have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work etc. Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety

In the event of failure to comply with their legal duties anyone could be subject to action being taken against them, including disciplinary action, and by the enforcing authority.

## 2.3 Specific Responsibilities

### **THE PRINCIPAL**

The Principal has ultimate responsibility for all matters of health, safety and welfare within the Royal Conservatoire of Scotland. This includes:

1. Giving leadership and ensuring participation in the health, safety and wellbeing management system and generating awareness that health, safety and wellbeing issues are an important and integral part of role responsibilities.
2. Making arrangements to ensure that the necessary resources are made available to allow effective implementation of the health, safety and wellbeing policy.
3. Setting health, safety and wellbeing goals and objectives with the each member of the senior management team.
4. Monitoring health and safety targets and programmes.

5. Approving the Health and Safety policy and ensuring that the aims and objectives of the Policy are fully understood by all Board of Governors and senior managers.

## **THE BOARD OF GOVERNORS**

The Board of Governors are responsible for ensuring that the health, safety and wellbeing policy is effectively implemented, reviewed and enforced across all disciplines.

## **SENIOR MANAGEMENT TEAM**

All members of the Senior Management Team are responsible for the effective implementation of the health, safety and wellbeing policy within their area of control. The responsibility includes:

1. Giving personal leadership and generating the involvement of line managers and staff in health, safety wellbeing issues.
2. Incorporating health, safety and wellbeing as an integral part of management objectives and departmental review meetings (added to team meeting agendas) ensuring that health, safety and wellbeing standards are maintained and where possible improved upon.
3. Setting, monitoring and driving health, safety and wellbeing goals, objectives and targets.
4. Delivering, in conjunction with the health, safety and wellbeing team, a safe working environment with suitable and sufficient risk assessments and safe systems of work.
5. Ensuring all managers are aware of, and fulfil, their health, safety and wellbeing responsibilities.
6. Establishing and communicating strategic objectives and plans for health, safety and wellbeing.
7. Monitoring and reporting on strategic items to the board and HSW Committee as required.
8. Assisting in accident and dangerous occurrence investigations and implementing corrective actions following unwanted events.
9. Ensuring the provision of adequate resources and the effective implementation of health, safety and wellbeing management systems within their areas of responsibility.

## **DIRECTOR OF HUMAN RESOURCES**

The Director of Human Resources has functional accountability for health, safety and wellbeing. The provision of support on risk control is delegated to the Health, Safety and Wellbeing Manager. The major areas of responsibility include:

1. Participating in the health, safety and wellbeing systems as required, ensuring the co-operation and involvement of all staff.
2. Raising health, safety and wellbeing concerns with the Health, Safety and Wellbeing Manager, department management and to the Board as required.
3. Providing adequate resources to support the provision of health, safety and wellbeing services.

## **HEAD OF ESTATES**

The Head of Estates' major areas of responsibility include:

1. The management of all property (Estates) related health and safety matters, and providing advice on engineering, technical and risk control issues.
2. Being the nominated responsible person for RCS fire safety.
3. Ensuring the maintenance of installations, plant and equipment across the Conservatoire to ensure safe operation.
4. Monitoring contractors on site with the permit to work system in conjunction with department management.
5. Ensuring all work has the appropriate documentation (e.g. risk assessments and safety method statements) and control measures implemented before work commences.
6. Maintaining plant and equipment to ensure safety, and complying with relevant statutory requirements.
7. Supporting health, safety and wellbeing goals in providing a safe working/operating environment.
8. Maintaining records of plant maintenance.
9. Ensuring only plant and equipment that meets current standards is purchased.
10. Ensuring contractors are competent to do the work prior to commencement and that work is undertaken in accordance with relevant health and safety Regulations, including the current version of the Construction (Design and Management) Regulations.

11. Consulting with the Health, Safety and Wellbeing Manager, and other appropriate personnel, on any significant changes to the Estate prior to commencement.
12. Raising health, safety and wellbeing concerns with the Health, Safety and Wellbeing Manager and department management.

## **HEALTH, SAFETY AND WELLBEING MANAGER**

The Health, Safety and Wellbeing Manager is responsible for assisting in the implementation of the policy within the Conservatoire. The Health, Safety and Wellbeing Manager is the nominated competent person who will assist with, and advise on, health, safety and wellbeing matters. The main areas of responsibility include:

1. Health, safety and wellbeing strategy and policy development, including health, safety and wellbeing aims, goals objectives and plans.
2. Monitoring HSW performance and providing feedback as required for improvement opportunities.
3. Providing advice on health, safety and wellbeing matters to the Conservatoire.
4. Updating/training relevant staff on new health and safety legislation, standards and practices.
5. Providing support on risk control and risk management.
6. Developing and maintaining health, safety and wellbeing policies and procedures and other documentation to aid compliance and continually improve performance.
7. Maintaining health, safety and wellbeing contacts with appropriate external bodies, agencies and other parties.
8. Co-ordinating and supporting activities to ensure good health, safety and wellbeing communication and practice.
9. Supporting business functions in the implementation of HSW policies and procedures.
10. Undertaking inspections, audits and investigations as required to support the health, safety and wellbeing management systems.

## **HEADS OF DEPARTMENT AND LINE MANAGERS**

Heads of Department and Managers are responsible for ensuring the health, safety and welfare of staff and students (and others) under their control by effective

leadership and the implementation of all the relevant requirements of the health, safety and wellbeing management system. This extends to:

1. Implementing the health, safety and wellbeing policy throughout the Royal Conservatoire of Scotland by ensuring that staff and students comply with the Policy.
2. Ensuring compliance with health and safety legislation and the Conservatoire's policies and procedures.
3. Implementing, monitoring and driving health, safety and wellbeing objectives and targets.
4. Timeously assisting in accident /incident/ dangerous occurrence investigations and ensuring that the required personnel are made available as requested.
5. Communicating the Royal Conservatoire of Scotland's policy and providing leadership on best health, safety and wellbeing practice.
6. Ensuring that the staff under their control are discharging their HSW responsibilities properly.
7. Ensuring staff and students are aware of the emergency evacuation procedures and major incident procedures applicable to the area of work.
8. Ensuring adequate first aid provisions are available either through the Conservatoire arrangements or by other acceptable means.
9. Ensuring that staff and students are given adequate instruction, information, training and supervision to perform their tasks safely.
10. Providing sufficient resources, supervision and organisation to ensure safe working/operation.
11. Ensuring a safe and healthy work environment by implementing and maintaining appropriate and effective control measures e.g. procedures, work instructions, risk assessments and safe work equipment.
12. Assisting in the audit program as required and resolving health, safety and wellbeing non-conformance issues promptly.
13. Ensuring that health, safety and wellbeing matters are monitored, documented and adequate records maintained as required.
14. Ensuring that relevant risk assessments are satisfactory, completed and communicated to relevant staff as required.
15. Consulting with the Health, Safety and Wellbeing Manager prior to making any significant changes that have the potential to impact on staff/students health, safety and wellbeing.

16. Providing information timeously to the Health, Safety and Wellbeing Manager e.g. notification of accidents/ incidents, ill health, dangerous occurrences non-conformances, statistics etc.
17. Ensuring adequate competency levels of staff, including visiting staff, through appropriate induction, coaching and training.
18. Ensuring all work has the appropriate documentation and control measures implemented before work commences. Ensuring that contractors are monitored when on site, if appropriate.
19. Ensuring only plant and equipment that meets current standards is purchased and operated.
20. Ensuring contractors are competent to do the work before work commences and have undertaken suitable and sufficient risk assessments and safety method statements for the work.
21. Ensuring that all new staff and student entrants are properly inducted on entry into the organisation, which must include awareness of all precautions and procedures applicable to the job.
22. Ensuring that all staff and students are aware of emergency procedures including the location of all fire exits, fire-fighting equipment and alarm call points in the department and are conversant with their effective use.
23. Ensure adequate representation throughout the department/area and HSW action groups and committee.
24. Nomination, availability and training of departmental or area risk assessors to assist and produce departmental/area risk assessments.

### **HEALTH, SAFETY AND WELLBEING ACTION GROUP REPRESENTATIVES / HEALTH, SAFETY AND WELLBEING COMMITTEE**

Health, safety and wellbeing action groups provide a forum for communication between the staff, students and the Royal Conservatoire of Scotland in matters of health, safety and wellbeing. Their main responsibilities are:

1. The collation and appropriate dissemination of details of accidents/incidents that have occurred within their area.
2. Participating and assisting in accident/incident investigations where relevant.
3. Communicating health, safety and wellbeing matters to the staff/students (as applicable) they represent.

4. Help to fulfil the Conservatoire's obligations in relation to consultation on health and safety matters.
5. Championing health, safety and wellbeing within the Conservatoire.
6. Developing and implementing measures to ensure the health, safety and wellbeing of staff and all others who may be affected by the Conservatoire's undertakings.
7. Forging co-operation between management, staff and students in the Royal Conservatoire of Scotland. The Health, Safety and Wellbeing Committee will initiate activity, however the responsibility for implementation remains that of the relevant manager(s).
8. Monitoring the Conservatoire's health, safety and wellbeing performance and recommend new measures and standards.
9. Recommending proposals for improvements, alterations or additions in respect of health, safety and wellbeing to management.
10. In conjunction with other RCS representatives help determine and agree HSW objectives and targets and monitor and report on progress across all relevant areas.

Health, safety and wellbeing committee meetings and Health, Safety and Wellbeing Action Group meetings take place on a regular basis and members are composed of representatives of staff from across all areas of the Conservatoire.

## **STAFF**

All employees have a responsibility to co-operate with managers, supervisors, tutors, lecturers and support staff to implement the Royal Conservatoire of Scotland's Health and Safety and Wellbeing policy. Staff are responsible for the following:

1. Co-operating with the Conservatoire in health, safety and wellbeing matters.
2. Having regard for their own safety and that of others, considering the aspects of each operation they undertake and how their acts or omissions may affect themselves, the environment or others.
3. Following the RCS accident/incident reporting procedures and alerting their manager/supervisor of any accidents and all defects, damage or hazards in plant, materials or work systems/environments.
4. Notifying their manager of any assistance they require in discharging their health, safety and wellbeing obligations.
5. Complying with the Conservatoire's policies and procedures and, where necessary, use devices and equipment provided for the safe completion of the task.



All are reminded that it is a criminal offence to intentionally interfere with or misuse anything provided in the interest of health and safety. It is also illegal to fail to co-operate with the Royal Conservatoire of Scotland to the extent necessary for it to comply with its legal obligations.

## **STUDENTS**

All students have a responsibility to co-operate with managers, supervisors, tutors, lecturers and support staff to implement the Royal Conservatoire of Scotland's Health and Safety policy. Students are responsible for the following:

1. Co-operating with the Conservatoire in health and safety matters.
2. Having regard for their own safety and that of others, considering the aspects of each operation they undertake and how their acts or omissions may affect themselves, the environment or others.
3. Reporting to their manager/supervisor any accidents and all defects, damage or hazards in plant, materials or work systems/ environments.
4. Notifying their Tutor of any assistance they require in discharging their health and safety obligations.
5. Complying with the Conservatoire's policies and procedures and, where necessary, use devices and equipment provided for the safe completion of the task.

All students reminded that it is a criminal offence to intentionally interfere with or misuse anything provided in the interest of health and safety. It is also illegal to fail to co-operate with the Royal Conservatoire of Scotland to the extent necessary for it to comply with its legal obligation.

### **2.4 Responsibilities of Contractors**

The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following:-

- Fire procedures;
- First aid arrangements;
- Welfare arrangements;

- The requirements of any risk assessments and method statements or safe systems of work they are required to comply with;
- Areas where personal protective equipment (PPE) must be used;
- Any permit to work systems.
- Waste arrangements and the need for to remove any waste generated.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. Persons engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide us with risk assessments and method statements or safe systems of work, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

Persons engaging contractors are responsible for ensuring the contractor/supplier is competent for the work/activities being undertaken and obtaining contractors' risk assessments and safe systems of work prior to the commencement of the work. They are also responsible for ensuring these are complied with, including monitoring the works, as necessary. We reserve the right to submit contractors' risk assessments and method statements to our appointed external consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair. Persons engaging contractors are responsible for checking equipment brought onto our premises does not pose a risk to the occupants and/or the buildings.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms. Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person in the last 3 months.

We reserve the right to order off site any contractor not complying with the health, safety and wellbeing policy and/or safe systems of work.

## **2.5 Rules for Visitors**

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining

a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any person receiving a visitor should ensure that:-

- Where applicable, the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- The visitor remains in the reception area until they are collected by their host;
- Any incident involving a visitor must be reported without delay. Injuries should be recorded via the applicable online forms;
- The visitor reads and complies with the site fire procedures.

## **PARKING**

Visitor/contractor parking is very limited. You must ensure that your vehicle is left in an approved parking area, which may be away from our buildings. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

## **RECEPTION AREA**

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

## **SECURITY**

You must not remove anything from the premises without permission.

## **HEALTH, SAFETY AND WELLBEING**

Do not enter any area until you have received the permission of an authorised representative.

Where indicated by your host or by the signs displayed, please use the protective clothing and equipment provided.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to provide details to comply with our accident recording processes.

## **FIRE**

Please follow the local fire procedure and instructions.

If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and fire alarm call points.

## **SMOKING**

In order to comply with legal requirements, you are not allowed to smoke in any of our buildings.

## **VISITOR'S INFORMATION LEAFLET**

A visitor's information leaflet providing key details of our arrangements is available from our client services desk.

## **SECTION 3: KEY POLICY ARRANGEMENTS**

### **3.1 Accident / Incident reporting**

We accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain injuries and incidents to the enforcing authority. The purpose of this policy arrangement is to ensure that this duty is fulfilled and that accidents/incidents are investigated as required, so that lessons can be learned and remedial measures taken to prevent recurrence.

#### **INCIDENT RECORDING**

All persons injured during the course of their work/study should take steps to ensure the accident/incident is recorded via the RCS accident/incident recording process (e.g. online form). Line managers, and other nominated responsible persons (e.g. tutors, teachers, meeting hosts, and external parties) should follow up as necessary. Serious incidents (i.e. major injury/serious dangerous occurrence) must be notified to the HSW team and Director of Human Resources immediately.

#### **ACCIDENT INVESTIGATION**

Initial investigations will be led and completed by the injured party and nominated responsible persons. These will be reviewed/supported as necessary by a member of the HSW team, unless the incident is reported under RIDDOR whereby the HSW team will take the lead. Incidents will be investigated by completing the relevant accident/incident investigation form(s) and measures necessary to prevent recurrence will be identified.

#### **REPORTS TO THE HEALTH, SAFETY AND WELLBEING COMMITTEE**

In situations where an investigation has been necessary, a report will be submitted to the committee for consideration and approval of the actions identified.

#### **POST ACCIDENT / INCIDENT ACTION**

**Actions identified following the occurrence and investigation of an accident / incident will be allocated to appropriate individuals with clear timescales for completion. This will include updating Risk Assessments, Safe Systems of Work, Operating Procedures etc.**

#### **REPORTS TO THE ENFORCING AUTHORITY**

The HSW department is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR that has been notified to a member of the HSW team via the RCS accident reporting process.

#### **INCIDENT CONTACT CENTRE**

All incidents are to be reported online using one of seven reporting forms provided. A telephone service is available for reporting **fatalities and major injuries only**.

Online reporting accessed via:  
**[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)**

Telephone: **0845 300 9923**

Please note the telephone service is available Monday to Friday, 08:30 am to 17:30 pm. For out of hours reporting information visit the above web address.

It is our policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Health, Safety and Wellbeing Manager in writing who will make our official response. This statement relates to both reportable and non-reportable accidents/ incidents.

## **Civil Claims**

We acknowledge that employees and others (contractors, visitors and members of the public) who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

The management of Civil Claims within RCS is the responsibility of the Health, Safety and Wellbeing team, and full cooperation must be provided by all areas.

In Scotland, there is a Pre-Action Protocol for Personal Injury claims, which sets out the timescales which must be adhered to by both the claimant's solicitor, and the defendant's insurer. For accidents which occurred prior to 28<sup>th</sup> November 2016, this was a voluntary Protocol however recent reforms have made this compulsory for all claims arising from accidents which occurred after this date. The timescales involved in the Protocol are the same, whether the accident occurred before or after 28<sup>th</sup> November 2016:

### **Stages 1 & 2 – Receipt and Acknowledgement of Claim Form**

The defendant's solicitor will issue a Claim Form, detailing the particulars of the claim and outlining the allegations of negligence. This Claim Form must be acknowledged within 21 days of receipt. If it is not acknowledged within this timescale, there may be adverse implications such as increased costs or legal proceedings being issued against RCS. It is vitally important that any Claim Form received by RCS is passed to our insurer immediately upon receipt, so that it may be formally acknowledged. If details of our insurer are already known by the claimant's solicitor, for example by way of an ELTO search, the Claim Form may be submitted directly to them.

### **Stage 3 – Defendant's Investigation and Response**

The defendant's insurer will have 3 months from the date of receipt of the Claim Form to undertake their liability enquiries. The limited time available to complete the

investigation means that it is imperative that all relevant documentation is readily available within RCS and can be passed to the insurer as quickly as possible. The claimant's solicitor will identify all documentation they consider relevant to the claim on the initial Claim Form, and will included (but not be limited to) the following:

- Pre- and post-accident Risk Assessments;
- Accident form;
- First Aid records;
- Investigation reports;
- Training records;
- Copies of any photos or CCTV;
- Maintenance and inspection records;
- Health surveillance records;
- Minutes of any meeting where the incident was considered;
- Claimant's earnings information;
- Communication between RCS and any enforcing authority (i.e. HSE).

In respect of claims for Personal Injury, a claimant has 3 years from the date of the accident in which to bring claim. It is therefore vital that all documentation is retained by each department, so that in the event of a claim being received, RCS is in the best possible position to defend it.

### 3.2 Consultation with Employees

We accept our duty under the current edition of the *Health and Safety (Consultation with Employees) Regulations* to consult with our employees on health and safety matters, particularly with regard to:

- any measures that may substantially affect their health, safety and wellbeing;
- our arrangements for obtaining the assistance of a competent person to help us manage health, safety and wellbeing;
- information about risks to their health, safety and wellbeing and preventative measures;
- the planning and organisation of any health, safety and wellbeing training that they need in order to work safely;
- the health, safety and wellbeing consequences of the introduction of new technologies into the workplace.

We will be consulting you directly and via the HSW committee and HSW action groups.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:-

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- the staff portal.

We encourage all employees to take an active interest in health, safety and wellbeing matters and welcome positive suggestions for improvement. Employees are advised to raise matters for discussion with their line managers and relevant HSW action group representatives.

### 3.3 Contractors

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors may be employed to undertake maintenance, repairs, installation, construction, window cleaning, engineering and many other jobs. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract. Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors are especially vulnerable and may put the client's own employees, and others, at risk.

The Conservatoire, and specifically those employees appointing contractors, shall ensure that competent contractors are selected and appointed having regard to:

- hazards on site;
- site rules and safety procedures;
- the need for and selection of protective clothing;
- any special equipment required;
- information, instruction and training.

Other issues to be addressed are to:

- ensure that risks associated with the work are assessed;
- include contractor's operations in all safety audits/inspections, paying special attention to access and egress;



- inform staff where contractors are working in their particular area; manage, supervise, co-operate with and co-ordinate contractors when on site; ensure that contractors provide and use safe plant and equipment and all necessary PPE.

Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

All sub-contractors undertaking work on our behalf:

- must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract;
- must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work;
- must agree risk assessments and any method statements with the appropriate RCS representative before work commences;
- must inform the appointing person of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place;
- shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations;
- must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER);
- must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant;
- must report all accidents to the RCS immediately so that they can be recorded and investigated as necessary.

### 3.4 Display Screen Equipment (DSE)

The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

We accept that we have a duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health, safety and wellbeing of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete DSE training and a Self-Assessment Questionnaire via the online training portal. Line managers are required to follow up on any issues identified by employees under their control, and should instigate reasonable adjustments as necessary. Further assessment should be sought via the HSW department if problems persist and/or additional advice is required.

Any employee that works with DSE for more than two hours per day, when averaged over a four week period, will be classed as a “DSE User”. All “DSE Users” will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a “DSE User” requires special corrective eyewear to work with DSE, we will contribute to the cost of providing such eyewear. Employees should advise their line manager and the HR department of their requirements.

Employees that use DSE for long, are also recommended to break up the time spent working with DSE by working away from the screen as per the RCS DSE training guidelines.

Any employee who experiences visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE is required to bring this to the attention of their line manager, who shall seek support from the HSW department if required.

### 3.5 Electrical Safety

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

We acknowledge that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

#### **Fixed (Permanent Installation)**

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing any electrical equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regulations.

**LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.**

Persons carrying out electrical maintenance work will be required to provide risk

assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested, as required, by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

### **Portable Electrical Appliances**

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances are required to be listed in a Portable Electrical Appliances Register managed by the operations and maintenance teams. Anyone using portable electrical appliances not managed by the operations team are required to have adequate arrangements in place for their maintenance, inspection and safe use.

All persons using hand held electrical appliances are responsible for visually inspecting plugs and leads before use. Any person finding an item of damaged equipment should bring this to the person responsible for the equipment, immediately.

Portable electrical appliances will be inspected and tested at the recommended frequency as stipulated by current guidelines.

## **3.6 Estates, Engineering and Operations**

The Estates department is responsible for ensuring all RCS premises, and associated plant and equipment is designed to meet or surpass all applicable standards and with a view to mitigate health and safety accidents, incidents and losses.

All building projects (new construction, refurbishment and demolition etc.) shall be managed in accordance with applicable health and safety regulations, approved codes of practice and guidance, including CDM (refer to CDM policy arrangement).

Adequate maintenance arrangements shall be put in place to maintain, test and inspect RCS buildings and equipment as per industry standards/requirements, including statutory inspections for safety critical equipment (e.g. electrical, gas, lifting equipment and accessories, fire, pressure and water systems).

Any contracted works must be undertaken by suppliers who have been assessed as competent by the person instructing the works, and in accordance with safe working practices and RCS contractor rules and procedures.

Where safety control measure have been put in place all staff and students are required to follow such measures.

Adequate facilities for staff, visitors and contractor welfare and rest shall be provided.

### 3.7 Fire Safety

We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters and others outside. We are committed to doing all that it is reasonably practicable to do to prevent fire. Suitable fire precautions will be provided and maintained and employees/students will be instructed in fire procedures, including the actions to be taken in the event of fire.

RCS will:-

- Nominate a responsible person for fire safety:  
**Nominated responsible person for fire safety: G Brunton, Head of Estates.**
- assess the risks from fire at our premise with the assistance of a suitably competent person(s) and implement the recommendations and appropriate control measures;
- ensure that there is a visitors book, with arrangements in place for all RCS visitors to sign the book on arrival, and again on departure, wherever possible.
- ensure good housekeeping measures are in place to minimise the risk of fire - with the assistance from all areas and department heads.
- provide means of detection and giving warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, firefighting equipment and installations;
- develop and implement procedures for the action to be taken in the event of a fire, led by the responsible person for fire safety and with assistance from the Health, Safety and Wellbeing Manager;
- train and instruct staff in fire safety, including the carrying out of fire drills;
- keep records of all fire safety matters;
- ensure information is available so that all visitors can be made aware of the fire precautions and emergency arrangements;
- comply with the requirements of The Fire (Scotland) Act 2005 and the current version of the associated Fire Safety (Scotland) Regulations;
- have arrangements in place to identify and assist people with any disability or impairment who may require specific assistance in the event of a fire;

- where applicable, consult with all relevant occupiers of the building on fire safety matters;
- identify and control high fire risk activities with specific input from the Head of Estates, the Head of CPU and Health, Safety and Wellbeing Manager;
- Provide training for fire marshals and other key roles who have been appointed by the relevant head of department etc.;
- train staff in assisting the public/visitors to a safe place;
- assess any functions or special events for increased fire risk by following the Gateway process, as appropriate;
- display the fire procedures in prominent positions and on the RCS portal;
- designate and identify fire assembly points, with measures in place to account for missing persons, including roll-call and 'sweep/clearance check' arrangements, where appropriate;
- have suitable arrangements in place to will protect its staff and others from harm due to any foreseeable crisis and emergency situation that may arise out of its operations. Included in this would be major fire, explosion, and bomb threat etc. Additional emergency procedures shall be put in place, coordinated and retained by the Client Services team.

### 3.8 Fire and Emergency Evacuation Procedure

#### **ON DISCOVERING A FIRE**

1. Any person discovering a fire should sound the alarm by activating a fire alarm 'break-glass call point' or shout "**FIRE: Get Out**", and immediately make their way out of the building via the closest available exit.
2. If possible, the person discovering the fire should telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the details of the fire.

#### **ON HEARING THE ALARM**

4. Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.

5. If safe to do so, close doors and windows behind you as you leave.
6. On arrival at the assembly point, give your name to the person taking the roll call.
7. If applicable, the duty person nominated for Fire Evacuations will collect the Visitors Book on the way out if it is safe to do so, and hand it to the person taking the roll call.
8. **DO NOT** re-enter the building until told it is safe to do so by the Senior Fire Officer and/or following the 'all clear' given by the RCS duty responsible person.

**WALK - DO NOT RUN  
DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT TAKE RISKS**

### 3.9 First Aid

People at work can sustain an injury or become ill. It could be an employee, student, contractor or visitor and it doesn't matter whether the injury or the illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called for any serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees and others to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

We are responsible for assessing our first aid requirements and for ensuring that we employ sufficiently trained First Aiders and Appointed Persons.

The arrangements will take account of:

- completion of a first aid risk assessment to identify the level of cover required for 'First-Aider' or 'Appointed Person'. Consideration will be given for cover during annual leave, sickness etc.;
- the requirement to have an appointed person in staffed areas at all times; signage is displayed within the workplace that identifies the names of trained First Aiders and the location of first aid kits;
- regular monitoring of the contents of first aid kits and replenishment of stock;
- initial and refresher training of First Aiders and Appointed persons; awareness of the correct disposal procedure for contaminated waste;

- communication of above to all new and existing staff.

### **First aid kits in vehicles**

Where at-risk employees travel in and operate from a specific vehicle, the first-aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

### **First aid provision for non-employees**

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non employees However, the Health and Safety Executive strongly recommends that they are included in an organisation's first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time must be taken into account.

First-Aiders are responsible for:

- ensuring that their First Aid at Work Certificate is kept up to date;
- undertaking approved training. A refresher course prior to the expiry of the certificate will keep this training current;
- assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe;
- administering first aid as required and within their capabilities. Where there is any doubt, manage the situation while waiting for medical assistance to arrive.

Appointed persons are responsible for:

- ensuring that their First Aid - Appointed Persons Certificate is kept up to date;
- only administering the level of first aid for which they are trained;
- calling for the appropriate medical assistance;

To reduce the risks of suffering personal injury or delay in getting treatment, employees and others (as appropriate), must:

- co-operate with RCS management arrangements for first aid in the workplace;
- know what the procedure is for summoning help;
- follow any guidance or instruction given, to prevent injury or ill health;
- report to the RCS any hazardous or dangerous situations.

### **Advice for First Aiders on Blood-Borne Viruses (BBV)**

There are many blood-borne viruses (BBV), all of which should be considered as risks to human health. However, they are a risk only if a virus enters the blood stream of the recipient. BBV are transmitted from one person to another via unprotected sexual intercourse; blood-to-blood contact (e.g. injecting drug use); mother-to-baby



transmission. BBV are not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis B virus (HBV) and Hepatitis C (HBC) virus are BBV. They cause liver disease. Symptoms range from flu-like in mild cases through to severe liver damage.

BBV can be transmitted where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals particularly where the blood or bodily fluids can enter through an open wound. The use by First Aiders of the simple precautions listed below eliminates the risk of transmission.

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When giving first aid wear disposable sterile surgical gloves.
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels.
- Do not use teeth when putting on/removing gloves.
- Pull off gloves so that they are inside out.
- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier.
- Hands must be washed with soap before and after applying dressings.
- Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- When spillages of blood or other bodily fluids (with the exception of urine) occur these must be cleaned up immediately using a solution of one part bleach to ten parts water. **DO NOT** use bleach on urine spillages. Use soap and water.
- If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids they must be washed with clean cold water and medical advice sought.

### 3.10 Gas Safety

Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular we will ensure that:-

- any person engaged to work on our gas installation is registered with the Gas Safe Register™ and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- a Register of all gas appliances on our premises will be maintained;
- all gas appliances on our premises will be serviced and tested annually by a Gas Safe Register™ registered gas fitter.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.

#### **ACTION IN THE EVENT OF AN EMERGENCY**

**If you think you smell gas:**

**DON'T turn electric appliances or switches on or off.**

**DON'T smoke.**

**DON'T use naked flames.**

**DO turn off the gas supply to the meter.**

**DO open doors and windows to get rid of the gas.**

**CALL the emergency number 0800 111 999.**

**IF IN DOUBT, EVACUATE!**

### 3.11 Hazardous Substances

A hazardous substance is any substance, natural or man-made, in solid, liquid, powder, dust, gas, fume, or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

Where the risk of exposure to hazardous substances exists, each RCS department, as applicable, shall:-

- maintain an up-to-date inventory of substances purchased for use by employees and students;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- identify work activities that produce hazardous substances;
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (i.e. record COSHH assessments);
- review the COSHH assessments every 2 years, or sooner if substances or activities change significantly;
- provide suitable precautions to eliminate or reduce the risks to exposed persons;
- provide employees/students with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- ensure that local exhaust ventilation (LEV) provided to control exposure to hazardous substances is examined every 14 months by a competent person, with records kept (note: to be arranged in conjunction with the operations and maintenance department);
- from relevant risk assessments identify when atmospheric monitoring and/or health surveillance are needed and ensure that, when needed, such monitoring and surveillance are carried out, with records kept (see below);
- give adequate information, instruction and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely.

Responsibility for arranging COSHH assessments and overseeing the management of potential hazardous substance exposure lies with relevant heads of department and department managers. Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment, or to monitor the effectiveness of controls, or as a legal requirement, records will be kept as follows:-

- general area monitoring results will be kept for five years;
- personal monitoring results will be kept for forty years.

Employees and students are responsible for using the controls identified in the COSHH assessments for substances they use or are exposed to. If any employee or student considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health they should inform their department or line manager/tutor or the HSW department immediately.

The HSW department shall support other RCS departments with the implementation of this policy and will provide assistance for training, air monitoring etc.

### 3.12 Health Surveillance and Occupational Health

#### **GENERAL STATEMENT**

We acknowledge that some of our operations have the potential to cause work-related illnesses. Therefore, we will take all reasonably practicable steps to monitor the health of our employees and students (as appropriate). The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing.

Possible work related conditions arising from our activities include:-

- Hand-arm vibration syndrome (HAVS) resulting from the use of vibrating hand tools;
- noise induced hearing loss resulting from exposure to high noise levels from machinery;
- contact or allergic dermatitis resulting from exposure to some substances;
- work related upper limb disorders (WRULD) resulting from the use of computing equipment.

- conditions affecting the lungs associated with the exposure to hazardous substances.

The steps that we will take to control the risks of employees developing work related work-related ill health are described below:-

### **INFORMATION AND TRAINING**

We will give sufficient information, instruction and training to ensure full understanding of the hazards to health posed by the identified activities and the importance of the control measures provided. Information will also be given to others who may be affected, such as temporary staff and contractors.

### **OCCUPATIONAL HEALTH SERVICES**

We will engage the services of a competent occupational health service provider to give advice and guidance in the area of health surveillance. The service provider will carry out regular health examinations and provide guidance upon symptoms to be watched for so that any occupational illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse. Guidance will also be given on suitable control measures.

It is important that all relevant persons cooperate with the occupational health arrangements put in place for the benefit of their health.

### 3.13 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often linked to poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated hazards

- fire;
- slipping, tripping/falling over;
- poor cleanliness;
- dirty equipment;
- cluttered pedestrian gangways.

The Conservatoire will:

- carry out a risk assessment in relation to housekeeping and introduce control measures as appropriate;
- take any necessary measures to remedy any risks found as a result of the assessment;

- implement steps for the maintenance, cleaning and repair of the premises; train employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment;
- inform every employee of the risks which exist;
- re-assess housekeeping as necessary if work processes change.

Employees must:

- co-operate with RCS management arrangements for good housekeeping in the workplace;
- follow any guidance and instruction given to prevent injury or ill health;
- report to the RCS any hazardous or dangerous situations.

### 3.14 Lone Working

#### **GENERAL POLICY**

We will ensure, so far as is reasonably practicable, that employees and others and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

#### **ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS**

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:-

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

## **INFORMATION AND TRAINING**

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. They will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. Employees and others are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

## **SAFE SYSTEMS OF WORK**

Rules and instructions will be developed, if necessary in writing, to cover the following:-

### **Required ability of employees, e.g.:-**

- professional training;
- qualifications and experience;
- medical fitness.

### **Suitability of equipment, e.g.:-**

- quality of hand tools;
- level of personal protective equipment supplied by us;
- insulation of portable lighting and other electrical appliances.

### **Means of communication, e.g.:-**

- two-way radio;
- telephone;
- remote manual or automatic alarm system;
- regular visits by competent person.

### **Provision for treatment of injuries, e.g.:-**

- portable first aid kit;
- availability of first-aider.

### **Emergency and accident procedures, e.g.:-**

- means of summoning help;
- means of raising alarm;
- rescue plans and equipment;
- firefighting equipment.

### **Training, e.g.:-**

- for safe use of specialised equipment and processes, etc.

### **Supervision, e.g.:-**

- for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.

## **DEFINED WORKING LIMITS**

We will establish clear procedures to set limits of what can and what cannot be done while working alone as part of relevant risk assessments.

## **PERMITS TO WORK**

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place. Copies of permits will normally be issued to everyone directly involved with the activity, e.g. the solitary worker, the closest supervisor and the relevant manager.

Where time limits are a consideration, e.g. to control exposure to heat, fatigue or to ensure essential supplies such as breathing gases are not exhausted, the permit would state required starting and finishing times or maximum duration of the task.

## **3.15 Manual Handling**

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks involving significant risk will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking risk and manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

Employees and others, including students, are responsible for using equipment



provided to reduce risks from manual handling tasks. No one will be required to carry out a manual handling task that they personally consider to be beyond their own capacity.

Anyone who considers that a manual handling task is beyond their capacity should bring this to the attention of an appropriate manager/tutor or head of department.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

Ergonomic principles will be incorporated into the design of new plant, work stations and tasks where possible. Work areas/stations will be assessed to identify ergonomic defects as required. Wherever practicable, the need for manual handling is avoided. If not practicable, the risk will be evaluated and reduced where possible.

### 3.16 Noise at Work

The Conservatoire acknowledges and accepts its duty under the current edition of the Noise at Work Regulations to reduce risks to the hearing of our employees and others from noise encountered in the workplace (including during rehearsals and performances). The following procedures will be followed:-

- we will ensure that measures are in place to mitigate the risk of damage to hearing from excessive noise resulting from work etc. activities;
- the risk assessments of all operations carried out by us will identify areas where noise is a hazard;
- subcontractors and freelance performers are responsible for identifying in their risk assessments and method statements any work that will expose their employees and any other person to noise levels that could cause damage to hearing;
- where the reduction of high noise levels is not possible by other means we will provide appropriate ear protection and training you in its use;
- subcontractors are responsible for providing their employees with appropriate ear protection, when these are required;
- Employees are responsible for using ear protection as instructed in risk assessments and method statements or by a Manager / Supervisor;
- Managers are responsible for ensuring that employees and subcontractors use hearing protection as instructed.

#### **RCS RESPONSIBILITIES:-**

- Assess the risk to employees of noise at work;

- Take action to reduce the noise exposure;
- Provide employees with hearing protection if exposure can't be reduced;
- Make sure the legal limits of exposure are not exceeded;
- Provide information instruction and training with respect to noise controls;
- Arrange for Health Surveillance where there is a risk to health;

Those with responsibilities for noise control measures and assessments shall be identified. Any specific arrangements for managing noise must be stated in relevant policies and procedures, which shall be communicated to all employees.

Young people and new or expectant mothers are at greater risk and due regard should be taken of these groups when undertaking the risk assessment. In addition part time workers may be exposed to noise as part of their other jobs and this exposure must be taken into account when assessing their daily / weekly exposure to noise.

### **EMPLOYEE AND STUDENT (AS APPLICABLE) RESPONSIBILITIES**

Must:-

- Use the noise control measures in accordance with RCS instructions;
- Wear hearing protection in accordance with RCS instructions;
- Take care of hearing protection and noise control equipment;
- Report any faults and difficulties in using noise control equipment;
- Make themselves available for health surveillance.

### **SELF EMPLOYED RESPONSIBILITIES**

Self-employed persons must conduct work in such a way as to protect their own safety and that of others.

### **NOISE RISK ASSESSMENT AND PLANNING**

A noise Risk assessment should:-

- identify where there may be a risk from noise and who is likely to be affected;
- should contain a reliable estimate of the noise exposure and compare this with the exposure action limits. (80dB, 85dB and 87dB);

- identify what noise control measures are needed;
- identify those who need health surveillance.

When determining if it is too noisy a quick decision can often be made based upon what is already known about the activity or event planned.

Any of the following are an indication that something will need to be done if:-

- work involves long exposure times to loud music;
- if the noise is intrusive – similar to a busy street – for most of the working day;
- if you need to raise your voice to be heard at a distance of 2 metres;
- noisy tools are to be used for more than ½ a day;
- loud effects are to be used such as pyrotechnics.

Any noise peaking at 140dB or above is likely to cause immediate and lasting damage.

A daily or weekly noise exposure level of 87dB must never be exceeded.

A daily or weekly noise exposure level of above 85dB will require the noise level to be reduced. If noise controls can't reduce the noise level to below this level then hearing protection must be worn.

If it is not possible to lower the daily noise exposure level to less than 80dB but it has been possible to reduce the exposure level to less than 85dB then the workforce must be informed that there is a risk of hearing damage and hearing protection must be available upon request from the employees.

### **WHO MIGHT BE HARMED AND HOW?**

The assessment should consider:

- All employees who might be affected by noise;
- Not just those in fixed locations but also those who move between different jobs or areas or the premises or venue;
- Visitors and contractors, though not audience members.

In addition the assessment should consider how the noise will impact on other hazards, e.g. noise can be a contributory factor to slips and trips by causing a

distraction, noise levels can also make normal communication difficult and may prevent alarms from being heard.

### 3.17 Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not reasonably practicable to control exposure to hazards by any other means, PPE will be provided, free of charge.

Department personnel shall determine where, when and what PPE needs to be used when risk assessments are conducted. Any relevant standards/guidance that apply to the PPE being used will also be provided.

It is important that items of PPE are selected to be compatible and, wherever possible, the wearers will be consulted during the selection process. Where the protection of health relies on the use of respiratory protective equipment (RPE) with a tight fitting facepiece, applicable departments, we will arrange for a face-fit test to be carried out by a competent person.

Where anyone is required to use PPE, relevant departments shall take steps to ensure that all employees/students are instructed in its use, maintenance and storage and, where necessary, that they are provided with written information. PPE users will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge.

Areas where PPE must be used shall be identified with the appropriate warning signs.

Those that are required to use PPE are responsible for using PPE as directed.

Managers/supervisors are responsible for enforcing the use of PPE in areas under their control.

Departments are responsible for sourcing and issuing appropriate PPE and should keep adequate records of this.

All PPE remains the property of RCS and must be returned on leaving, if requested.

PPE users who experience problems using their PPE you should bring this to the attention of their manager/supervisor/tutor immediately.

**Failure to wear PPE as identified in risk assessments, or as instructed, is a serious breach of our health, safety and wellbeing rules. It may be considered as gross misconduct, which could lead to summary dismissal.**

Contractors are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

The RCS reserves the right to exclude from our premises any person not using the PPE needed to ensure their health, safety and wellbeing.

### 3.18 Risk Assessment

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all our activities that carry significant risk. We recognise that the purpose of risk assessment is to identify hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

At RCS our aim is to:-

- identify significant hazards to health, safety and wellbeing;
- identify all persons at risk from the hazards identified;
- ensure that controls are sufficient to reduce risks to acceptable levels;
- where necessary to ensure that risks are controlled adequately, and identify any further controls required;
- review risk assessments every 24 months or sooner if there is any reason to suspect that an assessment is no longer valid or in the event of an accident/incident associated with the task/activity to which the risk assessment relates;
- record an individual risk assessment for each young person, (16-18years of age) employed;
- record an individual expectant mother risk assessment for any employee that informs us that she is pregnant. Arrangements will be in place so that an initial assessment is recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breast feeding after return to work.

All areas and work activities will be risk assessed.

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy and in accordance with the RCS Risk Assessment procedure. From these risk assessments, safe systems of work will, where appropriate, shall be developed. Line managers/supervisors/tutors are responsible for bringing the significant findings of risk assessments to the attention of persons concerned.

Those undertaking tasks/activities that carry significant health and safety risk are responsible for using the controls described in the risk assessments or as instructed for tasks that they carry out.

### 3.19 Safe Systems of Work and Change Control

The Royal Conservatoire of Scotland ensures that there are safe systems of work in place for all appropriate operations within its control. A permit to work system operates for more hazardous tasks and for certain works undertaken by contractors. The responsibility for developing and implementing such systems lies with department and line management.

The safe systems of work shall include, but not be limited to:

- the safe method of performing the task;
- training and competency required;
- level of supervision required;
- preventative and proactive measures to be implemented;
- information and equipment required.

Prior to the development of a safe system a risk assessment will be required to identify the hazards / risks associated with the task.

Staff have the right to stop operations if they feel the health and safety integrity is threatened.

All staff/ visiting staff/ students will use equipment or materials in accordance with the training and instruction they have received. Staff will inform management of any serious and immediate danger to health and safety or any shortcoming in protection arrangements. Tutors/supervisors and where appropriate the HSW department must be notified of such circumstances immediately.

Department managers shall ensure any new equipment / processes are assessed for possible changes to the health and safety profile of the associated department before introduction. Details can be raised through the departmental HSWAG and this also help to ensure full consultation, investigation and assessment is carried out as required. Appropriate training, information and instruction is provided to all staff who are affected by the introduction of new plant / systems or modifications to existing ones.

HSWAG representatives can investigate any effect on health and safety created by new plant or changes to methods of operation, and escalate any concerns through to the HSW Committee.

### 3.20 Training

Of course, as a responsible HEI, we recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that employees, students and others know how to work, study and perform, safely whilst avoiding risks to their health. The purpose of this procedure is to outline the arrangements the RCS operate to ensure that relevant employees/students are provided with such training.

Our arrangements for the selection and recruitment of employees are described in our HR policies and procedures.

All new starters will receive an initial induction on their first day. This will cover, but will not be limited to, the following:-

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- arrangements for consulting employees on health, safety and wellbeing;
- arrangements for raising health, safety and wellbeing concerns;
- accident and incident reporting;
- our health, safety and wellbeing Rules.

First year and new students will be offered a general health, safety and wellbeing induction during induction week.

The HSW and HR departments shall provide further training and information which is allocated to employees/students dependent on their specific job role/course. The majority of this computer based training will be available through the portal or other RCS IT systems.

Following completion of the induction, line managers/tutors are required to identify and arrange the provision of additional instruction about the tasks employees/students will be required to perform. Also at this stage a skills evaluation should be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed.

Line Managers are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to their attention so that suitable training can be arranged.

All departments are required to ensure suitable arrangements are in place for employee training records are retained on file. Wherever possible the RCS IT training systems shall be developed to store electronic copies.

### 3.21 Wellbeing and Mental Health

The RCS recognises that mental health is as important as physical health.

1 in 6 UK adults experience episodes related to a common mental disorder every week, and the majority of people who experience mental health difficulties recover or learn to manage their symptoms, especially if they are provided with support at an early stage.

The RCS will promote a positive mental health culture, shying away from old-fashioned and out-dated stigmas, and will provide support to all employees through:

- mental health awareness campaigns;
- training for staff, for example Mental Health First Aid training;
- providing access to an employee assistance program;
- ensuring that all staff are able to work in an environment which is suitably adjusted to support their needs.

#### **The Wellbeing Forum**

Our greatest assets are our staff and students. We want to build an environment where staff feel valued; have a purpose; feel a sense of belonging and support; are in control – all of these things represent **well-being**. We believe this approach will develop a positive, healthy and engaged place to work and learn.

The purpose of our Wellbeing Forum is to **drive** forward changes and **challenge** practices that counter the work towards this goal. Its members are **sensitive** to the needs of the people within our Conservatoire; **confident** that working as a group they can make change can happen; **dedicated** to promoting ideas and strategies for encouraging well-being in all aspects of Conservatoire life.

The Forum meets every 2 months, providing a regular opportunity for discussion and a means of consultation regarding all well-being matters. Additionally, the Forum considers well-being initiatives proposed by staff and students, with a designated budget to support those identified as promoting wellbeing across the Conservatoire for staff and students.

The Forum, amongst other key activities:



- acts as the ambassadors for health and wellbeing across the Conservatoire,
- identifies opportunities for promoting and sharing the positive benefits of wellbeing initiatives in our place of work and study,
- considers initiatives proposed by staff and students in relation to wellbeing via the Conservatoire Wellbeing Initiatives Process,
- designs and drives publicity campaigns, events and awareness raising initiatives.

### 3.22 Working at Height

All reasonable steps shall be taken by us to provide a safe working environment for employees required to carry out their trade or professional skills at height.

We shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

RCS employees and any other person involved in the work activity shall co-operate in the implementation of this policy arrangement.

The Conservatoire will, in consultation with employees and their representatives:

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary equipment to allow safe access to and egress from the place of work;
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace;
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue;
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible;
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so;

- appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

We will prepare a safe systems of work, incorporating the results of any risk assessments made for work at height to be followed by all involved in such work.

Where it is not possible to follow the safety method statement:

- no further work should be undertaken;
- a responsible person should be informed;
- alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

RCS department managers shall ensure any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height is provided.

We shall ensure that those responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

### 3.23 Work Equipment

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees/students in the course of their work and/or study, whether owned by RCS or obtained on loan or hire.

RCS accepts our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment being used by our employees/students is suitable for its intended purpose and will not put anyone's health and safety at risk.

Work equipment shall be selected taking into account the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used. The selection of work equipment will take account of the following:-

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements (e.g. thorough examination and inspection) for the type of equipment;
- the location where it is to be used;
- the persons that will be required to operate it;

- maintenance requirements;
- hazards associated with its use and maintenance.

Where specific hazards are identified, use of equipment will be restricted to those given the task of using it. Any relevant information, instruction and training to use work equipment safely, shall be provided.

Department managers are responsible for ensuring that work equipment operated within their department is inspected at suitable intervals and maintained, and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the operations and maintenance department should be contacted and work will be subcontracted to an approved supplier if necessary.

Arrangements shall be implemented to ensure that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. Damaged or unsafe equipment should not be used and withdrawn until it has been repaired or replaced. Anyone who finds damaged equipment must not use it and inform their manager/supervisor/tutor immediately. Alternative temporary arrangements may need to be put in place and it is important these are also risk assessed and controlled.

If any equipment is obtained on hire, the person hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

Those operating equipment are responsible for using machines and equipment in accordance with any information, instruction and training provided. If anyone believes they are not competent to operate a piece of equipment and/or undertake a particular task/activity they must refrain from doing so and inform their manager/supervisor/tutor.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

Specific requirements regarding the use of portable electrical appliances can be found in the arrangements for "Electrical Safety".

### 3.24 Young Persons

Some young people may be unaware of the hazards the workplace may hold. There are specific legal requirements and restrictions, on those who employ young people (and even more so, children).

A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

Some young people may be at particular risk because of:

- their lack of awareness;
- unfamiliarity with their surroundings;
- being physically or psychologically less suited to certain tasks;
- their lack of skills and training.

The Conservatoire and responsible persons shall have arrangements in place for the completion of risk assessments specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the:

- immaturity and inexperience of the young person and any consequential lack of awareness of risks;
- health & safety training to be given to the young person;
- extent of exposure to any chemical, biological or physical agents;
- nature and layout of the work area;
- types of equipment, methods of use and tasks to be undertaken.

Where a child is to be involved in RCS activity the RCS responsible person must communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.). In addition, the Conservatoire will ensure that young people are not exposed to risks associated with RCS activity that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following:

- undertake any task beyond their physical or psychological capabilities;
- perform any activity which involves risks to health from noise, vibration or extreme heat or cold;
- carry out any task which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child.

The Conservatoire will also:

- ensure adequate training and supervision is provided to enable the young person to undertake the task safely;

- provide and train in its use, whatever personal protective equipment is needed to safeguard the employee e.g. ear and eye protection, helmet and footwear etc.;
- introduce health checks if there is a danger of ill health arising from the work.

### **Training and Supervision**

The RCS responsible person we will ensure that basic safety training is completed on or before day one of employment, work experience, or activity this must include the following:

- fire safety,
- first aid,
- welfare facilities,

Training specific to young people's involvement with activities and tasks will be undertaken before commencement. The training must be suitable and sufficient enabling each young person to increase their competencies and undertake the activity safely without any likelihood of causing harm to themselves or others.

We will provide supervision until such a time where we consider it is no longer required.

Employees must:

- co-operate with management arrangements for young people in the workplace;
- report any hazards to the RCS;
- follow any guidance, information, instruction and training given by RCS.

Young people must:

- ask the a member of RCS staff if unsure about anything;
- make full and proper use of all PPE that has been issued to them;
- not undertake any tasks unless they have been trained;
- report any hazards or defects to RCS.

## **SECTION 4: FURTHER GUIDANCE AND ADDITIONAL ARRANGEMENTS**

### **4.1 General Guidance**

The current edition of the Health and Safety at Work etc. Act requires RCS to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of:-

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

### **Consultation**

Health, safety and wellbeing action group (HSWAG) and health, safety and wellbeing committee representatives will be consulted on:

1. the introduction of any measure which may substantially affect the health, safety and wellbeing of staff/students;
2. arrangements for appointing the competent persons;
3. health, safety and wellbeing information to be provided to staff;
4. health, safety and wellbeing training;
5. the health, safety and wellbeing consequences of the introduction of new technologies and other similar changes in the workplace.

### **Communication**

Information from external sources will be collected and collated by the Health, Safety and Wellbeing Manager and considered for appropriate dissemination to staff/students. All serious accidents and incidents shall be investigated by a responsible person and recommendations as to appropriate preventive measures put in place and communicated.

Health, safety and wellbeing shall be a standing item on Board agendas and the Conservatoire's Governor who is the Convenor of the Health and Safety Committee will submit an annual written report, including accident statistics, to the Board meeting. Items requiring major policy decisions will be the subject of separate reports as appropriate.

Directors will brief their staff on health, safety and wellbeing information as required, and full details of RCS health, safety and wellbeing arrangements can also be found on the RCS portal.

## 4.2 Asbestos

A survey of our premises has been undertaken. Please refer to the survey for areas that may contain asbestos-containing materials (ACM). There are no health risks to people working in the premises, so long as these ACM, and areas of presumed ACM, remain in good condition and are not disturbed. However, if the materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed. To ensure that risks from work on ACM are reduced to the lowest reasonably practicable level we will operate the following procedures:-

- an asbestos register listing the locations and conditions of all known and presumed ACMs will be maintained;
- the asbestos register will be brought to the attention of any person who needs to disturb or work on or near to a known or presumed ACM;
- before any work on or near to a known or presumed ACM is allowed to commence a risk assessment will be carried out and a method statement written. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for a sample of the presumed ACM to be taken and analysed;
- we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented;
- the persons who will be doing the work will receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety;
- an emergency procedure for dealing with accidental damage to ACMs will be written by the areas responsible for managing ACMs and brought to the attention of the persons that will be handling the damaged materials;
- we will check the condition of all ACMs regularly. Where necessary, the asbestos register will be amended.

Any employee observing damage to any ACM's should report this to the building operations and maintenance teams and complete an online incident report as soon as is practicable.

For activities, events, performances etc. under RCS control/management at other premises, due consideration shall be given by the RCS responsible person to any potential 'intrusive works', and the potential risk of ACM exposure shall be risk assessed, and necessary control measures put in place in accordance with the RCS risk management/assessment procedures.

### 4.3 Bomb Threats

#### **Description**

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises.

The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the safety of all persons on the premises.

#### **Associated hazards:**

- fire and explosion;
- fatalities/major injuries;

The Conservatoire will take appropriate measures it feels adequate to control the threat posed, by:

- carrying out a risk assessment for bomb threats;
- implementing precautions and procedures when dealing with bomb threats;
- ensuring that all staff receive the necessary training and clearly understand the procedures for a bomb threat;
- co-ordinating and directing employees and others, including visitors, in the event of a bomb threat;
- reporting all bomb threat incidents to the police;
- identifying all staff that could conceivably receive a bomb threat and ensure that they are trained in handling procedures or at least have ready access to instructions – and know where these are kept;
- drawing up a clear and accessible list of actions to take on receipt of a call, ensuring that it can be printed off and fixed to walls or desks, so that staff can see it instantly;
- ensuring that all staff are aware of their roles;
- rehearsing bomb threat procedures as part of evacuation procedures.

#### **Employee's responsibilities:**



- employees must know what to do in the event of a bomb threat and take appropriate action;
- employees must participate in bomb alert training and evacuation;
- employees must never compromise the security of the building in any way.

#### 4.4 Construction (Design and Management) Regulations (CDM)

We acknowledge our duties under the current edition of the Construction Design and Management Regulations.

These regulations apply to construction projects and all parties associated with these, clients, designers, contractors, sub-contractors and site workers. The Regulations apply to every construction project/works. (Note: the Regulations provide the definition of 'Construction Work').

The RCS person with responsibility for any construction project undertaken on its behalf is responsible for ensuring the requirements of the CDM Regulations are complied with as necessary, this includes the necessary appointments and notification to the enforcing authority.

The CDM Regulations place duties on clients, designers and contractors to plan, coordinate and manage health and safety throughout all stages of a construction project. Construction projects may also include set build construction, the installation, commissioning and maintenance of services, gas, electric's, telecommunications etc.; site clearance, alterations, fitting out and renovation (this list is not exhaustive).

Any RCS 'party' who appoints a designer or contractor has to ensure that they are competent for the work they will undertake and they will allocate adequate resources for health and safety.

#### **Third Parties / Contractors**

The Royal Conservatoire of Scotland has a duty to protect its staff and third parties from any work activities carried out on its sites under the control of third parties. Those appointing contractors will ensure that the contractors they invite to site adopt the same standards for health and safety as expected from our own staff. Appropriate measures will be put in place to ensure cooperation and coordination with regard to health and safety. Such measures include exchanging information on risks and coordinating results of risk assessments in particular emergency procedures.

Where the Conservatoire's staff and or students are to work on another employer's premises they will inform that employer of any risk that they may introduce (e.g. from equipment or substances they may take with them).

## DRIVING COMPANY VEHICLES

To ensure the safety of drivers of company vehicles and others that could be affected by the use of vehicles we will operate the following procedures:

- All company vehicles are suitable for their intended purpose.
- All company vehicles will be serviced according to manufacturers' recommendations and service log books will be maintained.
- Where required, vehicles hold a current MOT test certificate and are presented for testing as legally required.
- A Weekly Vehicle Check sheet shall be completed for each vehicle under RCS control.
- We will ensure that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who have been authorised to do so.
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually by the department manager.
- RCS does not expect employees to take risks when driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic conditions.
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform their line manager immediately and must not drive until they have stopped taking the medication.
- Drivers are instructed to obey the Highway Code at all times.
- Drivers are instructed NOT to use a mobile phone while driving, unless it is hands-free.
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in charge of a company vehicle.
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence.
- Drivers are advised that on the morning following a night of heavy drinking their blood alcohol level may be above the legal limit. If a driver thinks that this is the case, he/she must not drive until they consider that their blood alcohol level is within the limit.

**Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health, safety and wellbeing rules. They will be considered as gross misconduct, which could lead to summary dismissal.**

## 4.6 Fire Inspection and Maintenance Procedures

We recognise that if employees, students the public and others do not know what to do in the event of a fire and/or if warning systems were to fail then lives could be put at risk. Arrangements shall be put in place by the responsible person for fire safety so that all necessary inspections and tests will be carried out to ensure that the warning system and equipment will function when required to. Specific fire procedures shall also be put in place for RCS premises. RCS fire safety arrangements shall include:

### **PROCEDURES AND RISK ASSESSMENTS**

Fire safety procedures and suitable training shall be put in place for all RCS premises, providing details of the role and responsibilities of key personnel (such as client services and front of house teams), for events and performances, weekends and during times outside normal working hours. All performances and events, at any location and organised by RCS personnel must include an assessment of significant risks, including fire, with appropriate control measures to be put in place.

### **ON INDUCTION**

Ensure that all persons have been made aware of the fire procedure, including how to raise the alarm. Additional training to be provided to key personnel (e.g. fire marshals, fire team) as necessary.

### **DAILY**

Check that the "Power On" indicator on the Fire Alarm Control Panel is showing.

Check that the fault indicator is not showing or sounder operating.

Immediately notify any faults to a competent electrician and inform the senior person present.

### **WEEKLY**

Each week choose a different call point and operate the fire alarm using the key provided.

Check that the sounders operate and that the appropriate zone is indicated on the Control Panel. This will require two persons.

Notify any fault immediately to a competent electrician and inform the senior person present.

### **MONTHLY**

Check that the red indicators on emergency lights are showing.

Check that all fire exits open easily without the use of a key.

Check that fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

### **QUARTERLY**

Test emergency lighting by switching off electrical power. All emergency lights should come on.

Remove mains supply to the Fire Alarm Control Panel and check that the battery is capable of supplying the alarm sounders.

Immediately notify any fault to a competent electrician.

### **TWICE YEARLY**

Servicing and preventative maintenance will be carried out by a competent person with specialised knowledge of fire warning and automatic detection systems.

Conduct a practice Fire Drill by setting off the alarm.

Check and record the time taken for all persons present to reach the fire assembly point.

After the drill, hold briefing sessions with employees to discuss any lessons learned during the drill or any faults found.

### **ANNUALLY**

We will arrange for competent persons to:-

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting and fire alarm battery discharge tests;
- we will record all inspections and tests within the fire log.

## **4.7 Food Safety**

Our aim is to ensure any food provided by us is not injurious to health and complies with Food Safety Requirements.

Therefore, working with food suppliers, we will aim to have arrangements in place that:

- ensure any food in our premises is prepared under hygienic conditions that will not expose it to the risk of contamination;
- keep all food contact surfaces and equipment clean and sanitised;
- ensure that food handlers maintain high standards of personal cleanliness and wear the correct protective clothing when handling food;
- store and process all food under hygienic conditions and within the temperature ranges specified in legislation for the types of food concerned;
- ensure that anyone suffering from any infection likely to cause food poisoning does not handle food.
- ensure that the conditions laid down in the current editions of the Food Safety Act and the Food Hygiene (Scotland) Regulations are observed;
- maintains such records as are necessary to demonstrate due diligence.

#### 4.8 Hand-Arm Vibration (HAVs)

We recognise that regular exposure to continuous vibration from the work activities have the potential to cause long term ill health to a range of occupational diseases collectively known as hand–arm vibration syndrome (HAVS).

We will aim to when appropriate:-

- assess the risks to health from exposure to continuous levels of vibration, and determine the control measures needed;
- introduce effective control measures to ensure levels of exposure to HAVS are eliminated or reduced to its lowest levels as far as is reasonably practicable;
- when appropriate carry out and record assessments, and review them annually or when changes occur;
- ensure that the most appropriate work equipment is used for the work activity;
- ensure that Managers/Supervisors responsible for managing work activities likely to result in exposure to HAVS are adequately and sufficiently trained and competent;
- inform, instruct and adequately and sufficiently train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration;
- ensure no new work equipment is introduced into our work activities where there is a foreseeable risk of HAVS without an appropriate risk assessment being carried out and approval of the Manager/supervisor;
- monitor exposure of HAVS, and undertake appropriate health surveillance, where necessary;
- maintain work equipment to the manufacturer’s specifications to avoid worsening vibration;
- use the vibration performance of work equipment as a factor for consideration when purchasing new equipment.

## 4.9 Host Employment and Working Etc. (Including, Performances, Conferences, Meetings, Seminars, Teaching) Elsewhere

### **INTRODUCTION**

Working etc. for host employers and within other premises exposes those we are normally responsible for to a variety of risks and hazards that are beyond the direct control of the RCS. To safeguard those we are responsible for we will aim, as appropriate, to:-

- obtain full work brief assignment instructions prior to finalising contractual agreements;
- request & obtain health and safety information, policies, risk assessments, safe working guidance's and practices from the host employer that are relevant to the activities at their premises and the 'work' to be undertaken;
- if necessary, meet with the host prior to our starting work to:
  - establish rules and guidelines for our operations at their premises;
  - obtain information on activities that may present a hazard and identify activities and actions that must be avoided;
  - obtain information on emergency actions including fire, first aid and accident reporting arrangements;
  - define the areas in which the work is to be carried out and any segregation arrangements;
  - define areas that are not accessible;
  - agree routes to and from the work sites and access to welfare facilities;
  - obtain and review copies of relevant health and safety documentation including risk assessments relevant to the work being undertaken and areas of occupation;
  - ensure site induction training, job training, instructions and notices and information to safeguard health and safety are provided;
  - obtain details of any special occupational qualifications or skills necessary to carry out work safely and to provide appropriate personnel based upon this criterion;

- obtain any other information, instruction, training, equipment or facility that could reasonably be expected to safeguard the health and safety of the temporary worker;
- stop working immediately if work appears unsafe, and establish that RCS personnel should report any concerns to an appropriate responsible person immediately;
- ensure, so far as is reasonably practicable, that comprehensible and relevant information on the hazards and risks and preventative and protective measures is provided.

#### 4.10 Legionella

Legionnaire's disease is one of a group of diseases collectively known as Legionellosis. People inhaling aerosols, which are contaminated with Legionella bacteria, contract infection. A particular hazard arises from cooling towers, other significant sources include spas, fire sprinkler systems, and hot water systems containing dead-legs. The disease can affect anyone but the old and weak are more susceptible and this group can suffer far more significantly.

The Estates department within the Conservatoire will ensure that:

- where a reasonably foreseeable risk of exposure exists (i.e. wherever potential sources of Legionella bacteria are present) a suitable and sufficient risk assessment will be undertaken. An external specialist will be contracted to assist the appointed responsible person with the risk assessment;
- where a foreseeable risk of exposure has been found, the first measure is to completely avoid the use of water systems, parts of it or systems of work giving rise to it;
- if this is not practicable, a written scheme for controlling this risk will be devised, implemented and effectively managed;
- consideration will be given to improve engineering design of water systems with a view to eliminating dead legs and other areas where water can stagnate;
- the release of water spray is controlled;
- all water-holding tanks are adequately covered and fitted with air vents and inspection covers, and are properly lagged to prevent temperature rises;
- water temperatures between 20°C and 50°C are avoided;
- regular cleaning, maintenance and operation of water systems with disinfection of water systems at predetermined intervals is undertaken;
- staff are trained in personal precautions, as necessary;
- the written scheme for exposure control is kept up to date.

## **Legionella outbreak**

What constitutes an outbreak is defined as two or more confirmed cases occurring in the same locality within a six-month period. Local Authorities have incident plans to investigate major outbreaks and nominated persons to activate these plans. An Outbreak Committee will normally be set up.

The enforcing authority may:

- shut down any processes that are capable of generating and disseminating airborne water droplets and keep them shut down until sampling procedures and remedial work have been undertaken. Clearance to restart the site may be required;
- take water samples from the system before any emergency disinfection is undertaken. This will help the investigation into the cause of the illness;
- request that staff health records be provided to establish whether there are any further undiagnosed cases of illness;
- investigate any plant that may be suspected of being involved in the cause of the outbreak.

Employees must:

- co-operate with management arrangements for the control of Legionella in the workplace; follow any information, training and instruction given by the employer to prevent ill health;
- report to the employer any hazardous or dangerous situations.

## **4.11 Lifting Operations**

We acknowledge our duties under the current edition of the Lifting Operations and Lifting Equipment Regulations to ensure that our lifting equipment is safe and that lifting operations are planned to prevent injuries to employees and others. To achieve these objectives the following arrangements will be followed:-

- before purchasing any lifting equipment the intended purpose will be identified and specification drawn up;
- where deemed appropriate, and before installing any lifting machine, a Structural Engineer will be engaged to advise on the strength and stability of the intended location;
- all new lifting equipment will be purchased with the appropriate EC declaration of conformity;
- if used lifting equipment is purchased this will be subjected to a thorough examination for defects before being put into service;



- all lifting operations will be subjected to risk assessment;
- all lifting equipment will be marked with its safe working load (SWL);
- all lifting equipment will be examined annually and 'man-riding' lifting equipment and lifting accessories every six months by a competent person. The Estates department will keep records of examinations;
- operators will be provided with instruction on the use of lifting equipment;
- no young person will be allowed to operate a lifting machine, except as part of their training and then only under direct supervision.

## 4.12 Protecting the Public

### **GENERAL STATEMENT**

We acknowledge and accept our duty under the Health and Safety at Work etc. Act and other regulations to take all reasonably practicable steps to ensure the health and safety of people who are not in our employment such as members of the public.

### **ARRANGEMENTS**

We will plan, provide and maintain suitable perimeters and barriers at locations where it is necessary to separate the public and others from the work, based on risk assessment principles.

We will ensure access is controlled, based on risk assessment principles.

We will ensure specific hazards and risks are controlled.

We will take appropriate precautions where there are selected groups or persons which need special attention such as:

- the disabled;
- young persons and children;
- expectant mothers, etc..

Where required (e.g. construction or refurbishment works), and where reasonably practicable, occupied areas will be fully or partially evacuated.

The decision on evacuation will be made at the planning stage based on:

- the nature of the premises;
- who will be around;
- the extent and nature of the works;

- the risks to occupants;
- the time to complete the works;
- the significance of any risks associated with the evacuation;
- the cost of the evacuation including the costs of alternative arrangements.

## 4.13 Smoking

### **PRINCIPLES**

This policy is intended to:-

- protect everyone against the effects of second-hand tobacco smoke;
- promote health in the workforce;
- support those people who would like to quit smoking; and,
- to comply with the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

### **BACKGROUND**

Research has shown that exposure to tobacco smoke either directly, as a smoker, or indirectly due to passive smoking can cause cancer, heart disease and respiratory problems as well as many other illnesses and minor conditions. Ventilation or merely separating smokers and non-smokers within the same airspace does not prevent harmful exposure effectively.

### **CURRENT LEGISLATION**

In Scotland the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 requires us to ensure that smoking is prohibited in virtually all enclosed or substantially enclosed workplaces and public places and company vehicles.

### **ARRANGEMENTS**

This policy arrangement is our means of ensuring that all employees, guests, visitors, contractors and members of the public have the right to a smoke-free environment, and so are protected from the dangerous effects of tobacco smoke.

All areas of the premises are designated as non-smoking.

Smokers are requested not to smoke immediately outside the access and egress points to the premises. This applies to staff, visitors and contractors and members of the public.

## **IMPLEMENTATION**

This policy arrangement is intended to benefit all persons that use our premises, whether employed by us or not. All employees are responsible for its continued implementation. Overall responsibility for ensuring the arrangements are monitored and reviewed rests with the Policy Holder who will ensure that all employees, visitors and contractors will be aware of relevant policies and their role in their implementation. Information on the policy will be:-

- available to all staff;
- issued to all new employees;
- included in the Health, Safety and Wellbeing Policy.

Appropriate No Smoking signs are clearly displayed at the entrances to the premises, and in all smoke-free vehicles. There will be no ashtrays or cigarette litter inside the buildings.

## **ENFORCEMENT OF THE POLICY**

This policy will be enforced by all members of the management team and other responsible persons and any employee found smoking on the premises may be liable to the company's disciplinary procedures. Any guest, member of the public, visitor or contractor found smoking in a no smoking area will be asked to stop or leave the premises. Those failing to protect others in this smoke-free environment may also face on-the-spot fines and/or possible criminal prosecution.

## **HELP FOR THOSE WISHING TO STOP SMOKING**

Advice can be obtained from Smokeline Scotland 0800 848 484.

Alternative advice can be obtained from Action on Smoking and Health (ASH), by phoning 0131 225 4725 or by visiting their website [www.ashscotland.org.uk](http://www.ashscotland.org.uk)

The NHS also offers a range of free services to help smokers give up. You can access these services via the internet/world wide web, at <https://www.nhs.uk/smokefree>.

### **4.14 Stress**

We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance.

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:-

- job design and lack of control of workload;
- working environment;
- relationships with others at work;
- communication arrangements.

We also recognise that there may be problems outside the workplace that will cause an individual employee to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation, undue negative stress may occur as a result of work-related and non work-related factors.

We aim to:-

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors;
- provide suitable support mechanisms for employees from the negative effects of stress;
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach management in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide information and adequate and sufficient training for employees in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations.

#### 4.15 Visit by an Enforcing Officer

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties (employers, the self-employed, employees and others) are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for:

- failure to comply with an Improvement or Prohibition Notice;

- breach of the law that has significant potential for harm, regardless of whether it caused an injury;
- reckless disregard for the health and safety of workers or others;
- repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with;
- substantial legal contravention, where there has been a serious accident or a case of ill health.

The Conservatoire recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up-to-date. Such documentation includes:

- this health, safety and wellbeing policy;
- all relevant risk assessments;
- induction and training records;
- maintenance, test and inspection records;
- health records;
- emergency plans etc.

Employee's responsibilities include:

- not obstructing any reasonable request made by an Enforcement Officer;
- complying and co-operating with requests by the officer;
- follow instruction and guidance given by the RCS

## **SECTION 5: MONITORING**

### **5.1 Monitoring Procedures**

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded. Audits will be performed by representatives from each HSWAG at a minimum frequency of every 3 months to ensure compliance with the relevant standards and the Conservatoire's practices.

The audit programme will receive the full support of senior management ensuring adequate time and resources are allocated. Health and safety inspections / audits are also undertaken by local management, insurers, and external third parties throughout the year.

A sample monitoring schedule and sample monitoring checklists are provided overleaf for consideration, which should be tailored to each department's specific needs.

## 5.2 SAMPLE MONITORING - YEAR PLANNER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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- Fire Extinguishers Serviced
- Fire Drills
- Fire Alarm Tests
- Emergency Lighting Tests
- Fire Alarm and Emergency Lighting Battery Tests
- Annual Review of Safety Policy
- Review Risk Assessments
- Portable appliance Testing

- Gas Appliances Servicing
- Statutory Examinations of Lifting Equipment
- Statutory Examinations of Air Receivers etc.
- Racking Examinations
- Monitoring Inspections (as per H & S General Policy)
- Review of Training Needs and Records
- Employer's Liability Insurance
- First Aid Provision

## 5.3 SAMPLE MONITORING – CHECKLISTS

[Note: The following checklists should be amended dependent on the specific health and safety hazards and risks present within the area(s) being inspected].

### SAMPLE 1 – Detailed Inspection (Med/High Risk Areas) - Monthly

NAME:	DEPARTMENT/AREA:
TITLE:	DATE:
<b>A. SENIOR MANAGEMENT</b>	<b>YES / NO</b>
1. Has the health, safety and wellbeing Policy been reviewed in the last 12 months?	
2. Are all liabilities insured adequately?	
3. Are sufficient funds available for health, safety and wellbeing purposes?	
4. Has the enforcing authority visited in the last 12 months?	
5. If yes to 4, have all requirements made by the enforcing authority been complied with?	
6. Are there any proposed changes to the business that have implications for health, safety and wellbeing?	
7. Have there been any changes in personnel that require health, safety and wellbeing responsibilities to be reassigned?	
8. Are you satisfied with our performance with regard to health, safety and wellbeing?	
9. Are all risk assessments current?	
10. Has suitable and sufficient training been undertaken as per risk assessments?	
<b>B. ASSESSMENTS</b>	<b>YES / NO</b>
1. Are there any hazards that are not controlled?	
2. Have risk assessments been completed for all work activities?	
3. Is there an Inventory of substances used?	
4. Is the Substance Inventory up-to-date?	
5. Have Material Safety Data Sheets (MSDS) been obtained for all substances on your Inventory?	
6. Have assessments been recorded for all substances?	
7. Are the procedures for dealing with spillages written down?	
8. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
9. Are employees wearing the protective equipment correctly?	
10. Are there any changes, which need to be considered as part of the assessments?	
<b>C. INSPECTION : LIFTING EQUIPMENT</b>	<b>YES / NO</b>
1. Has all lifting equipment been inspected at the appropriate intervals by a competent person?	
2. Is lifting equipment and lifting tackle stored correctly?	
3. Are safe working loads clearly displayed?	
4. Internal Vehicles, Fork Lift Truck, Reach etc.	
4.1 Are vehicle tyres properly inflated?	



4.2	Are drivers trained?	
4.3	Are keys removed when vehicle not in use?	
<b>D. MONITORING FOR PASSENGER LIFTS</b>		<b>YES / NO</b>
5.	Have lifts been subject to statutory examinations at the correct intervals?	
6.	Have any corrective actions been identified and completed?	
7.	Are staff aware of lift emergency procedures?	
8.	Have sufficient staff been trained on the action to take in the event of a breakdown?	
9.	Have there been any accidents associated with lifts or failure of lifts?	
10.	Was effective corrective action taken to prevent recurrence?	
<b>E. INSPECTION : PLANT &amp; MACHINERY</b>		<b>YES / NO</b>
1.	Are all statutory inspections of plant and machinery being carried out at the specified intervals?	
2.	Are regular tests of emergency stops/telescopic guards made, are they operating correctly?	
3.	Are all extraction systems considered under the COSHH Regulations as local exhaust ventilation (LEV) being inspected in compliance with a written scheme of examination?	
4.	Are all the mechanical and electrical safety devices and interlocks effective and operational?	
5.	Are all machine guards in place?	
6.	Are all emergency stops/isolation switches clear from obstruction?	
7.	Are the extraction points operating effectively?	
8.	Are the extraction points positioned to gain maximum effectiveness?	
9.	Is the use of machinery restricted to trained staff only?	
10.	Is machinery lighting adequate?	
11.	Is there adequate area around machines to allow operators to work safely?	
<b>F. WOODWORKING MACHINES</b>		<b>YES / NO</b>
1.	Do any of the cutters require sharpening or replacing?	
2.	Are all machinists adequately trained and authorised in writing?	
3.	Are push sticks, jigs, holders and other protective devices provided and being used?	
4.	Are all moving guards properly adjusted?	
5.	Are all moving parts adequately guarded?	
6.	Are ear defenders worn at all times?	
7.	Is eye protection worn where necessary?	
8.	Are training records for instruction on the use of woodworking machines up to date?	
<b>G. INSPECTIONS : ELECTRICS</b>		<b>YES / NO</b>
1.	Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?	
2.	Have all portable electrical appliances been inspected and are the records up to date?	
<b>G. INSPECTIONS : ELECTRICS CONTINUED</b>		<b>YES / NO</b>
3.	Is all defective equipment and appliances taken out of service until repaired?	
4.	Are all leads and cables in good condition?	

5.	Have you visually inspected the plugs and cables?	
6.	Are plugs fitted correctly with the outer cable within the cord grips?	
<b>H. STORES</b>		<b>YES / NO</b>
1.	Are all storage racks secured by design?	
2.	Are free standing racks tied together where necessary to ensure stability?	
3.	Do all storage racks display safe working load (SWL) signs?	
4.	Are there arrangements in place for all racking systems to be inspected annually by a competent person?	
5.	Are materials stored safely in the racks with heavy objects stored on the lower shelving?	
6.	Are articles and equipment stored so as to prevent damage or deterioration?	
7.	Are all materials and substances stored in accordance with statutory requirements and in-house rules?	
8.	Are suitable step ladders provided for access to high level racking?	
9.	Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?	
10.	Is all material handling equipment in safe working condition?	
11.	Are employees using the protective equipment and clothing provided?	
12.	Are guard rails, loading cramps etc. secure?	
13.	Are hazardous materials stored in accordance with the COSHH assessments?	
14.	Are the procedures for dealing with spillages written down and have employees been instructed in their application?	
15.	Is the use of fork lift trucks restricted to employees who have been trained, tested and hold a written authorisation to drive such fork lift trucks?	
16.	Are all fork lift trucks parked in approved and designated areas when not in use?	
17.	Is smoking prohibited in battery charging areas, with suitable notices displayed?	
18.	Are lorry wheels chocked prior to fork lift trucks commencing loading/unloading operations utilising bridge plates or "floating" loading plates?	
19.	Have all employees been instructed on correct manual handling techniques?	
<b>I. SITE INSPECTION – SITE ACCESS</b>		<b>YES / NO</b>
1.	Is the area around plant, machinery and site cabins firm and even?	
2.	Are there any obstructions, which could cause a person to trip and fall?	
3.	Are there secure steps at the entrance to site cabins?	
<b>J. SITE INSPECTION - HEALTH &amp; WELFARE</b>		<b>YES / NO</b>
1.	Are adequate washing and toilet facilities provided on site or readily accessible?	
2.	Is there adequate provision on site for employees to take shelter and eat meals?	
3.	Is there adequate provision on site for employees to deposit clothing not worn during working hours?	

4.	Is there provision on site for employees to warm themselves and to dry clothing?	
5.	Are LPG cylinders positioned outside cabins?	
6.	Are rubber hoses on LPG appliances in good condition and secured with suitable crimped clips?	
7.	Are all health and welfare facilities maintained in a clean condition?	
8.	Is there wholesome drinking water provided on site?	
<b>K. PERSONAL PROTECTIVE EQUIPMENT</b>		<b>YES / NO</b>
1.	Where necessary is suitable equipment/clothing provided? E.g.:	
2.	Ear defenders	
3.	Protective goggles	
4.	Overalls	
5.	Boots	
6.	Dust masks	
7.	Gloves	
8.	Helmets	
9.	Foul weather clothing.	
10.	Are the employees making use of the protective clothing/equipment provided?	
<b>L. FIRST AID AND ACCIDENT REPORTING</b>		<b>YES / NO</b>
1.	Is there a qualified first aider readily available at all times?	
2.	Is a first aid box available on site and adequate stocks maintained?	
3.	Do all your staff know who is in charge of and where is the nearest first aid point?	
4.	Have all accidents been recorded and where necessary reported to the authorities?	
5.	Have you investigated any accident within your control and are you satisfied that controls are adequate to prevent a recurrence?	
6.		
<b>M. STATUTORY RECORDS/NOTICES ETC.</b>		<b>YES / NO</b>
1.	Are Inspection Records completed and signed in respect to any platform?	
2.	Are all accidents investigated and recorded with any notification requirements complied with?	
3.	Are the required statutory notices displayed on site?	
<b>N. SYSTEMS OF WORK</b>		<b>YES / NO</b>
1.	Are safe systems of work clearly defined and are all employees instructed in writing of such systems?	
2.	Are the activities of the Main Contractor or any sub-contractor on site detrimental in any way to the health, safety and wellbeing of your employees?	
<b>O. ENFORCING OFFICERS</b>		<b>YES / NO</b>
1.	Have any demands, requests or recommendations been made by Enforcing Officers which affect your undertakings?	
2.	Has action been taken to comply with such demands, requests or recommendations?	

<b>P.</b>	<b>OVERHEAD/UNDERGROUND SERVICES</b>	<b>YES / NO</b>
1.	Prior to commencement of work, was the site surveyed for live overhead cables and buried services, e.g. Electricity, Water, Gas, Telecoms etc.?	
2.	Have all necessary precautions been taken to safeguard against any risks to employees and/or damage to overhead/underground services?	
<b>Q.</b>	<b>TRAINING</b>	<b>YES / NO</b>
1.	Have all employees been trained in:-	
2.	Safe Systems of Work?	
3.	Reporting Accidents?	
4.	Reporting Unsafe Conditions	
5.	Operating Fire Appliances?	
6.	Duties and Responsibilities?	
7.	Use of Plant/Site Vehicles?	
<b>R.</b>	<b>SECURITY</b>	<b>YES / NO</b>
1.	At the end of work, is the site left in a secure condition?	
2.	Are vehicles parked in a safe position and locked?	
3.	Are tools and equipment locked away or in a safe position when not in use?	
<b>S.</b>	<b>EXCAVATIONS/OPEN PITS/AREA</b>	<b>YES / NO</b>
1.	Have secure barriers been provided around the exposed edges of any open areas?	
2.	Are warning signs displayed which are clearly visible to drivers of vehicles?	
3.	Is access to and from the open area sufficient and secure?	
4.	Is there any risk of gases, noxious fumes, entering the area?	
5.	Are the CDM Regulations in force?	
6.	Are they being followed?	
7.	Do you need a health and safety plan etc.?	
<b>T.</b>	<b>FIRE</b>	<b>YES / NO</b>
1.	Have applicable fire risk assessments been completed?	
2.	Are there any alterations anticipated that may require approval by the Fire Authority?	
3.	Are there any changes or alterations to the premises which require the modifications to fire alarm/procedures or equipment?	
4.	Is all firefighting equipment maintained and serviced by a competent person?	
5.	Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?	
<b>FIRE ALARMS</b>		
6.	Can the fire alarm be heard in all parts of the building?	
7.	Are all alarm points clearly marked and free from obstruction?	
<b>FIRE APPLIANCES (EXTINGUISHERS/BALNKETS ETC.)</b>		
8.	Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be appropriately mounted on the wall and at approximately one metre from the floor.	
<b>FIRE DOORS</b>		
9.	Are all fire exits opened easily without the use of a key and are they free from obstruction?	
10.	Are fire exit signs clearly displayed?	

<b>MEANS OF ESCAPE</b>		
11.	Are all fire exits and accessways to a means of escape clearly marked?	
12.	Are all fire escape routes lit adequately, including in the event of a power failure?	
13.	Is the outside fire passage kept clear of rubbish?	
14.	Is the assembly point clearly marked?	
<b>U. WELFARE</b>		<b>YES / NO</b>
1.	Are the welfare facilities suitable and sufficiently maintained?	
2.	Are suitable arrangements available for employees' outdoor clothing?	
3.	Are all walls, windows, lights etc. in a good condition and are they kept clean?	
4.	Is drinking water available to everyone?	
5.	Are there facilities to enable employees to make hot drinks?	
6.	Are there facilities to enable employees to warm food?	
7.	Are toilets and washing facilities suitable and sufficient and are they cleaned regularly?	
8.	Are barrier creams/soaps/hand drying facilities readily available?	
9.	Is there a sanitary towel disposal unit available in the female toilet and is it in working order?	
<b>V. GENERAL</b>		<b>YES / NO</b>
1.	Is there a completed "Health, safety and wellbeing Law" poster on display?	
2.	Are in-house rules and procedures obeyed?	
3.	Are gangways, aisles and passageways clear of obstruction?	
4.	Is there adequate space between desks, equipment etc. to allow safe passage?	
5.	Is there a thermometer placed in a suitable position?	
6.	Is the temperature reasonable?	
7.	Has adequate provision been made for ventilation?	
8.	Is suitable lighting provided?	
9.	Are floors, passages and stairs maintained in a good condition and free from obstruction?	
10.	Are handrails secure?	
11.	Are there any trailing cables that could cause a person to trip/fall?	
12.	Is a good standard of housekeeping being maintained?	
13.	Are written safe systems of work in place?	
14.	Are safe systems of work adhered to?	
15.	Are spillages cleaned up promptly?	
<b>W. CONTRACTORS</b>		<b>YES / NO</b>
1.	Are outside contractors working in a manner that does not cause potential harm to staff?	
3.	Is there any information that you need to provide to the contractor?	
4.	Are arrangements operating to appoint and monitor contractors?	
5.	Are all staff who engage contractors aware of our policy and procedures?	
6.	Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities?	

<b>X. TRAINING</b>		<b>YES / NO</b>
1.	Have all employees received suitable training covering their duties?	
2.	Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?	
3.	Have all employees been made aware of their legal responsibilities to:	
3.1	Carry out their duties in a safe and proper manner?	
3.2	Make full and proper use of all safety equipment, devices etc. provided	
3.3	Report immediately any unsafe conditions, defective plant, equipment etc.?	
<b>Y. CARTRIDGE OPERATED FIXING TOOLS</b>		<b>YES / NO</b>
1.	Have all users of cartridge tools been trained and authorised in writing?	
2.	Are tools returned to the approved secure storage facility after use?	
3.	Are sufficient supplies of cartridges kept with the tool, in its case?	
4.	Are the cartridges kept in labelled boxes?	
5.	Do the boxes clearly show the cartridge strength?	
6.	Are bulk supplies of cartridges kept in accordance with the Explosives Act?	
7.	Are the manufacturer's instructions for operating/maintaining the tool kept available in each box?	
8.	Is there approved eye protection provided for each competent person?	
9.	Is the eye protection used by the operators during loading and firing?	
<b>Z. PNEUMATIC NAILING/STAPLING TOOL</b>		<b>YES / NO</b>
10.	Is the air supply connected using quick release couplings?	
11.	Is the equipment regularly examined by a competent person and are suitable records kept?	
12.	Have all operators been trained on the safe operation of the tool and the safety precautions to be observed and are suitable records kept?	
13.	Do the operators wear suitable eye protection?	
14.	Are the tools disconnected before blockages are cleared?	
15.	Are the tools disconnected when not in use?	
16.	Do operators use hearing protection when operating the tools?	
17.	Are tools securely stored when not in use?	
<b>AA. WELDING</b>		<b>YES / NO</b>
1.	Are gas cylinders secured to prevent them falling?	
2.	Are hoses in a sound and serviceable condition?	
3.	Are regulators and pressure indicators functioning?	
4.	Are flash-back arrestors fitted to the cylinder valves?	
5.	Are spare cylinders properly stored and secured in an upright position?	
6.	Are mobile trolleys in a serviceable condition?	
7.	Are screens provided and used?	
8.	Are operators adequately trained and authorised in writing?	
9.	Is suitable eye protection provided and used?	
10.	Is the disposal of fumes suitable and sufficient, e.g. mechanical extraction systems?	
11.	Are all of the current-carrying cables and clamps on the electric welding machines in sound, working condition?	
<b>BB. FOOD HYGIENE INSPECTION</b>		<b>YES / NO</b>

<b>1.</b>	<b>CONSTRUCTION, FIXTURES AND FITTINGS</b>	
1.1	Are walls, floors, ceilings generally in a good condition?	
1.2	Are adequate precautions taken against the infestation of flies, rodents, birds etc.?	
1.3	Is all equipment in a clean and serviceable condition?	
1.4	Are sanitary facilities clean and in good repair?	
1.5	Are suitable and sufficient washing facilities provided?	
1.6	Are suitable and sufficient sinks provided and maintained for separate washing of vegetables, other foods and equipment?	
1.7	Is there an adequate supply of hot and cold water at each sink and wash hand basin?	
1.8	Is there adequate natural or artificial lighting and ventilation and are they suitably maintained?	
1.9	Are there adequate changing rooms or locker facilities for the storage of outdoor clothing and personal belongings?	
1.10	Is there sufficient refrigerator and freezer capacity for the correct temperature storage of foods, i.e. freezer minus 18°C, refrigerators 5°C?	
1.11	Is there an adequate storage area away from food areas with suitably covered containers for refuse storage and disposal?	
1.12	Are all food preparation surfaces fabricated from impervious material that can be easily cleaned?	
<b>2.</b>	<b>FOOD PROTECTION</b>	
2.1	Is food adequately protected from contamination?	
2.2	Are all high risk foods at the correct temperatures, e.g. either 5°C or below 63°C or above?	
2.3	Is food handling minimised by the use of suitable utensils and equipment?	
2.4	Are separate utensils, equipment used for the preparation of cooked and uncooked meats?	
2.5	Are containers of food stored off the floor on clean surfaces?	
2.6	Are stocks of stored food properly rotated, i.e. first in first out?	
2.7	Are bins, shelving, containers etc. cleaned before refilling?	
2.8	Are hazardous substances properly labelled and stored away from foods (in accordance with any assessments carried out)?	
2.9	Are equipment cleaning schedules followed?	
2.10	Are utensils such as pots, pans, knives, cutlery etc. cleaned and sterilised after use?	
2.11	Are food contact surfaces cleaned and sterilised after use, inspected regularly for signs of corrosion, excessive wear, pitting dents etc.?	
2.12	Are the non-food contact surfaces of equipment kept clean?	
2.13	Are all utensils/equipment air dried and properly stored when not in use?	
2.14	Are staff aware of the procedure for advising management of unhygienic practices and equipment failure?	
<b>3.</b>	<b>KNIFE SAFETY</b>	
3.1	Does the policy and procedure cover all aspects of general knife safety?	
3.2	Have staff received training on the general knife safety policy and procedures?	
3.3	Is documentation available to confirm that the procedures are adhered to?	
3.4	Have there been any incidents relating to the inadequate control of any knives?	
<b>4.</b>	<b>PERSONNEL</b>	

4.1	Are there any food handling staff suffering from ill health, particularly boils, infected sores, cuts, respiratory infections or other communicable diseases?	
4.2	Are all cuts and abrasions covered by a "blue" waterproof dressing?	
4.3	Have known or suspected cases of communicable diseases been notified to a GP or Health Authority?	
4.5	Are food handling staff trained and certificated in good hygiene practices?	
4.6	Is there evidence of unhygienic practices, e.g. smoking in a food room?	
4.7	Do all staff know the name and location of the first aider and/or appointed person and the location of the first aid kit?	
4.8	Is the wearing of jewellery kept to a minimum, e.g. plain gold wedding rings, sleeper earrings etc.?	
<b>5.</b>	<b>HAND WASH FACILITIES</b>	
5.1	Are wash hand basins clean and supplied with soap, nailbrush and adequate towels or hand drying facilities?	
5.2	Are receptacles provided for disposable towels and are they emptied regularly?	
5.3	Is there a sanitary towel disposal unit available in the female toilet and is it in working order?	
5.4	Are 'WASH HANDS', 'NO SMOKING' signs prominently displayed?	
<b>6.</b>	<b>REFUSE AND REFUSE DISPOSAL</b>	
6.1	Are refuse containers and lids cleaned when emptied?	
6.2	Are bin storage areas cleaned regularly?	
6.3	Is refuse disposed of regularly in an approved manner, i.e. by a licensed carrier?	
<b>7.</b>	<b>CLEANING PRACTICE</b>	
7.1	Are floors kept clean as far as possible throughout the working day?	
7.2	Are walls and attached equipment cleaned at the end of the working shift?	
7.3	Are ceilings and other areas not immediately accessible regularly checked for cleanliness?	
7.4	Is there adequate ventilation with all areas and are they reasonably free from condensation, steam etc.?	
7.5	Are hoods, exhaust fans, ducts, drip pans, drains, drain covers and grease traps cleaned regularly and in good repair?	
<b>CC.</b>	<b>LADDER/ACCESS EQUIPMENT INSPECTION</b>	<b>YES / NO</b>
<b>1.</b>	<b>GENERAL</b>	
1.1	Are there any loose or missing steps or rungs?	
1.2	Are there any loose nails, screws, bolts or other metal parts?	
1.3	Are there any cracked, split, worn or broken stiles, braces, steps or rungs?	
1.4	Are stiles twisted or distorted?	
1.5	Is each ladder clearly identifiable?	
<b>2.</b>	<b>STEPLADDERS</b>	
2.1	Are there any bent or loose hinge spreaders?	
2.2	Are stops on hinge spreaders broken?	
2.3	Are there any broken, split or worn steps?	
2.4	Are there any loose hinges?	
2.5	Are there any worn, broken or missing cords?	
<b>3.</b>	<b>EXTENSION LADDERS</b>	
3.1	Are there any loose, broken or missing extension locks?	



3.2	Are there any defective locks that do not seat properly when ladder is extended?	
3.3	Are there any rusted or corroded metal parts?	
<b>4.</b>	<b>TRESTLES</b>	
4.1	Are there any loose hinges?	
4.2	Are there any loose or bent hinge spreaders?	
4.3	Are stops on hinge spreaders broken?	
4.4	Are the centre section guides for extension out of alignment?	
4.5	Are there any defective locks for extensions?	
<b>5.</b>	<b>POSITIONING AND USE OF LADDERS</b>	
5.1	Are ladders positioned on a firm, level surface?	
5.2	Are ladders firmly secured at the top, or if not possible, at the bottom? If neither of these are possible is the ladder "footed"?	
5.3	Are ladders set at the correct angle? (300 mm out to every 1200 mm up, 1 out 4 up).	
5.4	Are tools etc. carried in pockets or raised from a hoist line?	
5.5	Are rungs free from extraneous matter?	
5.6	Are ladders inspected for defects before and after use?	
5.7	Are all defects reported immediately and the ladder taken out of service until repaired or replaced with suitable written records kept?	
<b>6.</b>	<b>RESCUE SYSTEMS</b>	
6.1	Are suitable rescue systems in place?	
6.2	Do risk assessments include the rescue 'activity'?	
6.3	Is there a safe rescue procedure in place?	
6.4	Has adequate training been provided, and are there sufficient numbers of nominated rescue personnel?	
<b>DD.</b>	<b>SECURITY</b>	<b>YES / NO</b>
<b>1.</b>	<b>CASH IN TRANSIT</b>	
1.1	Is cash collected by trained personnel?	
1.2	If so, is the time of collection and route varied?	
1.3	Have you ensured that the persons collecting cash are not at risk so far as is reasonably practicable?	
1.4	Is the protection provided to employees adequate with regard to vehicle security, personal items of protection, staffing levels on cash transit journeys?	
<b>2.</b>	<b>DELIVERY OF CASH – MAKING UP – DISTRIBUTION</b>	
2.1	Is it clearly established at what stage responsibility for the cash is handed over to the carrier?	
2.2	Are the conditions in which cash is held satisfactory? i.e. safe, strong room or other means.	
2.3	Is the insurance cover suitable and sufficient to cover any loss, does it cover public and employers liability at a level commensurate with the nature of the business undertaken, and number of persons employed?	
2.4	Are the vehicles being used suitable for the use intended, and are they operated within the law?	
2.5	Are the vehicles used insurance approved for the carriage of cash and other valuables?	
<b>EE.</b>	<b>HOST EMPLOYMENT</b>	<b>YES / NO</b>



**Inspection Type:**

**Date:**

Insert ✓ or number and cross reference on observation sheet if follow up is required.		✓ or No.
<b>A. SENIOR MANAGEMENT</b>		
1.	Has the site HSW Policy and strategy been reviewed in the last 12 months?	
2.	Are all liabilities insured adequately?	
3.	Are sufficient funds available for HSW purposes?	
4.	Have any enforcing authorities visited in the last 12 months?	
5.	If yes to 4, have all requirements made by the enforcing authority been complied with?	
6.	Are there any proposed changes to the business that have implications for HSW?	
7.	Have there been any changes in personnel that require HSW responsibilities to be reassigned?	
8.	Are you satisfied with our performance with regard to HSW?	
9.	Is there a suitable and sufficient risk management and risk assessment plan in place?	
10.	Is there a training plan in place and has training been undertaken as per risk assessments?	
11.	Are assets (property, machinery and equipment, life safety systems) fit for purpose, maintained and inspected as necessary?	
12.	Are HSW inspections, audits and other monitoring systems in place and effective?	
13.	Are there adequate HSW reporting mechanisms in place to provide useful management information?	
14.	Are all accidents, incidents, hazard id's followed up as necessary, lessons learned and implemented and 'effectiveness checks', as appropriate, undertaken?	
15.	Are there effective arrangements in place for employee consultation on HSW matters?	
17.	Are robust business continuity and emergency plans in place and regularly tested?	
18.	Are suppliers/contractors working on our premises in a safe and sustainable manner?	
<b>GENERAL/MISCELLANEOUS/ADDITIONAL ITEMS:</b>		

OBSERVATIONS	ACTIONS	REPORTED TO



**SAMPLE 3 – Low risk area inspection - Quarterly**

<b>HSW MONITORING – LOW RISK WORKPLACE/AREA INSPECTION CHECKLIST - QUARTERLY</b>		
INSPECTED BY:	SIGNATURE:	
LOCATION(S):	DATE:	
<i>Please indicate the finding as yes, no or n/a and add comments, identify person(s) responsible and suggested timescales for remedial action where necessary.</i>		
AREA	Yes/No/N/A	COMMENTS/ACTION (Delete guidance provided as red text)
<b>RISK ASSESSMENTS</b>		
Have all Display Screen Equipment (DSE) self-assessments been completed (with respect to: regular workstation/visual display unit (VDU) use for 2 hours or more)?		<ul style="list-style-type: none"> <li>Can line managers ensure DSE compliance for their team, e.g. is there list of DSE users (e.g. held by the Manager/dept./programme) or for the office/area?</li> <li>Does the list show if/when DSE user assessments were undertaken?</li> <li>Does it identify where workplace adjustments are necessary and have been undertaken?</li> </ul>
Have expectant mother assessments been undertaken as required?		<ul style="list-style-type: none"> <li>Do line managers ensure expectant mother risk assessments are undertaken?</li> <li>Are there any known expectant mothers in the department and do they have an expectant mother's risk assessment? (Email/contact line managers to confirm).</li> <li>Are expectant mother risk assessments regularly reviewed (between line manager and expectant mother)?</li> <li>Note: HSW reps do not require access to individual expectant mother risk assessments, merely confirmation from line managers that they are completed as required.</li> </ul>
Have young person and vulnerable person risk assessments been undertaken as required (e.g. working for RCS and <18years, perhaps on work experience/placement and/or for disabled persons)?		<ul style="list-style-type: none"> <li>Do line managers ensure young (&lt;18 years) and disabled persons always have a vulnerable person risk assessment undertaken and available as necessary?</li> </ul>
Are 'other' applicable risk assessments (for tasks and areas, office work, lone working, manual handling, first aid, driving, overseas work etc.) in place as required?		<ul style="list-style-type: none"> <li>Do line managers ensure all relevant risk assessments are in place for the tasks their employees undertake, particularly those carrying significant risk (driving, working overseas, lone working etc.).</li> </ul>

<b>HEALTH &amp; SAFETY SIGNS AND NOTICES</b>		
Are all health and safety signs and notices displayed where particular hazards exist?		<ul style="list-style-type: none"> <li>E.g. signs to help you in an emergency and allow safe evacuation (green 'running man' signs) and/or signs advising of action(s) to take in the event of fire, other warning signs etc.</li> </ul>
<b>AREA</b>	<b>Yes/No/N/A</b>	<b>COMMENTS/ACTION</b>
Are they clean and readable and up to date?		<ul style="list-style-type: none"> <li>Can signs be seen/read and are dates current, where applicable?</li> </ul>
<b>FIRE SAFETY</b>		
Are all employees and students and departmental visitors aware of the applicable fire safety arrangements?		<ul style="list-style-type: none"> <li>Are local fire procedures in place and understood (Check inductions for new employees etc.)?</li> </ul>
Are all fire doors kept shut (or held open by automatic closers)?		<ul style="list-style-type: none"> <li>Any fire doors wedged open?</li> </ul>
Are Fire Marshal numbers sufficient?		<ul style="list-style-type: none"> <li>Fire marshals in place for your area?</li> </ul>
Do all visitors and contractors sign in/out?		<ul style="list-style-type: none"> <li>Check reception for a sample of your visitors to your department.</li> </ul>
<b>FIRST AID</b>		
Are all employees/students aware of the first aid arrangements and how to seek First Aid?		<ul style="list-style-type: none"> <li>First aid is available through client services. (Check awareness).</li> </ul>
<b>ACCESS AND EGRESS</b>		
Are there any access restrictions coming into the building?		<ul style="list-style-type: none"> <li>Access restrictions?</li> </ul>
Are there any egress restrictions on leaving the building?		<ul style="list-style-type: none"> <li>Egress restrictions? (Test fire doors, if possible, to check they can be opened easily).</li> </ul>
<b>FLOORS</b>		
Are any floor surfaces slippery, oily or wet?		<ul style="list-style-type: none"> <li>Slip hazards?</li> </ul>
Is there loose material, debris, damaged flooring or worn carpeting?		<ul style="list-style-type: none"> <li>Trip hazards?</li> </ul>
Are floor box covers fitted and in place?		<ul style="list-style-type: none"> <li>Trip hazards?</li> </ul>
Are floor surfaces even and flat?		<ul style="list-style-type: none"> <li>Trip hazards?</li> </ul>
Are there any tripping hazards?		<ul style="list-style-type: none"> <li>Trip hazards?</li> </ul>
<b>STAIRWAYS, AISLES &amp; CORRIDORS</b>		

Are stairways, aisles and corridors and passageways clear of obstructions?		<ul style="list-style-type: none"> <li>• Obstructions? Aisles etc. clear?</li> </ul>
Are stairways well lit?		<ul style="list-style-type: none"> <li>• Lighting levels?</li> <li>•</li> </ul>
<b>AREA</b>	<b>Yes/No/N/A</b>	<b>COMMENTS/ACTION</b>
<b>LIGHTING</b>		
Are workplace areas well lit?		<ul style="list-style-type: none"> <li>• Lighting levels ok?</li> </ul>
Are any lamps out or missing?		<ul style="list-style-type: none"> <li>• Any lamps out or missing (reported to Facilities?)</li> </ul>
<b>THERMAL COMFORT</b>		
Are workplace temperatures acceptable?		<ul style="list-style-type: none"> <li>• Have there been any complaints and have these been followed up with the maintenance department?</li> </ul>
<b>MATERIAL HANDLING AND STORAGE</b>		
Are all boxes and materials stored neatly in racking or cabinets?		<ul style="list-style-type: none"> <li>• Storage/housekeeping satisfactory? Check dept. storage cupboards. Have manual handling risk assessments been undertaken where necessary?</li> </ul>
Are areas storing hazardous materials suitably and clearly labelled and in accordance with COSHH requirements?		<ul style="list-style-type: none"> <li>• COSHH for hazardous materials/substances and safe storage?</li> </ul>
Are Material Safety Data Sheets and COSHH assessments kept for the above?		<ul style="list-style-type: none"> <li>• Copies of MSDS?</li> </ul>
<b>ELECTRICAL EQUIPMENT</b>		
Are there any trailing cables etc. across walkways or aisles or under desks?		<ul style="list-style-type: none"> <li>• Trailing cables across walkways/aisles/desks?</li> </ul>
Has portable appliance testing been undertaken for portable appliances and are they labelled accordingly?		<ul style="list-style-type: none"> <li>• Check portable appliances and PAT arrangements.</li> </ul>
Is the use of extension cables kept to a minimum?		<ul style="list-style-type: none"> <li>• Are extension cables being used?</li> </ul>
Is any electrical equipment brought in from home in use within the office?		<ul style="list-style-type: none"> <li>• Any electrical equipment brought in from elsewhere?</li> <li>• Has all electrical equipment been PAT tested (check dates in labels/stickers)?</li> </ul>
<b>GENERAL</b>		

Are safe systems of work and procedures developed and implemented (in accordance with RCS policy/risk assessments)?		<ul style="list-style-type: none"> <li>• Safe systems of work/procedures in place and communicated?</li> </ul>
Is Personal Protective Equipment (PPE) provided and being managed/used correctly?		<ul style="list-style-type: none"> <li>• Effective PPE arrangements?</li> </ul>
Have all required actions from previous audits been closed out/escalated for attention?		Plans in place to manage/close actions identified?

**ADDITIONAL COMMENTS/ACTION PLAN:**

	Action	Owner	Date Assigned	Due Date	Comments/ Closure

<b>Date all remedial actions completed:</b>	<b>Checklist to be emailed to department head and HSW dept. at: <a href="mailto:healthandsafetydepartment@rcs.ac.uk">healthandsafetydepartment@rcs.ac.uk</a></b>	
<b>Signature:</b>	<b>Signature:</b>	<b>Date:</b>



## **SECTION 6: RULES COVERING HEALTH, SAFETY AND WELLBEING AT WORK**

### 6.1 Employee Rules – General

#### **1. WORKING PRACTICES**

You must:-

- report to management immediately any fault or damage to equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all articles etc. to their designated safe storage area when not in use.

You must not:-

- use equipment unless you have been trained and authorised to do so;

#### **2. WORKING CONDITIONS/ENVIRONMENT**

You must:-

- make proper use of any equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

#### **3. PROTECTIVE CLOTHING AND EQUIPMENT**

You must:-

- use all items of protective clothing and or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:-

- misuse or wilfully damage any item of protective clothing or equipment provided.

#### **4. FIRE PROCEDURES**

You must:-

- comply with the emergency procedures;
- report any use of firefighting equipment.

You must not:-

- obstruct any fire escape route, firefighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

## **5. VEHICLES**

You must not:-

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

## **6. MACHINERY**

You must not:-

- operate machinery for which you have not been trained;
  - interfere with any aspects of the machine provided for your safety such as guards, emergency stop controls etc.;
  - operate machinery whilst under the influence of alcohol or drugs (prescribed or otherwise);
  - operate machinery that is faulty or not operating correctly;

You must:-

- wear any Personal Protective Equipment (PPE) that has been issued to you for use on the machine;
- inform Management immediately of any fault or damage to equipment;
- comply with any risk assessment or safe working procedure provided for the machine.

## **7. ACCIDENTS/INCIDENTS**

You must:-

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must take steps to ensure the accident is reported;
- report all incidents as soon as it is practicable;
- notify any incident in which damage is caused to property or equipment;
- report the above and any identified near misses using the relevant online RCS form.

## **9. PERSONAL HEALTH**

You must:-

- report any medical condition that could affect the safety of yourself or others;

- co-operate with us in the implementation of medical and occupational health provisions.

## **10. PERSONAL HYGIENE**

You must:-

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

## **11. FIRST AID DRESSING**

Cover all cuts and sores with a waterproof plaster or dressing.

## **12. SMOKING**

Smoking is not allowed on the premises.

## **13. LIFTING and CARRYING**

Do not lift anything you believe to be beyond your personal capacity. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

## **16. WORK AREAS**

You must:-

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return tools and equipment to the correct storage area.

## **17. RULES COVERING GROSS MISCONDUCT**

You may be liable to dismissal proceedings if you are found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health, safety and wellbeing or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;

- knowingly overloading any item of lifting equipment;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

## **SECTION 6: EMPLOYEE RECOGNITION / SIGN OFF**

### 6.1 Health, Safety and Wellbeing Employee Sign Off

*[Note: The RCS shall introduce an electronic sign off process as part of its learning management system, however this form can also be used at departmental level, if required.]*

The RCS accepts its responsibilities to ensure your health, safety and wellbeing. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our health, safety and wellbeing general policy. Where more specific guidance is required, this is contained in our safe systems of work. You will receive instruction in the safe systems of work that relate to the tasks that you perform.

As an employee of the Royal Conservatoire of Scotland, I have read the general policy and associated employee rules and understand, accept and will comply with its contents as part of my contract of employment.

I understand that the RCS policy may be altered from time to time and that I will be kept informed of any changes therein through the RCS communication channels, including the RCS portal.

Signature.....

Print Name.....

Date.....

**PLEASE RETURN COMPLETED FORMS TO YOUR LINE MANAGER/HR DEPARTMENT.**

# **SECTION 7:**

## **SAMPLE FORMS**

## 7.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS SUBSTANCE INVENTORY

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Name of Substance	Form	Pack Size	Use	Supplier	Data Sheet on file?	Assessment Complete	Date

## 7.2 EMPLOYEE TRAINING RECORD

<b>Machinery/Equipment Process/Activities</b>	<b>Training given (describe)</b>	<b>Given by</b>	<b>Date deemed Competent</b>	<b>Employer's signature</b>	<b>Employee's signature</b>	<b>Date</b>



# 7.3 PERSONAL PROTECTIVE EQUIPMENT ISSUE RECORD

Name: \_\_\_\_\_

I hereby take receipt of the following:

Description	Quantity Issued	Date Issued	Issued By	Signature

I acknowledge that I have received training in the use and maintenance of the above equipment and have been told how I can obtain replacements. I agree to use the equipment in those areas designated and wherever instructed. I also accept responsibility for any loss or damage to the equipment and for reporting any defects.

Signed: .....

Date: .....

## 7.4 RESPIRATORY PROTECTIVE EQUIPMENT INSPECTION RECORD

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### Equipment Details

Equipment Type: ..... Manufacturer: .....

Description: ..... Identification No: .....

Date of examination	
Name of examiner	
Signature of examiner	
<b>Condition of Equipment:</b>	
Visual examination	
Straps	
Facepieces	
Filters	
Valves	
<b>Condition of Other Parts</b>	
Including external lines and filters	
Defects Found	
Mask	
Filters/Canisters:	
<b>Oxygen or Air Apparatus</b>	
Pressure of oxygen/air	
<b>Airline-fed Apparatus</b>	
Volume flow of supplied air	
<b>Other Information</b>	

## 7.5 WORK EQUIPMENT INSPECTION RECORD

Equipment type:.....	
Equipment name: .....	
Equipment identification no: .....	Info:.....
Location: .....	
Inspection date: ...../...../.....	Job No:.....
Inspected by:.....	Signed: .....
Position/title: .....	
Inspection details:    Visual / fundamental check                      Dismantle / testing	
Defects found :.....	
.....	
.....	
Reported to: .....	Date: ...../...../.....
Action taken: .....	
.....	
.....	
Next recommended inspection date: ...../...../.....	
Other information: .....	
.....	
.....	
.....	

## SECTION 8: DOCUMENT CONTROL INFORMATION

### 8.1 Document Control Overview

Author of Policy: Health, Safety and Wellbeing Manager

Accountability: Director of HR

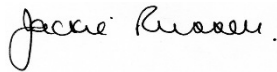
Department: Health, Safety and Wellbeing

Review requirements: Annual or as required by legislation

Committee Requirements: Major changes must be approved by Health, Safety and Wellbeing Committee, operational changes can be approved by Director of Human Resources and noted at Health, Safety and Wellbeing Committee

Current Version: V1.1

Approval Confirmed (date): 6<sup>th</sup> June 2018

Approval Confirmed (signature):  \_\_\_\_\_

### 8.2 Document Revision History

Version No.	Version Date	Prepared By	Approved By	Summary
1.1	17.05.18	L Demaison	Health, Safety and Wellbeing Committee	Formatting changed and update to job titles (HSW Manager) and addition of Document Control