



GUILDHALL SCHOOL OF MUSIC & DRAMA

HEALTH, SAFETY & WELLBEING PLAN & POLICY

Version	Amended by	Date	Comments
1	J Poyner & P Wilson	March 2018	
2	S Miller & M Reideman	April 2019	Updates
3	M Reideman & S Miller	March 2020	Editorial

Revision Date March 2020

Reviewed by:
S Miller & M Reideman

Operations Board Approval: March 2020
Senior Management Team Approval: March 2020

Next Formal Review March 2021

TABLE OF CONTENTS

Section

1. DEPARTMENT HEALTH, SAFETY AND WELLBEING STATEMENT OF INTENT
 2. INTRODUCTION
 3. POLICY FRAMEWORK
 4. DESCRIPTION OF THE GUILDHALL SCHOOL
 5. ORGANISATION CHART
 6. ROLES AND RESPONSIBILITIES
 7. GUILDHALL SCHOOL HEALTH, SAFETY AND WELLBEING COMMITTEE
 8. ARRANGEMENTS FOR CONSULTATION AND COMMUNICATION
 9. RISK ASSESSMENT AND RISK MANAGEMENT
 10. LONE WORKING
 11. NEW AND EXPECTANT MOTHERS
 12. TRAINING
 13. WELLBEING AND STRESS MANAGEMENT
 14. WORKING FROM HEIGHT
 15. PERMIT TO WORK SYSTEM
 16. RECORDS
 17. REPORTING AND INVESTIGATING OF ACCIDENTS AND NEAR MISSES
 18. FIRST AID ARRANGEMENTS
 19. EMPLOYEES ILLNESS AT WORKS
 20. NOTIFICATION OF DEFECTS
 21. GOOD PRACTICE HOUSEKEEPING
 22. POLICY FOR SMOKING IN PRODUCTIONS
 23. ELECTRICAL AND MECHANICAL EQUIPMENT
 24. GENERAL FIRE SAFETY
 25. HAZARDOUS SUBSTANCES
 26. THEATRE SAFETY
 27. OFFICE AREAS
 28. STAFF SECURITY AND PERSONAL SAFETY
 29. CONTRACTOR BUILDING ACCESS PASSES
 30. ACCESS CONTROL SYSTEMS
 31. KEY HEALTH, SAFETY AND WELLBEING CITY OF LONDON CONTACTS
- Appendix 1 - CORPORATE HEALTH, SAFETY AND WELLBEING POLICY STATEMENT
- Appendix 2 - LEGISLATION AND COMPLIANCE ARRANGEMENTS

HEALTH, SAFETY AND WELLBEING PLAN AND POLICY

1 GUILDHALL SCHOOL DEPARTMENT STATEMENT OF INTENT

As an organisation we accept our statutory duty to ensure, as far as reasonably practicable, the health, safety and welfare at work of all our students, employees, general public, visitors, contractors and any other persons or stakeholder who may be affected by our undertakings. More than this, we recognise that effective Health and Safety management is not just “common sense” but is based on a common understanding of risks and how to control them, brought about through good management. The development of a positive School wide safety culture is essential to our continued success.

Through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health.

Our Health, Safety Plan and Policy is based on 4 “Core Values”:

- * Health and Safety is everyone’s responsibility;
- * Personal safety is our highest priority;
- * Health and Safety can, and will, be effectively managed;
- * Every work-related injury could, and should, have been prevented.

As Principal, I will ensure that our health, safety & wellbeing plan and policy is implemented through:

- * Providing active and visible leadership from the top
- * Involving our workforce, partners and stakeholders
- * Continually assessing and reviewing our performance



Principal

Date 25th November 2020

2 INTRODUCTION

This document sets out the framework for managing health, safety and wellbeing within the Guildhall School of Music and Drama. It outlines the organisation (people) and arrangements (systems) in place for managing health and safety within our departmental levels. This plan also includes the arrangements in place for the planning, organising, control, monitoring and review of prevention and protective measures.

The corporate policy, procedures, codes of practice and guidance notes on specific health and safety issues will be adopted by the School and its departments. This will ensure consistency across the City of London Corporation and avoid duplication of effort. Copies of The City of London Corporation's cross cutting safety policies, codes of practice and guidance notes are available on the City of London Intranet pages and where specific to the School can be found on the School's O: Drive under Regulations, Policies, Templates and Handbooks.

Where departments within the School have specific risks applicable to the services, they deliver these will be clarified in all local departmental plans and communicated through normal departmental mechanisms.

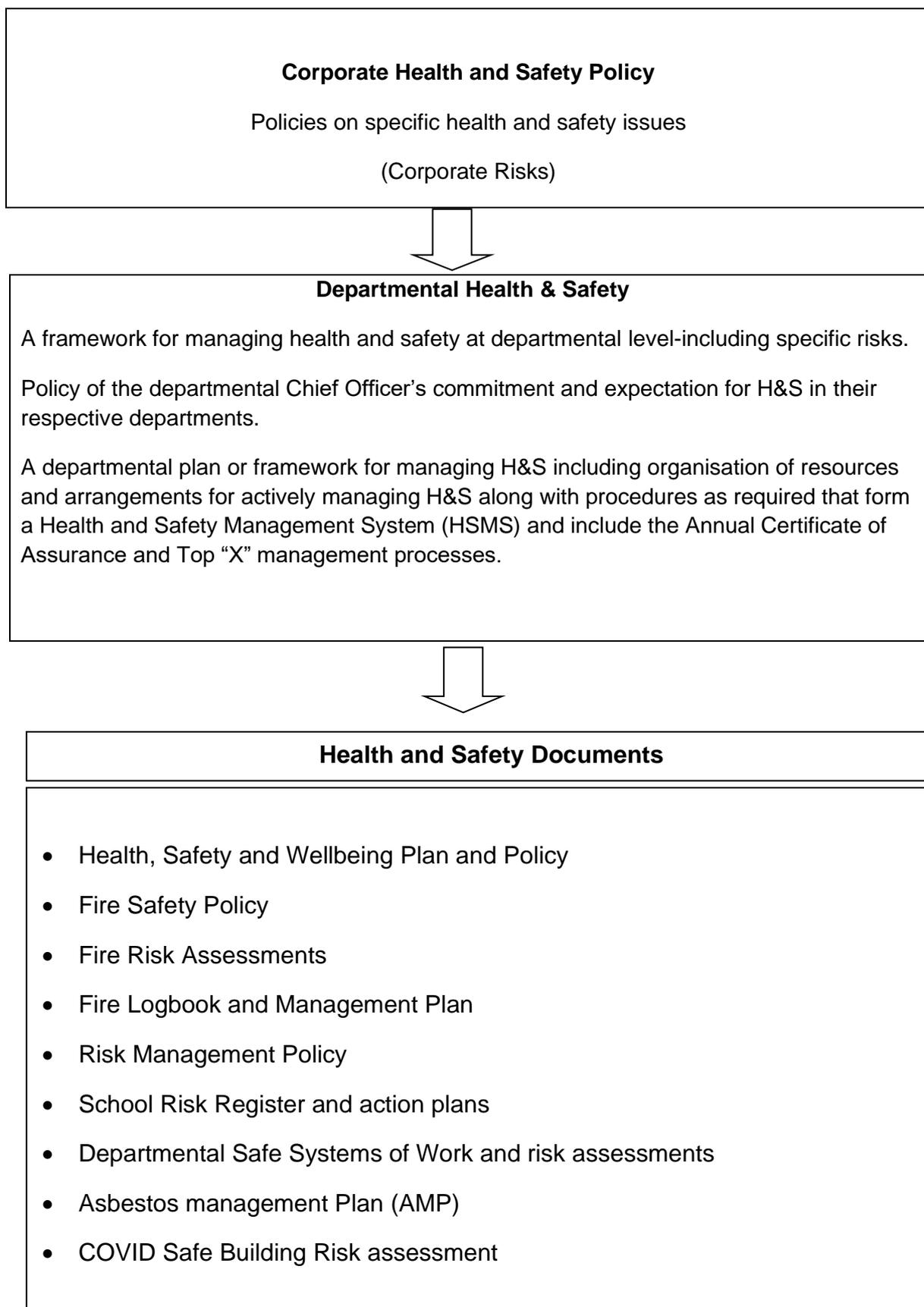
3 Description of The Guildhall School of Music and Drama

The Guildhall School of Music & Drama is one of Europe's leading conservatoires, offering musicians, actors, stage managers and theatre technicians an inspiring environment in which to develop as artists and professionals.

Some facts about The Guildhall School:

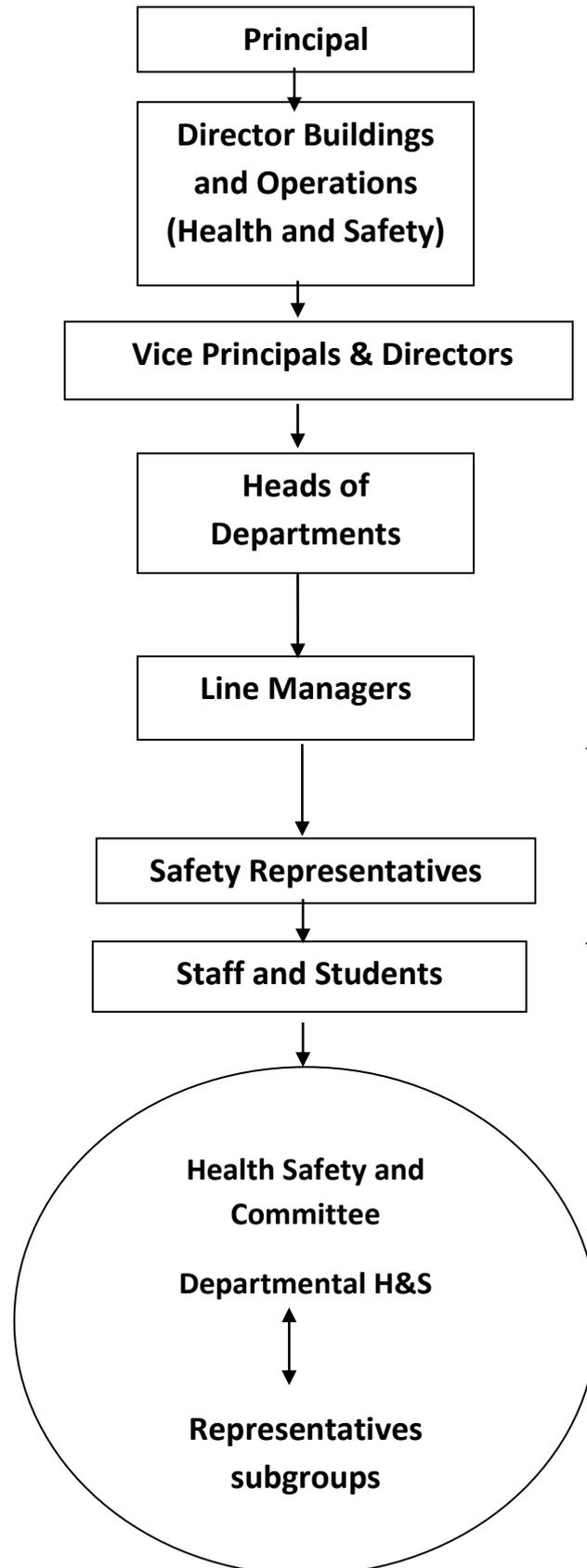
- The School first opened its doors on the 27th September 1880
- Since 1977 it has been located in the Barbican Estate.
- The Silk Street Building is home to a 196 seat Music Hall, 80 seat Lecture Recital Room and 308 seat Theatre.
- Sundial Court was added to the estate in 1995 and is principally the accommodation building for the Guildhall School, currently sleeping 176 students. It is also a significant source of revenue during the summer months when it is let out on a hostel basis.
- Milton Court is the single largest addition to the School's estate since it moved to the Barbican. Milton Court alone has increased the total square meterage of the campus by 50%.
- As well as administration and teaching facilities to accommodate the Drama Department Milton Court also houses state of the art 608 seat Concert Hall, 225 seat Theatre and 125 seat Studio Theatre, all fitted out with the very latest performance technologies.

4 POLICY FRAMEWORK



5 ORGANISATION CHART

The devolution of safety management responsibilities within the Guildhall School is summarised on the flow chart below.



6 ROLES AND RESPONSIBILITIES

Primary Responsibilities – Lynne Williams Principal

The Principal shall take primary responsibility for the implementation of this departmental Health, Safety and Wellbeing Plan and Policy and will secure adequate resources to allow the nominated Safety Director, Department Directors and Vice Principals, Heads of Department and other Managers to fulfil their duties and responsibilities under the Corporate and Departmental Health and Safety Policy and procedures.

1. Overall responsibility for Health & Safety in the School.
2. Implementation of the School's Health, Safety and Wellbeing Plan and Policy.
3. Ensure adequate resources are provided for managing safety within the School.
4. Where appropriate health and safety issues are monitored as part of the School's Covalent Risk Management Information System mitigating actions are identified and progress monitored.
5. Acquire sufficient and appropriate H&S Training for the responsibilities held and ensure all staff receive adequate H&S training in line with their own responsibilities.
6. Health and Safety be reviewed and is discussed as a standing item on Senior Management departmental agendas.
7. Appoint a strategic H&S Champion from the School Board
8. Attend the School's Health and Safety Committee at least once a year or nominate a member of the School Directorate to attend.
9. Ensure that the Health, Safety and Wellbeing Policy is developed, implemented and periodically updated with relevant legislation/CoL directives.

Directors, Heads of Department and Managers are critical to the delivery of operational safety and as such are responsible for ensuring processes and systems are implemented. Managers should attend a safety induction course that has been developed for them specifically. It is a compulsory course and attendance will be monitored within the Health and Safety Group. Staff should complete the course within 3 months of starting their role. There is a corresponding guidance note and e-learning presentation that goes with the training and these can be accessed through the Health and Safety City of London Intranet page.

Health and Safety Director (Jonathan Poyner Director of Operations and Buildings)

Act as the School's champion at strategic (Board) level for all health, safety and wellbeing matters.

1. Provide leadership in and promote responsible attitudes towards Health and Safety.
2. Attend all Corporate Safety meetings as required.
3. Report directly to the Principal on all H&S matters.
4. Acquire sufficient and appropriate H&S Training for the responsibilities held and ensure all School staff receive adequate H&S training.
5. Chair the School's Health, Safety and Wellbeing Committee or nominate a member of the Directorate or the management team.

Vice Principals & Directors

Executive Directorate members are responsible for ensuring that the Health & Safety Policy is effectively implemented in all areas under their control. However, whilst they retain responsibility, they may arrange for their line reports or assistants to carry out some of the practicalities of these duties, provided they are given the relevant training.

Directors are responsible for providing Leadership in and promote responsible attitudes towards Health and Safety practices within and around the School.

They will ensure through Heads of Department the implementation of all departmental policies and procedures and for ensuring safe systems of work within their area of control through their Management teams.

They will ensure that relevant Health & Safety responsibilities are clearly included in all management job descriptions. Where appropriate they may nominate a member of management to promote and monitor the achievement of departmental safety objectives. They will also advise the Principal and the Senior Management Team on matters within their area of responsibility.

1. Liaise with Department Heads to ensure that requirements of the School's Policy and The City of London Corporations Health and Safety Management systems are met.
2. Help to source safety products and services.
3. Report to the Principal, SMT and the Health and Safety Director on all H&S matters.
4. Acquire sufficient and appropriate H&S Training for the responsibilities held and ensure all staff receive adequate H&S training.
5. Ensure that Health and Safety is part of all departmental actions and compliance is maintained in preparation of all show productions, teaching and learning activities.
6. Health and Safety be reviewed and is discussed as a standing item on Management departmental agendas.

Heads of Department

Heads of Department are responsible for ensuring the implementation of the School's policy and procedures and for ensuring safe systems of work within their Department.

1. Be responsible for Health & Safety within their own Department.
2. Ensure adequate resources are allocated for managing safety within the Department.
3. Make certain that the Health, Safety and Wellbeing Plan & Policy is understood at all levels, that safety management responsibilities are suitably assigned and that Staff with specified responsibilities are appropriately trained and managed.
4. Provide adequate arrangements to facilitate a safe working environment.
5. Ensure that each new employee is given full fire, health & safety induction training, including precautions and procedures appropriate to their specific job. (All new members of staff will be shown the location of first aid boxes, fire exits, fire-fighting equipment (if trained to use it) and receive instructions on safe working with DSE equipment within their departments).

6. Inform all staff of procedures in place if faced with any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
7. Ensure that new students are given timely induction training, including precautions and procedures appropriate to their specific course content and activities.
Manage the risk management processes of the department and ensure the completion of all necessary risk assessments ensuring full compliance with The City of London Corporations Risk Management requirements.
8. Ensure that adequate numbers of staff are trained as General, Fire Safety and DSE Risk assessors as a minimum, pertinent to the size and activities of the department.
9. Manage the Health and Safety Assurance System of the department.
10. Make department staff aware of the Health, Safety and Wellbeing policy.
11. Ensure that any temporary employee, before a placement commences, is supplied with comprehensible information about special occupational qualifications / key skills required in order that the work can be carried out safely.
12. Keep up to date with Health & Safety matters applicable to the operations of the School.
13. Investigate accidents/incidents with the view to maintain prevention and learn lessons.
14. Ensure good housekeeping standards are applied.
15. Review periodically all new and existing equipment with reference to mechanical and operational safety and the locations of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations.
16. Carry out regular safety checks and audits (according to agreed guidelines).
17. Nominate a departmental representative(s) to take responsibility for participating in the School, Safety and Wellbeing Committee.
18. Periodically appraise the effectiveness of Health and Safety practice within the Department and ensure that any necessary changes are proposed and implemented.
19. Ensure all visitors to the department are made aware of emergency exits and procedures. Ensuring that Visitors are escorted through vulnerable areas, and hosting department is responsible for them at all times.
20. That all visitors to the Department are allocated with visitor passes as appropriate ensuring return to the Facilities Department for such passes.
21. Acquire sufficient and appropriate H&S Training for the responsibilities held and ensure all staff receives adequate H&S training.

Departmental Managers

Departmental Managers are responsible for the implementation of this plan and policy on an operational basis and any departmental plans and the development of any safe systems of work as required in the workplace. As such they are responsible for ensuring that work activities are assessed, planned and organised, to reduce risks to the lowest level reasonably practicable.

Departmental Managers shall encourage accident/incident and near miss reporting and bring to the attention of senior management any health and safety concerns within their teams or division. Concerns for H&S can also be raised via Safety representatives or direct attendance at the School's quarterly H&S Committee meetings.

1. Take a direct interest in the School's Health, Safety and Wellbeing policy and plan, in particular to matters relating to their department and support all persons who implement it.
2. Provide adequate resources to ensure a safe working environment.
3. Ensure the Health, Safety and Wellbeing Policy is understood at all levels, that safety management responsibilities are suitably assigned and that all staff with specified responsibilities are appropriately trained and managed.
4. Provide adequate arrangements to facilitate a safe working environment.

5. Arrange equipment and appropriate methods of working to ensure safety, including risk assessments and the maintenance of appropriate records.
6. Provide safe arrangements for the handling, storage and movement of materials, equipment and substances in line with risk assessments and safe working practices.
7. Supply sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety.
8. Inspect and maintain or report to the person responsible all equipment failures/use such as lighting, blocked passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and effectiveness. (School's Fire Safety Policy refers to specific post holders and their responsibilities)
9. Ensure that staff for which they are responsible are aware of procedures in place to deal with serious or imminent danger.
10. Attend safety meetings as directed.
11. Acquire sufficient and appropriate H&S Training for the responsibilities held and ensure all staff receives adequate H&S training.

All Employees

All employees have a duty of care to do everything they can to prevent injury to themselves, their fellow employees and students and others affected by their actions or omissions at work. They are expected to follow the Guildhall School of Music & Drama's procedures, in particular, to report any incidents that have or may have led to injury or damage.

They must also follow the procedures laid down for safety and ensure they only carry out tasks for which they have been trained for and that they identify, and request training needs to maintain their competence. They must ensure that, for any hazards affecting them, they know and understand their role in the implementation of the risk control measures that they have been trained on.

1. Comply with all safety regulations and instructions relating to their work or study.
2. All employees should ensure that they use equipment provided only in accordance with the training that they have received, inform their manager or supervisor about any faults, serious or imminent danger, and also report any other shortcomings that they see in the protection arrangements.
3. If their manager or a supervisor is not available, employees may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and unavoidable danger.
4. Any employee, who is faced with a conflict between the demands of safety and his or her job, should stop work. The matter should be raised as soon as possible with a manager or supervisor. Work may then be resumed, after the danger has ceased or has been dealt with.

Casual workers employed will be controlled, so far as is reasonably practicable, as though they are employees of the department.

All Students

All students have a duty of care to do everything they can to prevent injury to themselves, their fellow students, employees and others affected by their actions or omissions at work. They are expected to follow the Guildhall School of Music & Drama's procedures, in particular, to report any incidents that have or may have led to injury or damage.

They must also follow the procedures laid down for safety and ensure they only carry out tasks for which they have been trained for and that they identify, and request training to maintain their competence. They must ensure that, for any hazards affecting them, they know and understand their role in the implementation of the risk control measures that they have been trained on.

1. Comply with all safety regulations and instructions relating to their work or study;
2. All students should ensure that they use equipment provided only in accordance with the training that they have received, inform their manager or supervisor about any faults, serious or imminent danger, and also report any other shortcomings that they see in the protection arrangements.
3. In the event of a student being exposed to serious, imminent or unavoidable danger, if their supervisor is not available, students will stop work and immediately proceed to a place of safety.
4. Any student, who is faced with a conflict between the demands of safety and his or her job, should stop work. The matter should be raised as soon as possible with a manager or supervisor. Work may then be resumed, after the danger has ceased or has been dealt with.
5. Sundial Court Residents are also required to read the Health and Safety section within the Sundial Court Information Pack.

Contractors

It is a condition of contract that all organisations supplying contractual services to the Guildhall School will ensure that a copy of their Health, Safety and Wellbeing Policy and all other relevant documentation is held by the Facilities Department or nominated representative, and will ensure that the required standards of the contractor apply to all of their employees who work within the Guildhall School's premises.

There is also a requirement for all contractors to be provided with copies of the Guildhall School's Health, Safety and Wellbeing Plan & Policy and any relevant risk assessments/method statements.

Contractors must comply with the following general rules:

- All Contractors engaged by the School have a responsibility to carry out their work in a safe manner with regard to their own staff, sub-contractors, School Staff, Students and premises, and other users of the School.
- Alcoholic beverages and drugs, other than those correctly prescribed, must not be brought on site or consumed on site.
- ensure that the Contractors are competent to carry out their work;
- adequately inform contractors as to the risks which may be present in the work area concerned;

- Smoking is prohibited in all areas within the Guildhall School buildings.
- Any form of gambling or betting is prohibited.
- All equipment brought onto and/or used on site must be of an appropriate standard, correctly maintained and in good and safe condition.
- All Health & Safety and other relevant signs must be obeyed.
- Only authorised personnel are permitted on the site; children are not permitted on the site place of work.
- Contractors must be fully aware of all evacuation procedures relating to fire and bomb alerts.

The Projects Manager and Facilities Managers are responsible for:

- Ensuring all Contractors are site inducted on the health and safety requirement for the building they are working in.
- Ensure that contractors receive and understand the Asbestos Register/Plan and permits to work are completed as required and follow procedures for hot works.
- Monitoring activities being undertaken to ensure compliance with health and safety procedures for both parties.
- Ensuring full accountability of signing in the Contractors Logbook located at Silk Street Reception is adhered to by all contractors.
- Contractor supply their COVID safe risk assessment for working in school buildings and receive instruction on the School COVID safe requirements

Unions

The Guildhall School recognises Safety Representatives appointed by the UNITE- and GMB unions. The Guildhall School generally, and Heads of Departments in particular, will cooperate fully in safety matters with such employee representatives and provide them, where necessary, with sufficient facilities to enable them to act effectively in this function.

The Theatre

Special responsibilities apply to the theatre. These are explained in the **Theatre Safety section (PAGE 27)**

7 GUILDHALL SCHOOL HEALTH, SAFETY AND WELLBEING COMMITTEE

The City of London has set up a main Health, Safety and Wellbeing Committee, which represents key risk departments. Recognised unions and sub-committee representatives attend this. On an operating departmental level, the Guildhall School has set up the Guildhall School of Music & Drama Health, Safety and Wellbeing Committee.

The role and function of the Committee is an advisory and co-ordinating one and will make recommendations to management and to departments throughout the Guildhall School on Health & Safety issues where appropriate.

Minutes of Committee meetings are made available on the Guildhall School's Intranet.

Policy Monitoring and Review

The Committee will review the operation of this policy on a termly basis, and update responsibilities and arrangements where appropriate. Material changes to the policy will be approved by the School's Operations Board.

As part of an on-going process of monitoring this Policy and its effective implementation, a programme of audits will be carried out. Inspections of Health & Safety activities, safe systems of work, compliance with and adequacy of procedures will be carried out in every department/area at termly intervals.

An up to date contact list for the Health & Safety Committee will be displayed on prominent notice boards throughout the Guildhall School.

The Committee is composed of representatives drawn from Management and Staff and meetings are held once per academic term.

1.	Chair	Principal's nominee (Deputy Head of Audience Experience & Operations Manager)
2.	Deputy Chair	Facilities Contracts Manager
3.	Student Accommodation, Catering, Cleaning & Security	Appointed Facilities Manager/Centre Manager (Health & Safety)
4.	Audio Visual	Audio Visual Manager
5.	Drama Division	Head of Technical Theatre
6.	Drama Division	Head of Performance Venues
7.	Drama Division	Head of Production
8.	Drama Division	Head of Production Arts and Drama Administration
9.	Student Affairs	Health & Welfare Manager
10.	Music Department	Music events Co-ordinator
11.	Opera/Vocal dept.	Music Administrator
12.	Junior Guildhall	Head of Junior Music Programmes
13.	Library	Assistant Librarian
14.	Engineering	Building Services Supervisor
16.	GMB Representative	Facilities
17.	Student Union	SU President

Health & Safety officers from the Town Clerk's and City Surveyor's Departments of the City of London Corporation are invited as ex-officio members.

18	CoL Fire Officer	CoL Fire Safety Advisor City Surveyors Department
19	CoL Health, Safety & Wellbeing	CoL Health, Safety and Wellbeing Manager Town Clerk's Department

8 ARRANGEMENTS FOR CONSULTATION AND COMMUNICATION

Effective internal communication is essential for Health and Safety procedures/policies to be understood and consistently implemented. Consultation with employees will be carried out on matters to do with Health and Safety at work, including any change which may substantially affect their health, safety at work. This consultation can take place through the Head of Department, HR Representatives or Via the H&S Committee.

Local Induction

All new staff will complete the Guildhall School Induction programme. This information will be arranged and managed by the HR department. Local departmental Managers must ensure that an orientation of the staff members own department is undertaken on their first day of starting their employment and must include any risk assessments specific to their posts and an overview of evacuation procedures from their place of work.

The induction programme must include: -

ITEM	RECEIVE	VERBAL
Health, Safety and Wellbeing Policy and Plan	Available on Intranet	Informed on induction
Fire Safety Policy	Available on Intranet	Informed on induction
First Aid Provision	Available on Intranet	Informed on induction
Accident/Incident Reporting	Available on Intranet	Informed on induction
Display Screen Assessment Undertaken by DSE Assessor	Available on Intranet	Informed on induction
Near Miss reporting procedures.	Available on Intranet	Informed on induction
Location of Welfare Facilities	Rest rooms Milton Court – Staff Room Silk Street -	Informed on induction
Local Department		
Fire evacuation routes	During induction.	Shown for relevant area
Risk Assessments for the posts of the department	Dept Files	Shown and explained
Any Post-Specific Guidance, e.g. Lone Workers Security	Dept Files/Procedures	Informed
Safety Representative or approved trade union reps.		Informed/introduced
Local welfare facilities		Informed/Shown
Departmental training needs	Dept files/procedures	Informed and explained

9 RISK ASSESSMENT AND RISK MANAGEMENT

The Management of Health & Safety at Work Regulations 1999 requires that foreseeable risks to the Health & Safety of employees should be identified and assessed. In the case of the Guildhall School, this applies to students as well. When the risks are considered unacceptable, they must be eliminated or reduced to an acceptable level by implementation of control measures. A number of other Regulations with up-dated amendments have similar specific requirements such as the Health & Safety (Display Screen Equipment) Regulations 1992, the Manual Handling Operations Regulations 1992, and the Control of Substances Hazardous to Health Regulations (as amended) 2002.

Each Director is responsible for ensuring that relevant risk assessments are carried out in his/her department. An appropriate number of risk assessors will be identified in each department, relevant to its size and the nature of activity taking place. Named individuals will then be nominated to carry out assessments at the appropriate intervals, and space made in their timetables to enable them to carry out this duty.

A list of the assessor(s) in each department will be held and kept up to date by the Facilities or nominated representative. Written records of assessments will be produced in accordance with the City Corporation's Codes of Practice and Pro-formas. Such records will include identifying any groups of employees and/or students especially at risk. Records will be kept in each department, with copies held by the Head of Facilities or nominated representative. Assessments will be reviewed usually on an annual basis or when a job changes, or when new equipment or materials are introduced rendering the assessment invalid.

10 LONE WORKING

Lone workers are those who work by themselves without close or direct supervision e.g. In a small workshop or working alone for long hours or outside of normal office hours such as Engineers or dedicated night staff. Lone working also includes employees working away from their fixed base (peripatetic workers)". *Col Lone Working Guidance HSG 19 refers.*

All Heads of Department should ensure that where staff are required to carry out their duties as "Lone Workers" they:

- Produce a suitable Risk assessment taking into account the person, location and circumstances of the work. Some tasks must NOT involve lone working such as Work from Height.
- That there are policies and procedures in place to prevent data loss, corruption or theft.
- A system for monitoring lone workers is in place in the same way as traditional workers.
- Have working procedures in place so that it is known where employees are at any time while in the School or at home.
- Any staff member working alone within school buildings, outside of normal business hours for their department should advise the Duty Facilities Manager of the fact and then when they are departing.

Silk Street: 020 7382 7194 Ext 7818

Duty Manager Mobile 07768801562

Milton Court: 0207 382 4141 ext 3003

Duty Manager Mobile 07912 292 056

11 NEW AND EXPECTANT MOTHERS.

All Heads of Department/Line Managers are required to conduct a risk assessment for their employees, which should also include any specific risks to females of childbearing age who could become pregnant and any new risks to new and expectant mothers, however, until Managers have received written notification from the new or expectant mothers they are not obliged to take any action other than those resulting from the risk assessment for all their employees.

Managers should ask for a certificate from a GP or midwife (Mat B1) confirming the pregnancy. Please contact HR for further advice. Some examples of common risks are:

- lifting/carrying of heavy loads
- standing or sitting for long lengths of time
- Work related stress
- Workstations not being set up properly and posture
- Exposure to radioactive material
- Threat of violence in the workplace
- Long working hours
- Excessively noisy workplaces
- Excessive vibration
- Exposure to infectious diseases
- Chemical handling
- Exposure to cigarette smoke
- High or Low Temperatures
- Lone Working
- Work at heights
- Long travelling distances from home to work.

12 TRAINING

Instruction in safe working methods and adherence to these methods is amongst the duties of Heads of Department in ensuring that steps are taken to improve unsafe conditions.

Employee training in Health, Safety and Wellbeing matters must be provided in each area, as necessary to their work situation. Adequate information must be available to all staff and students in the use of equipment, including government publications as necessary.

HEALTH AND SAFETY TRAINING

Staff should undergo Health & Safety training specific to their job roles. The training needs to be part of a structured programme:

Training courses may include:

Basic H&S (Induction)

Manual Handling

DSE (Display Screen Equipment (DSE) Assessors)

COSHH Risk Assessment

Electrical Safety

Lift Truck Operation
Working at Height
Risk Assessors
IOSH Working Safely
ISOH Managing Safely
IOSH Safety for Executives and Directors
NEBOSH General Certificate
NEBOSH National Diploma
NEBOSH Fire Safety
Asbestos Awareness
Construction & Design Management

It is acknowledged that all Staff will require supplementary training; this will be arranged as necessary by HR through the Head of Department.

Managers and Supervisors are selected for their competence. They receive instruction in their respective health, safety and welfare management roles. Regular meetings should be held with all departmental managers. These enable discussion of general issues affecting safety.

Senior Management Team Training

All Vice Principals & Directors and Heads of Staff should receive H&S training relevant to the responsibilities outlined in this Plan and Policy Document- Such as IOSH Managing Safely, IOSH Risk Management or IOSH Safety for Senior Executives and Directors.

13 WELLBEING AND STRESS MANAGEMENT

The City of London Corporation is committed to protecting the health, safety and welfare of staff and workplace stress falls within this area. Guidance: Individual Stress Risk Assessment HSG28 refers

Responsibilities

All Managers should ensure good communications with staff to develop openness and honesty, particularly during organisational change. In addition, they should: ensure staff are fully trained to carry out their duties (and provided with meaningful development opportunities); monitor workload, working hours, overtime and annual leave to ensure that staff are not unreasonably overloaded or overworked on a sustained basis.

Corporate HR are responsible for: -

- * providing specialist advice and awareness training on stress
- * keep the Health, Safety and Wellbeing Committee up to date of any changes in relation to this area.

GSMD and Barbican Centre HR are responsible for advice/support on the COL Policy and this Plan/Policy (especially during change programmes): -

- * supporting staff via OH who are affected by stress and advise them and their management on a planned return to work where they have been off sick.
- * identifying and booking training requirements;

- * administration of the HSE risk assessment as it is implemented;
- * additional support to staff who are experiencing stress both within and outside of work.

Tackling personal stress is an individual's responsibility, and staff should raise concerns with managers. In addition, staff must take reasonable care of their own health and safety and this includes minimising /eradicating stress at work and at home and engaging in counselling where appropriate.

Guidance on Wellbeing/Stress

There are clear benefits to preventing work-related stress:

- * quality of working life: employees feel happier at work and perform better.
- * management of change-introducing a new system or new patterns of work are easier when 'stress' is managed effectively
- * employment relations: problems can be resolved at work.
- * attendance and sickness: attendance levels go up and sickness absence goes down.

Every effort should be focused on preventing work-related stress, supporting employees, where possible, who may be experiencing stress outside work. This guidance can also be used to develop actions to support employees who have returned to work following a period of stress related absence.

STUDENT SUPPORT

Student Affairs offers a range of assistance encompassing provision for health care, professional counselling, student welfare advice, learning support and financial advice.

Student Affairs also provides confidential advice and support to students with disabilities and pastoral care for all students. The Student Life Officer provides support for International students and can offer information on local places of worship and accommodation matters

14 WORKING AT HEIGHT

Risk Assessments

In all cases a risk assessment should be carried out for all work at height activities, adopting the safe work at height hierarchical approach of Avoidance, Prevention and Mitigation, including ladder working, and should assess all associated hazards and risks, to include methods for access to and egress from the workplace, suitability of personnel and prevailing site conditions.

Avoidance

Every effort should be made to avoid work at heights by exploring other means to perform the tasks. This could include, where reasonably practicable, assembly of structures at ground/stage level.

Prevention of Falls

Where avoiding work at height is not reasonably practicable, suitable and sufficient measures should be taken to prevent workers and equipment from falling distance liable to cause personal injury. This may be achieved by employing suitable installations and work equipment, such as permanent/temporary guard rails, ladders work platforms edge protection and MEW's (Mobile elevated working platform, i.e. a cherry picker or scissor lift)

Minimise

In the event that the risk of falling still exists steps should be taken to minimise the distance and consequences of the fall.

This should first be approached by exploring collective fall protection e.g. safety nets, safety harnesses, safety mats etc. before opting for PPE, which should always be a last resort and justified within the risk assessment, on the grounds that no other safe means are reasonably practicable.

Access, Egress at Places of work

In order to prevent falls from occurring adequate walkways and platforms should ideally be provided to allow safe access and a safe place of work. Platforms and access routes should be:-

- * Strong, secure and stable enough to support the required loads.
- * Located on even and non-yielding surfaces
- * Of adequate size and dimensions to accommodate the worker and work equipment.
- * Free of trip hazards and obstructions.
- * Fitted with adequate edge and floor protection.
- * Where there is a risk of falling from openings, collective protection and or PPE should be utilised.
- * Provided with effective anti-slip surfaces.

15 PERMIT TO WORK SYSTEM

What is a Permit to Work (PTW)

A permit to work is a formal written system for an operation which is high risk by definition and requires strict control measures to be in place and managed throughout that particular aspect of the job.

The PTW specifies the hazards present and precautions to be taken and forms one part of a safe system of work.

A PTW should not normally be used for carrying out routine daily operational activities.

Types of work requiring PTW:

- * Working with or near live electricity
- * Working with hazardous substances
- * Working with asbestos
- * Working with high pressure systems
- * Working at height
- * Working in confined spaces
- * Work involving hot work e.g. welding
- * Work involving construction activities e.g. excavations or clearing contaminated land.

What does a PTW contain

- * Permit Title, Date and Duration of permit (Usually 24 hours)
- * Job location and description of work to be done.
- * Plant identification
- * Hazard Identification
- * Precautions necessary
- * Personal Protective Equipment (PPE)
- * Authorisation / restrictions
- * Acceptance confirming understanding that all the above has been explained to all workers involved.

What to do when signing off a PTW

- * Hand back/ Completion signed by the acceptor certifying the work is complete and signed by the issuer certifying the work is ready for testing and re-commissioning.
- * Cancellation of the permit certifying the work has been tested and plant satisfactorily re-commissioned; or
- * Notification that the task is incomplete necessitating additional arrangements which can include additional permit to work.

Safe Systems of Work

Developing an operating procedure or safe working practice

Where risk assessment dictates, or wherever a specific system of work is required to ensure safety, such safe system of work will be developed by managers using the following format:

1. Where the safe system of work related to a specific risk assessment, the risk assessment reference number will be recorded;
2. The activity, equipment and/or environment that requires a safe system of work will be specified;

3. The hazards associated with that activity, equipment and/or environment will be defined;
4. The risk associated with those will be defined, including how those risks could manifest themselves (e.g. “inhalation of fumes generated during the mixing of...”);
5. Any relevant statutory requirements will be identified, including the source (e.g. “Workplace (Health, Safety and Welfare) Regulations: Barriers with minimum height of 1100mm and maximum gap between rails of 450mm to be installed...”);
6. Any specialist equipment needed to achieve the required control will be listed;
7. If a specific procedure is required to ensure that risks are controlled, it will be detailed as a step-by-step procedure;
8. All checks and monitors required to ensure that the safe system is effective will be specified;
9. Any specific competence and/or training required by operative and/or their managers will be specified;
10. Any PPE needed by those involved will be specified.

Completed safe systems of work will be stored in the departments file within the public H&S folder.

16 RECORDS

The Head of Engineering shall maintain a register of all inspections and maintenance activities and a record of actions with regard to correction of defects.

17 REPORTING AND INVESTIGATING OF ACCIDENTS AND NEAR MISSES

Accident prevention is a high priority for everyone at the Guildhall School. Whenever an accident or incident occurs it will be fully investigated, and action taken as soon as possible to prevent or minimise the likelihood of a recurrence. A file of Accident Records and statistics will be kept for discussion at Health, Safety and Wellbeing meetings and to monitor trends.

Legal duties regarding accident reporting exist, and these make it important that prompt and accurate investigation and reporting take place. All accidents regardless of who is involved must be reported to the Corporations Accident/Incident Reporting Service

- **Reporting of the Accident or Incident or Near Miss on the “SANTIA” system- 029 20 855 605 (reportline@santiaconsulting.com) / by scanning the QR code displayed on H & S notice boards / completing the online accident reporting form at <https://colreportline.info-exchange.com/Incidents/>**
- **All accidents** must be reported as soon as possible to the Duty Facilities Manager.
- The Duty Facilities Manager or First Aid Responder or nominated staff member will contact SANTIA with the immediate details as soon as possible after dealing with the accident/incident, and complete the investigation report
- The Duty Facilities Manager or appropriate Line Manager will take immediate action as required (e.g. carrying out an inspection of the area where the accident took place, if appropriate). The DFM/Line Manager must note such action and findings on the Investigation Report Form
- Once reported to SANTIA it will be assessed whether the accident or incident is reportable under RIDDOR 2013 (Reporting of injuries, Diseases, and Dangerous Occurrences Regulations) and SANTIA will initiate the reporting procedure if required.

- The HR Department will maintain all the Statutory Accident Report Records for the Guildhall School Staff and Students (Copies of accidents can be provided by the Facilities Department).

REPORTABLE ACCIDENTS PROCEDURE (RIDDORS)

Should a serious accident/incident occur (e.g. Death, Loss of Limb, Dangerous Occurrence) within the Guildhall School that is automatically reportable to the Health and Safety Executive, the Duty Facilities Managers are to adhere to the following procedure:

- Contact **SANTIA on 029 20 855 605** with full details- The **SANTIA** operator will initiate the RIDDOR process.
- Contact one of the following in order listed if the accident is of a serious life-threatening nature, inform and seek advice.

JONATHON POYNER Mobile: 07712 427834

SHEREE MILLER Mobile: 07710 701497

In all other circumstances the Duty Facilities Manager should assess the situation and advise the above as necessary either at the time or at the next available working day. If in doubt do not hesitate in making contact to seek advice.

**** If at any time there is any issue with contacting SANTIA direct to report the accident/incident contact should be made via the following to report under RIDDOR:***

HEALTH & SAFETY EXECUTIVE (IF SANTIA UNAVAILABLE)

The HSE out of hours contact arrangements:

WWW.hse.gov.uk/contact/outofhours.htm

Duty Officer: 0151 922 9235 (17.30-08.30) or if unavailable:

Duty Press Officer 0151 922 1221

At all other times:

HSE Incident Contact Centre Tel No. 0845 300 9923 (08.30-17.00).

For all serious accidents, The City of London Health, Safety and Wellbeing Manager should also be informed ASAP regardless of the hour

Justin Tyas Health and Safety Manager (People). Guildhall (Tie line 54) Ext. 1440

Out of hour's mobile no. 07795 684794

TBA Advisor (People). (Tie Line 54) Ext 3307

Examples of reportable accidents are:

- Death-Work related
- Injury to any person other than an employee at work (Members of the public) requiring removal to Hospital from the scene of the accident.
- Fractures, other than to fingers, thumbs and toes.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment
- Amputations
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:

Leads to hypothermia or heat-induced illness or

Requires resuscitation or admittance to hospital for more than 24 hours

- Over Seven-day injury-does not include day of injury. Has to be reported within 15 days of accident.
- Disease-Work-related-includes:
 - *Carpal tunnel syndrome
 - *Severe cramp of the hand or forearm
 - *Occupational dermatitis
 - *Hand-arm vibration syndrome
 - *Occupational asthma
 - *Tendonitis or tenosynovitis of the hand or forearm
 - * Any occupational cancer
 - *Any disease attributed to an occupational exposure to a biological agent
- Dangerous Occurrence- Building Collapse, machinery explosion, electrical fire/explosion.
- Major Incident requiring immediate public statement from HSE or Government Minister.
- (If in doubt seek advice)

18 FIRST AID ARRANGEMENTS

The City of London as employer is under a general duty to provide a safe place of work. To assist in compliance with this duty, the Guildhall School has made provision for first aid facilities for employees, contractors, students and visitors to the Guildhall School.

1. Names of first aiders and other relevant first aid information are provided on notices on each floor. All members of the Facilities Team are fully trained first aiders.

Correctly stocked first aid boxes are located at various positions. The replenishment of boxes is carried out by the Facilities Team.

2. In the event of an accident, injury or sudden illness, staff should contact one of the First Aiders. They will assess the situation (danger to themselves and others) and remove any power source or offending equipment and administer first aid as well as deciding on whether further expert attention is required. First Aiders should keep records of any treatment given.
3. The trained First Aiders at the Guildhall School have completed a 3-day FAW approved training course and passed an examination. The legal requirement is that a two-day refresher course followed by an examination must be attended every three years. Training details of First Aiders is kept in the Facilities Department and by the Training Division at the Guildhall. These requirements are prescribed in the Health & Safety (First Aid) Regulations 1981 and associated Approved Code of Practice.

19 EMPLOYEES ILLNESS AT WORK

Employees who are feeling unwell should report to their direct line manager. If necessary, the nearest First Aider should be summoned, who will advise on the best course of action, including attending a General Practitioner or the nearest Accident & Emergency Department. For on-going work-related ill health or illness affecting work performance, employees should be referred to the City of London's Occupational Health Department via the Guildhall School's HR Manager, in accordance with guidance procedures arranged by the City of London.

20 NOTIFICATION OF DEFECTS

It is the responsibility of all employees and students to report defects in building fabric or equipment without delay to either their direct line manager or tutor. All potentially unsafe machines or parts will be withdrawn from use until the faults are fully rectified.

21 GOOD PRACTICE AND HOUSEKEEPING

- Hurrying and forgetfulness causes many accidents. Do not run-down steps. Do use handrails going up or down stairs.
- Watch out for others coming around a blind corner or opening doors quickly.
- Leaving lower filing drawers open can cause trips and falls. Please make sure they are closed.
- Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be held down with cable tidies, since they are major trip hazards.
- Ensure that floor areas are well lit and free of obstruction.
- Spilled hot or cold drinks should be cleaned up immediately.
- Pointed objects such as pens, pencils, letter openers etc. should be carefully stored to avoid puncture wounds.

- Horseplay, including, throwing objects out of the windows, is unacceptable behaviour.
- Storage of items should be kept neat and tidy. Shelves should not be overloaded and be at an appropriate height for the user.
- Do not attempt to obtain items beyond your reach. Use ladders/ stepping stools where appropriate. Do not climb on shelves, chairs or any makeshift device.

22 POLICY FOR SMOKING IN PRODUCTIONS

On the 1st July 2007 The Smoke-Free (Premises and Enforcement) Regulations 2006 came into force in England making virtually all enclosed public spaces and workplaces in England smoke free. A smoke free England ensures a healthier environment, so everyone can socialise, relax, travel, shop and work free from second-hand smoke.

The law includes a limited exemption for performers. Where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, the part of the premises in which that person performs will not be required to be smoke free **for the performer only. The exemption does not apply to rehearsals.**

- Smoking will be kept to a minimum in all productions and no performer will be put in a position where they feel obliged to smoke.
- Non-smokers and those trying to give up smoking will not be expected to smoke in productions. The Director of Drama and Head of Opera Studies will each keep a list of non-smokers, which will be updated termly.
- Actors will be asked by the Director of Drama and singers by the Head of Opera Studies whether they are willing to smoke if a part explicitly requires it. This will take place before casting is announced.
- Stage Management and Technical Theatre students will be asked by the Director of Technical Theatre if they are willing to work on productions involving smoking. If they are unwilling, when it is known in advance that there will be smoking in a production, they will not be allocated to such productions.
- In cases where members of staff indicate that they prefer not to attend performances that involve smoking, every effort will be made, by careful management and scheduling, to obviate the need for them to do so. In cases where this becomes unavoidable, e.g. because a student needs to be assessed and a performance is the only opportunity to do so, the School will make personal protective equipment available to the affected member(s) of staff.
- Herbal cigarettes, or other safer alternatives, will be used wherever possible and artistically practical. Stage management will confirm with all those connected with the production what type of cigarettes they would prefer to be used.
- Guildhall School operates a no smoking policy in all its buildings. Smoking in rehearsals is not allowed. It will only be allowed during open dresses, previews and performances and when the exemption from the Regulations referred to above is being applied.
- If known at the time, the possibility of there being smoking in a production will be mentioned in the termly diary and/or events guide, and the box office will be advised so that patrons can be warned prior to purchasing tickets. Notices will be placed in the foyer and at the entrances to the performance space stating that smoking is part of the action of the piece.
- The lighting and extinguishing of cigarettes will form part of the risk assessment. If artistically appropriate, ashtrays with water, sand or similar material will be used. Fire extinguishers will always be available when smoking is taking place. A member of the

technical team will be designated as Fire Officer for the production with a responsibility for monitoring naked flame and intervening if necessary.

- This policy will form part of the briefing of Directors of productions.

23 ELECTRICAL AND MECHANICAL EQUIPMENT

All electrical equipment is subject to periodic checks in accordance with the Electricity at Work Regulations 1989, and Health & Safety Guidance. These checks will normally be carried out by the joint Guildhall School/Barbican Centre Engineering Department, Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Electrical equipment that has been tested will have a sticker label that states when it was tested, by whom and an asset number. If this sticker is missing the equipment should not be used and it should be reported to the Engineering Dept.

Remember that liquids are conductors of electricity and their association with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses etc., would make the shock more severe. Therefore:

- a. Never touch electrical equipment with wet/damp hands, move any electrical equipment without disconnecting it from the mains, or make electrical repairs or do other electrical work unless you are an authorised person.
- b. ALWAYS switch off all equipment when not required, unless continuous operation is necessary and/or instructed otherwise. Report any defective DSE equipment to the IT Helpdesk, ext. 7870, and report all other faulty electrical equipment to the Engineering Department, ext. 7222.
- c. All users, including students, should inspect visually all electrical equipment prior to use. If in any doubt it should NOT BE USED and reported to the person responsible for the immediate area.
- d. All potentially dangerous plant and machinery will be mechanically serviced at suitable intervals, and appropriate records kept.
- e. Electrical extension leads can be a potential cause of tripping hazards and, if damaged, could cause fires. Their usage should be avoided as far as possible, and then only as a temporary measure.

24 GENERAL FIRE SAFETY

See the School's Fire Safety Policy

25 HAZARDOUS SUBSTANCES

In order to comply with the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH), and other associated regulations and Approved Codes of Practice, the Guildhall School will ensure the safe storage, transport, handling and disposal of all substances and materials on site.

A register of all hazardous substances must be held in each department comprising the hazard safety data sheets that are obtained from suppliers, together with an index. These data sheets must be used in departmental risk assessments, and as guidance for the training of both staff and students.

All hazardous substances must be kept in lockable cupboards with restricted key access, and the data sheets must be followed in determining the exact conditions and environment in

which each hazardous substance should be stored e.g. Some substances should be stored at low temperature and flammable substances must be stored in metal cupboards.

26 THEATRE SAFETY

The Technical Theatre Department undertakes risk assessments for the Theatre and produces codes of practice and instructions for the control of routine Health & Safety risks. However, many non-routine risks may be involved with each new performance. It is the duty of the Production Manager to take overall control and to draw-up a risk assessment for each production. This should take account of the risks that may affect staff, students and visiting members of the public. It should also address the foreseeable risks during building, fit up, rehearsals, performance and striking. This risk assessment should be reviewed, revised or added to as necessary as the production progresses.

The designers, directors and other members of the creative team are reminded of their duties under Section 3 of the Health and Safety at Work Act 1974 to ensure that they work to minimise the risks of injury and/or adverse effects on health to staff, students (including performers) and audience members at all times during the rehearsal, production and performance process. The Production Manager will be responsible for accepting, modifying or rejecting the set design, depending on whether it been designed in accordance with Section 6 of the Act.

All parties are required to co-operate on Health & Safety matters, and to be aware of the guidelines set out in the HSE Joint Advisory Committee for Broadcasting and Performing Arts

Leaflet 'Facts for Freelancers' or any successor document, as well as Guildhall School Policies, Codes of Practice and Method Statements.

27 OFFICE AREAS

The main problems highlighted through risk assessment in office areas are that of computer workstations. The Guildhall School of Music and Drama attends to this problem by adhering to the Health & Safety (Display Screen Equipment) Regulations 1992, and the Manual Handling Operations Regulations 1992 (as amended in 2002) in an on-going programme of assessment throughout office areas. All staff are required to complete the CoL DSE online course as part of their induction and each department is required to appoint a DSE champion.

28 STAFF SECURITY AND PERSONAL SAFETY

The Guildhall School is a large building with much of the building open to the public at some stage during most days.

The danger of theft from individuals or of the City's property will always be high. All staff must contribute to their own safety and security as well as that of others, by following a few basic principles.

- a) When leaving the workplace, always ensure windows are closed and doors are locked.

- b) Carry valuable personal items you. Never leave them unattended unless they are securely locked away.
- c) Always wear your personal identity card and be prepared to challenge strangers about their identity.
- d) Always report anything suspicious. Call the Duty Facilities Manager, ext 7194/7818, who will investigate.
- e) Inform the Facilities Team when you are working late. Remember to keep doors and windows locked.
- f) Always accompany visitors to the offices, particularly if you do not know them.

29 CONTRACTOR PASSES

All contractors commencing work at the Guildhall School must report to Silk Street Reception or Milton Court Stage Door to obtain a security pass. On completion of works the pass should be returned to Silk Street Reception or Milton Court Stage Door.

Passes must be worn at all times by the contractors; failure to do will result in the contractor being asked to leave the premises.

30 ACCESS CONTROL SYSTEM

The Guildhall School has an electronic access control system throughout its buildings. Cards are presented to readers at entry points to the Guildhall School's buildings and access is granted appropriately. All staff/ students are issued with an Access Card. This card is also used as an ID card, library card, catering discount card and revenue card (students only). It is also required by students to book practice rooms. Students' cards also carry their student i.d. number.

The loss or theft of an access card could enable unauthorised access to the Guildhall School.

Access cards are for personal use only and are not to be loaned or given to anyone, including other staff. All losses of access cards must be reported to the Facilities Department, **Facilities Manager on ext 7194/7818 as soon as possible.**

Staff/students that leave the Guildhall School must be relieved of their access card and any keys they may have, on their last working day, by the relevant Head of Department. All these items must be returned to Facilities.

Anyone found to be abusing this system or any other School property will be subject to the Guildhall School's disciplinary procedures.

31 KEY CONTACTS CITY OF LONDON

Peter Dempsey, H&S Manager (Property)
 Justin Tyas, HS Wellbeing Manager (People) 020 7332 1440
 David Renshaw H&S Advisor (Water Hygiene and Asbestos)
 Terence Short, Fire Safety Advisor

Appendix 1

CORPORATE HEALTH, SAFETY AND WELLBEING POLICY STATEMENT

Safety isn't separate from our business. It's central to everything we do. Each and every one of us must put safety at the heart of what we do in delivering our excellent services. If we do this together we can all keep the City working safely, for our visitors and our workforce.

Putting safety at the centre of everything does not mean placing obstacles in the way of progress; it's more about the behaviour displayed by our staff in discharging their responsibilities.

Being open and honest.

We all have a duty to report and share information. It's not just accidents and emergencies that need to be recorded, but also those close calls or near misses. Getting that feedback means we will learn and hopefully prevent any accidents and let us get better at what we do.

Let's understand what went wrong, why it went wrong, and how we can make improvements.

Working with others.

Although I maintain ultimate responsibility, I have delegated duties to the Chief Officers to ensure that they have their own Departmental Management Systems and Policies bespoke and risk profiled to their services, which; will detail their commitment and arrangements as necessary, identify specific targets and provide a measure of monitoring to gauge their performance.

Safety isn't just a personal responsibility, our managers, our health and safety coordinators, the trade unions and external partners such as contractors and suppliers, all have a critical role in delivering safety.

Embracing safety.

It can be easy for people to see safety as getting in the way and slowing us down. The truth is that working safely improves productivity, efficiency and can often deliver substantial savings. This alone should align our business objectives to ensure safety is used to drive and deliver savings and preventing waste.

Communicating clearly.

As a unique and complex organisation we need to make sure that people understand what they need to do to stay safe, and so, our processes, safe systems of work and basic rules are much more likely to be remembered and adhered to if they are presented in a clear and uncomplicated way.

Trust your instincts

If something doesn't feel safe, the chances are it's not. So, don't do it, stop the job and speak up. If you see others doing something that feels risky, stop them and report it. Short cuts are often when accidents happen. So don't take them. I don't believe in a blame culture within the City of London Corporation. I do believe, however, that only by working as a team, with people taking responsibility, pride and acting professionally in their roles, to ensure they work safely, will we be able to foster a positive safety culture across the City of London Corporation.

Signed: Town Clerk & Chief Executive

Appendix 2

LEGISLATION COMPLIANCE REQUIREMENTS

Risk Assessments, Codes of Safe Practice and instructional and other documents will be drawn by departments as extensions of departmental safety policies and should be issued as appropriate to the staff and students. Such documents must deal with:

- Fire Safety Policy
- City of London First Aid Guidance
- Business Continuity and major Incident Plan which includes pandemic
- Risk Management Procedures.
- City of London Guidance/Policy Documents: Stress, Physical and Verbal Abuse
- City of London Health, Safety and Wellbeing Policy

Acts:

- Health and Safety at Work Act 1974
- Regulatory Reform Order (RRO) (Fire Safety) 2005
- Corporate Manslaughter and Corporate Homicide Act 2007
- The Work and Families Act 2006
- Health and Safety (Offences) Act 2008 (W.e.f 16/1/09)
- Data Protection Act 1998
- GDPR Act 2018
- Employment Act 2008
- The Safeguarding of Vulnerable Groups Act 2009. (as amended by
- Protection of Freedoms Act 2012
- Equality Act 2010
- Food Safety Act 1990

Regulations:

- Workplace (Health, Safety & Welfare) 92
- H&S (Consultation with Employees) 96
- Management of Health and Safety at Work 99
- Construction (Design & Management) (CDM) 2015
- Manual Handling Operations 92 (as amended 2002)
- Provision & Use of Work Equipment 98
- Lifting Operations & Lifting Equipment 98
- Personal Protective Equipment 92 +Occupational Safety and Health (P.P.E) Regs 2012
- Electricity at Work 89
- Control of Noise 2005
- Control of Substances Hazardous to Health 2002 (as amended)
- H&S (First Aid) 1981
- H&S (Display Screen Equipment) 92 and 2002 amendment.
- Reporting of Injuries Diseases & Dangerous Occurrences 2013 (RIDDOR)
- Working Time 98
- H& S (Safety Signs and Signals) 96
- Control of Asbestos Regulations 2012
- Control of Lead at Work 2002
- Food Safety 95

- Employment Equality (Religion or Belief) 2003
- Waste Electrical and Electrical Equipment (WEEE) 2015
- Flexible Working (Eligibility, Complaints and Remedies) 2014
- The Information and Consultation of Employees Regulations 2004
- The Sex Discrimination Act 1975 (amendment) Regulations 2008
- Maternity and Parental Leave etc. and the Paternity and Adoption Leave (Amendment) Regs 2014
- Work at Height (Amendment) 2007
- Confined Spaces 1997
- Waste electrical and electronic equipment regulations 2014

- Maternity and paternity leave regulations 2015

And any other associated Approved Code of Practice (CoPs) and Association of British Theatre Technicians guidance in relation to the above.