

ROYAL COLLEGE OF MUSIC

Health & Safety Policy

Royal College of Music
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1.0 Health & Safety Policy Statement of Intent

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

It is RCM's policy to provide and maintain a safe and healthy work environment, safe equipment and safe work systems for all our staff and students, and to provide such information, training and supervision as is required to attain this objective. We also accept our statutory responsibility for the health & safety of others, including visitors and contractors, who may be affected by our activities.

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

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

In meeting our formal obligations, RCM requires its staff and students to take reasonable care of their own health & safety and that of their colleagues and to report any defects to the physical environment, or management arrangements, which may prejudice this.

The responsibilities and arrangements for implementing health & safety at RCM are set out within the policy and the policy statement is issued to all staff and students. The policy will be subject to regular review in the light of experience and developments in national health & safety legislation and good practice.

Signed



Professor Colin Lawson CBE
Director of the Royal College of Music

15th October 20220

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2.0 Organisation of health & safety

2.1 Responsibilities of the Council

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

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

2.2 Responsibilities of the RCM Director

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

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

2.3 Responsibilities of the Director Estates (DE)

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

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

2.4 Responsibilities of the RCM Directorate

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

2.5 Responsibilities of the Deputy Head of Estates/Facilities & Operations Manager

Both roles report to the DE for ensuring RCM complies with health & safety legislation and for managing arrangements within the RCM estate. The F&OM also takes responsibility for public licensing related to RCM. The DHE will ensure that:

- Suitable arrangements are in place for managing health & safety
- Compliance with health & safety legislation

2.6 Responsibilities of the Deputy Director

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

2.7 Responsibilities of the Health & Safety Manager

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

- Safe/compliant practice within individual departments and activities
- Ensuring compliance
- Identifying appropriate levels of training and advising on implementation
- Implementation, effective delivery and review of the RCM Health & Safety Policy

2.8 Responsibilities of managers and heads of faculty/department

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

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

2.9 Responsibilities of the RCM Health & Safety Committee

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

- To advise on the appropriateness and adequacy of the RCM health & safety organisation, arrangements and safe systems of work
- To keep under review RCM performance in relation to health & safety at work and assist in formulation of health & safety policies
- To promote co-operation between RCM staff and students in instigating, developing and carrying out measures to ensure health & safety at work

2.10 Responsibilities of staff, students, visitors and contractors

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

2.11 Organisation Chart for Health & safety

Organisation for Health & Safety

Council

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

Director

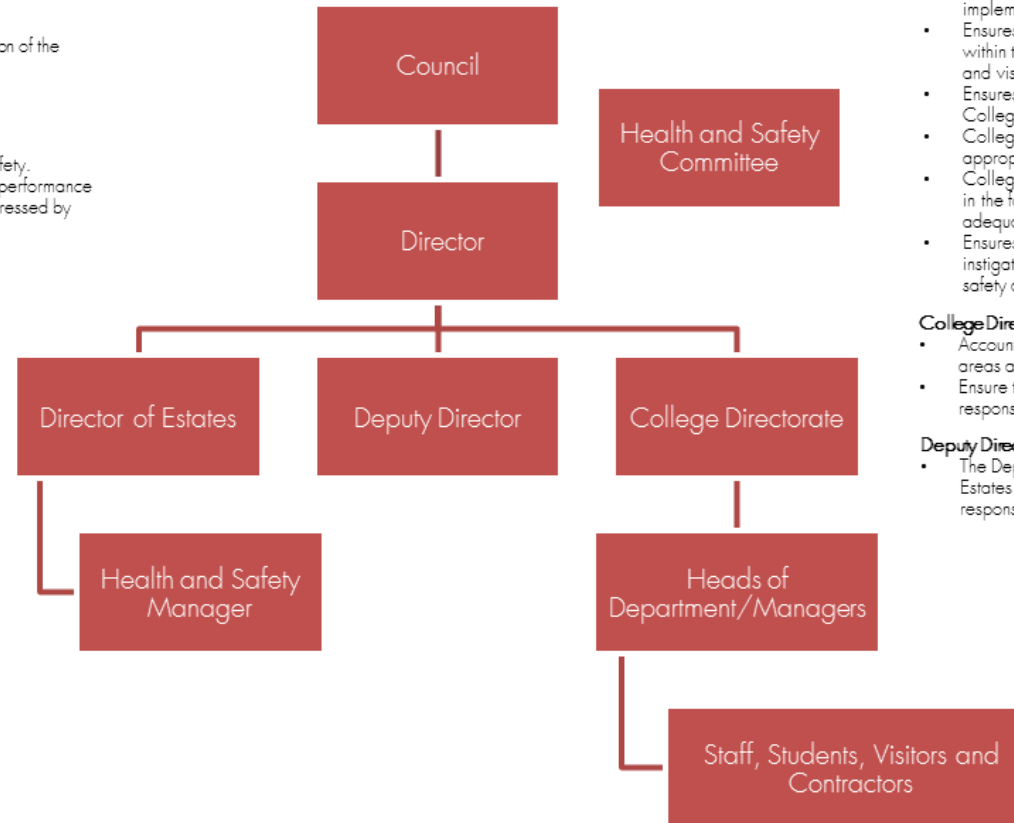
- Ensure adequate resourcing as required towards health & safety.
- Ensure regular reporting to the Council on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensure the policy is implemented and reviewed.

Director of Estates

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

Health and Safety Manager

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



Health and Safety Committee

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

College Directorate

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

Deputy Director

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

Heads of Department/Managers

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

3.0 Arrangements for Health & Safety

3.1 Fire

In accordance with requirements of the Regulatory Fire Safety Reform Order 2005; fire risk assessments have been completed for all RCM premises. These are reviewed regularly and implemented to ensure relevant controls are in place to reduce risk to life in the event of fire.

All RCM staff is briefed on procedures for fire prevention, detection and evacuation. In the event of fire evacuation, the Health & Safety Manager will act as the Senior Fire Marshal. Trained fire marshals are located throughout all RCM premises including for events and other activities outside of core hours.

The Facilities and Operations Manager will make sure that there are sufficient suitable firefighting appliances throughout RCM. All firefighting equipment will be checked weekly by facilities staff. Defects must be reported immediately and will be rectified as soon as practicable. Inspection and maintenance of all equipment will be undertaken every six months by a competent contractor. Defects will be reported immediately and will be rectified as soon as practicable.

The fire alarm is test in all buildings on a Wednesday. Fire drills are carried out at least once per annum and more frequently where required. Records of fire tests, maintenance and fire drills are kept within the fire log books. These are reviewed by the Health and Safety manager.

Due to the location of the new Courtyard building, specific fire procedures are in place in order to maintain safe fire practice. The Courtyard is located in the centre of the Prince Consort Road campus, and is adjacent to the Blomfield Building (north), South Building (south) and Amaryllis Fleming Concert Hall (west). Due to the complexity of the new building, a specific strategy is in place which explains how the site is to be operated in the event of an emergency. Primarily, the new building utilises the pre-existing escape routes via the Blomfield Building and South Building. Please note, it includes 3 no smoke vents located in the external Courtyard which are operational by LFB only.

3.1.2 Evacuation procedures

Fire notices are displayed at relevant points giving clear information for designated escape routes and actions to be implemented during a fire evacuation. All employees are briefed on fire evacuation procedures during their initial RCM induction.

3.1.3 Action to be taken if you discover a fire

- Raise alarm by using nearest fire alarm call point
- Evacuate room or other location without delay (do not stop to collect personal belongings)
- Do not attempt to use the lift
- Follow escape route as directed by fire marshals and way-finder signs and proceed to the RCM assembly area
- Fire Marshalls have been trained to assist with all evacuations and also to monitor the assembly point. Once within the assembly area remain there until it is deemed safe to re-enter the building

A full list of all trained Fire Marshalls is held by the Health and Safety Manager and this is constantly reviewed and appropriate training and refresher training is given when needed. But at least on a yearly basis.

For the Prince Consort Road campus all staff, students and visitors must assemble in the car park on Callandar Road, Imperial College. For Jay Mews all staff, students and visitors must assemble on the corner of Jay Mews and Kensington Grove. For RCM Jay Mews all staff, students and visitors must assemble in Kensington Gove – opposite the Royal Albert Hall stage door 5

3.1 Accidents

3.2.1 Accident Reporting Procedures

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

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

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

3.3 First Aid

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

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

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

3.4 Risk Assessment

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

3.4.1 Contractors

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

3.4.2 Maintenance

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

3.4.3 Department Risk Assessments

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

3.4.4 New and Expectant Mother Risk Assessment

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

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

There is a standard RCM Risk Assessment which should be completed for all activities. Risk assessment and other related health & safety templates, are filed on the RCM G Drive/Risk Assessment (**Assessment template: Appendix 5.3**). Employees training in risk assessment techniques is organised by the Health & Safety Manager.

3.5 Training

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

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

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

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

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

3.6 Manual handling

Departmental managers will eliminate manual handling wherever possible from their area of responsibility. Employees must not attempt to lift any object that is beyond their strength. The correct lifting technique must always be adopted, i.e., bending at the knees and keeping the back as straight as possible. Where required, assistance should be sought

to lift or move more heavy or awkward items. Departmental Managers must ensure sufficient training is provided for those of their staff who are required to continuously lift or move large or heavy objects. The Health & Safety Manager will arrange for this training. All manual handling injuries must be reported promptly in accordance with accident reporting procedures.

3.7 Control of contractors

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

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

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

3.8 Event management

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

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

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

3.9 Lone working

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

Lone working can occur at any time either during normal working hours or out of hours. RCM operates on a 24-hour basis, where out of hours activities take place regularly. Access by staff between different RCM buildings also exposes them to risk in a lone working capacity. Lone workers should not be at more risk than other employees. The following are examples of lone working at RCM and the procedures that need to be followed as a minimum.

3.9.1 Security and facilities staff locking up Jay Mews, RCM Jay Mews and Princes Gate Mews

- Must carry a mobile phone or radio at all times;
- Inform supervisor/colleague when going to Jay Mews and once returned;
- Be aware of potential risks;
- The last person to leave must only exit the building by a well illuminated route and must not re-enter the building to switch off lights.

3.9.2 Staff working late at RCM; Prince Consort Road/Jay Mews/RCM Jay Mews/Princes Gate Mew

- Must carry a mobile phone or radio;
- Must inform the reception staff of their location, nature of work and intended finishing time;
- Be aware of potential risks.

3.9.3 Cleaners working in Jay Mews/RCM Jay Mews/Princes Gate Mews out of normal hours

- Are informed and instructed on risk control procedures;
- Must be in contact with reception by radio;
- Must inform reception of numbers of staff working, their location, nature of work and intended finishing time;
- Must be aware of emergency procedures, means of fire escape etc.

3.9.4 Staff travelling between Prince Consort Road and Jay Mews/RCM Jay Mews/Princes Gate Mews

- Should carry a mobile phone or radio;
- Inform supervisor/colleagues intended activity between sites, and time of return

Risks associated with lone working can be; inability to summon help as a result of injury, ill health or an emergency/inability to carry out a task safely while alone and exposure to potential violence and aggression. Such staff may be exposed to risk because there is no-one to assist them with their duties, further requiring a risk assessment. When the risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or assistance should be implemented.

3.10 Noise

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

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

3.11 Engagements of new employees

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

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

3.12 Employee consultation arrangements

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

- Introduction of any measure which may substantially affect health & safety at work, for example, introduction of new equipment or new systems of work such as shift-work arrangements;
- Arrangements for appointing competent persons to help RCM comply with health & safety laws. A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet requirements of health & safety law;
- Information they must give employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- Planning and organisation of health & safety training;
- Health & safety consequences of introducing new technology.

3.13 Electrical safety

Inspection all portable electrical appliances will be completed on a regular basis by members of the Maintenance Team with the relevant qualifications having passed inspection portable appliances must be marked to indicate that they are safe to use. A visual inspection of all portable appliances will be conducted on a regular basis.

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

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

3.14 Plant and equipment

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

The Maintenance Manager will ensure that a reasonable temperature is maintained in all indoor workspaces by means of an efficient heating system in cold weather and by means of suitable blinds or other shading devices in rooms where the sun can cause excessive heat. They will also ensure that there is suitable and sufficient lighting in all areas of RCM buildings, particularly staircases and work areas.

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

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

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

3.15 Boiler and plant rooms

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

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

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

3.16 Flammable liquids

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

3.17 Asbestos

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

3.18 Control of Substances Hazardous to Health (COSHH)

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

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

- Material/substance identification and purpose;
- Potential hazard;
- Persons at risk;

- Exposure limits (where applicable);
- Precautions and protective equipment required;
- Storage and disposal requirements;
- Emergency and first aid requirements.

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

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

3.19 Personal protective equipment

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

3.20 Working at height

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

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

3.21 Display screen equipment (DSE)

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

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

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

RCM pays for eye tests at any recognised high street optician. By submission of receipts for eye tests, employees are reimbursed by RCM. HR pays £50 where employees need glasses. Check with HR about employee eye tests.

3.22 Lifts

There are eleven lifts in RCM buildings and one food hoist, all lifts are insurance inspected twice yearly r Main passenger lifts are serviced monthly, whilst DDA lifts and stage lifts are service quarterly. appropriate preventative and

remedial maintenance of lifts is undertaken to control risks to maintenance staff and others. All inspection and maintenance of lifts is carried out by approved, competent contractors.

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

3.23 Food safety

Employees should be aware of basic food hygiene requirements and assist in keeping shared kitchens areas clean. The Facilities and Operations Manager will ensure that adequate cleaning materials are available in the kitchens for employee use.

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

3.24 Automated external defibrillator (AED)

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

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

First aiders within RCM are trained to use the AED and certificates confirming training course attendance are kept on file by the Health & Safety Manager and within the HR Department. The names of trained AED users are posted on a notice beside the AED machine on reception.

3.25 Legionella

Water risk assessments of RCM buildings will be undertaken and recorded in the water log book. The legionella risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint, or where there has been a change in the named site responsible person. The risks from legionella are mitigated by basic operational controls and the following checks are recorded:

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

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

3.0 Communication of policy

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

4.0 Record keeping

The following records will be maintained and kept in the following locations:

- **Risk assessments & risk assessment compliance forms** - each department and shared G drive/risk assessments/Health & Safety Manager.
- **COSHH assessments** - Britten Theatre, Opera Workshop, Museum Workshop, Maintenance Workshop/Health & Safety Manager.
- **Fire training** - Health & Safety Manager.
- **Completed accident forms** - Health & Safety Manager.
- **Completed AED forms** - Health & Safety Manager.
- **First aid, fire, AED, manual handling, risk Assessment technique trained personnel** - Health & Safety Manager.
- **Portable electrical appliance register** - Estates Department
- **Fire equipment maintenance and training** - Estates Department Health & Safety Manager.
- **Staff training** - HR Department/Health & Safety Manager.
- **Display screen assessments** - Health & Safety Manager.
- **Issue and checks on personal protective equipment** - Projects, Estates & Facilities Department/Health & Safety Manager.
- **Issue and completion of permits to work** - Estates & Facilities Department/Health & Safety Manager.
- **Lifts** - Maintenance Manager.
- **Asbestos** -Deputy Head of Estates.
- **Minutes of Health & Safety Committee**

Last Updated – 15/10/20 – Jason Perry Deputy Head of Estates

Next review – September 2021

6.0 Appendices

6.1 Risk assessment form RA3

6.2 Standard DSE Workstation Assessment Form

6.3 New & Expectant Mother Risk Assessment Form

Appendix 1

RISK ASSESSMENT FORM RA3

DEPARTMENT	
ASSESSMENT	
TASK / OPERATION BEING ASSESSED:	

METHOD OF WORK/STATEMENT - A step by step description of the task

Give a complete step by step description of the task from the time you arrive until you finish. The more detail you add the easier it will be to identify the hazards and control measures later in this risk assessment.

SPECIFIC LEGISLATIVE REQUIREMENTS

LEVEL OF SKILL/TRAINING REQUIRED

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT USED

1 Falls from height

17 Chemicals

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK

MANUAL HANDLING RISK

Has a manual handling risk been identified?

Is the risk considered to be Low/Med/High?

Is a further detailed assessment required?

If the answer to the above question is YES, a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

Yes

No

Is training and instruction required?

Is there need for test/examination?

Is all P. P. E. compatible?

FREQUENCY OF MONITORING

N/A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD

< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed

Name

Date

Tel

Department

Appendix 2



ROYAL COLLEGE OF MUSIC

Workstation, Display Screen Equipment (DSE) Assessment.

INTRODUCTION

The Workstation/DSE risk assessment should be carried out by individual Display Screen Equipment (DSE) operators using the following manual checklist. The checklist is designed to allow an assessment of an individual's workstation/DSE to be carried out, in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992.

Once you have completed the form, please forward it to the Health & Safety Manager by email (if you can scan it) or via the internal post. The Health & Safety Manager will check the results of your assessment to see if it has identified the need to make any work station modifications. If so, they will contact you so that the required actions can be addressed.

Further assessments. A new risk assessment will need to be carried out if there is a change of equipment that you use (a new chair, display screen etc.) change of location/workstation set up, staff injury or change in staff member's physical condition.

Work through the checklist, ticking either "yes" or "no" column against each risk factor:

- "yes" answers require no further action
- "no" answers will require investigation and/or remedial action

The Health & Safety Manager will be responsible for assisting in identifying the nature of any corrective actions, and for ensuring that said actions are taken and that the relevant issues are resolved.

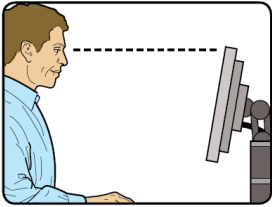
Please note that, though a characteristic of the workstation may not precisely match the advice given in the Regulations and Guidance, remedial action will not require to be applied if the user in question is satisfied with the item, and desires no change.

Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work you carry out are avoided or controlled.


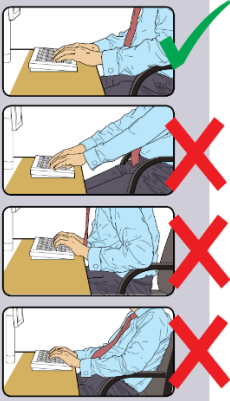
If you have any questions or concerns regarding carrying out this assessment, please do not hesitate to contact the Health & Safety Manager on extension 4745.

Name of user:	
Workstation location (campus/department/room):	
Assessment completed by:	
Assessment checked by:	
Date of assessment:	

Assessment check list

Risk factors	Tick answer Yes / No	Things to consider	Action to be taken
Display screens.			
Are the characters clear and readable? <div style="border: 1px solid black; border-radius: 10px; background-color: #ADD8E6; padding: 5px; display: inline-block; margin-bottom: 5px;">Health and safety</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #FF00FF; padding: 5px; display: inline-block;">Health and safety</div>		Make sure the screen is clean and cleaning materials are available.	
Is the text size comfortable to read?		Software settings may need adjusting to change text size.	
Is the image stable, i.e., free of flicker?		Try using different screen colours to reduce flicker, e.g., darker background and lighter text, increase refresh rate of monitor setting. If problems still exist, contact ITC. ICTHelp@rcm.ac.uk	
Is the screen's specification suitable for its intended use?		For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?		Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 		Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> • Swivel/tilt is absent or unsatisfactory • Work is intensive; and or • The user has problems getting the screen to a comfortable position. The height of the screen should be roughly at eye level. A monitor stand may be required. If using an LCD screen, ensure it is adjustable in height, alternatively use a monitor stand.	

Risk factors	Tick answer	Things to consider	Action to be taken
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	Yes / No		
Display screens continued			
<p>Is the screen free from glare and reflections?</p> 		<p>Find the source of the reflections. You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
Is the user facing the screen?		Position the screen in front of the user, to avoid any twisting.	
Are adjustable window coverings provided and in adequate condition?		Check that curtains/blinds are in good working order. If not, report to the Facilities Department. If these measures do not work, the use of an antiglare screen filter may need to be considered as a last resort.	
Keyboards.			
Is the keyboard separate from the screen?		This is a requirement, unless the task makes it impracticable, e.g. (where there is a need to use a portable computer).	
Does the keyboard tilt?		Tilt need not be built in.	
<p>Is it possible to find a comfortable keying position?</p> 		<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Keep elbows close to the body, do not overstretch the arms.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p> <p>You may find the use of a compact mini-keyboard more comfortable.</p>	
Does the user have good keyboard technique?		<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> • Hands bent up at wrist • Hitting the keys too hard • Overstretching the fingers 	
Are the characters on the keys easily readable?		<p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

Risk factors	Tick answer Yes / No	Things to consider	Action to be taken
Furniture continued.			
Can you comfortably reach all the equipment and papers you need to use?		Rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Environment.			
Is there enough room to change position and vary movement?		Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g., not too bright or too dim to work comfortably?		Users should be able to control light levels, e.g., by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g., desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?		VDUs and other equipment may dry the air. Green plants may help to increase moisture levels in the air. Circulate fresh air if possible. At a last resort, if discomfort is severe, consider a humidifier.	
Are levels of heat comfortable?		Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can you move away from the heat source.	
Are levels of noise comfortable?		Consider moving sources of noise, e.g., printers. If not, consider soundproofing.	

Have you carried out a user check (visual inspection) of the visually accessible parts of the equipment and its cable, plug and extension cable?		Carry out a user check when the equipment has been moved, work done or relocated Any faults or significant wear and tear must be reported to Maintenance/Facilities/ITC as relevant and repaired as soon as possible. Do not use any equipment if defective. Remove from operation and label "DO NOT USE FAULTY EQUIPMENT" .	
User questions.			
Are you using a portable computer frequently?		If so, reduce its use to a minimum. Alternatively, have a docking station (separate keyboard, separate screen or screen elevated, separate mouse or tracking device).	
Has the checklist covered all the problems you may be having working with the DSE?		If not please give details below	
Are you the user experiencing any discomfort or other symptoms, which may be attributed to working with the DSE?		If so, please give details below.	
Are you aware of the entitlement VDU Eyesight testing?			
Do you take regular breaks working away from DSE?		Please give details.	
Are you aware of the importance of task planning in order to provide natural breaks from DSE work?			

Thank you for taking the time to carry out the assessment and completing the form. Now this is done please return it as soon as possible to the Health & Safety Manager so that they can review the findings and act on any matters that may need to be addressed.

Again, if you have any questions or concerns regarding carrying out this assessment, please do not hesitate to contact the Health & Safety Manager on extension 4745.

Thank you.

To be completed by Health & Safety Manager.

Matters to be addressed:	Corrective actions required:	Responsible person:	Complete by:	Review date:
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Appendix 3

ROYAL COLLEGE OF MUSIC
NEW AND EXPECTANT MOTHERS - H&S ASSESSMENT

NAME OF WORKER	
DEPARTMENT	
DUE DATE	
LINE MANAGER	
DATE RISK ASSESSMENT UNDERTAKEN	

DETAILS OF ROLE UNDERTAKEN

HAZARDS	RISK n/a, Low, Medium, High	RECOMMENDATIONS / ACTION
MANUAL HANDLING. <i>Is there a requirement to carry out lifting?</i>		
WORK WITH DISPLAY SCREEN EQUIPMENT. <i>Has a Display Screen Risk Assessment been carried out?</i>		
CONTINUOUS STANDING / SITTING. <i>Is there a suitable chair to take rest breaks?</i>		
LONE / OUT OF HOURS WORKING <i>Is there a requirement for lone working?</i>		
WORKING ENVIRONMENT. <i>Are there any trip hazards? Are there adequate supplies of fresh air and drinking water?</i>		

TRAVEL <i>Can the work area be accessed by a lift?</i>		
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COMMENTS (CONTINUE OVERLEAF IF NECESSARY)

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PLEASE COMPLETE & RETURN THIS FORM TO HUMAN RESOURCES, AND IF YOU HAVE ANY QUERIES OR REQUIRE ADVICE PLEASE CONTACT THE H&S MANAGER, OR HUMAN RESOURCES