

School of Communication Arts

Health & Safety Policy

Last Reviewed: October 2025

Review period: 12 months

Next Review: September 2026

Owner: Health and Safety Lead, Marcia Miller

Health and Safety Policy for School of Communication Arts

Health and safety at Work Act 1974

The purpose of this policy is to provide adequate control of the health and safety risks arising from school / work activities;

Our statement of general policy is:

- To provide adequate control of health & safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety
- To provide and maintain a safe environment and equipment
- To provide safe and healthy working conditions
- To review and revise this policy at regular intervals

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all staff and students.

All learners, apprentices, employees and volunteers are made aware of the health and safety policy via the following:

- Induction and enrolment
- Training
- Policy statement on website

Management Responsibilities

Director & Safeguarding Lead

The Director (Marc Lewis) has overall responsibility for the implementation of the Company's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. All concerns and incidents are reported to the Safeguarding lead who is responsible for ensuring learners are safe in the school environment.

School of Communication Arts Management

SCA Managers are wholly accountable to the Director for the implementation and monitoring of the policy within the area of their specified responsibility.

Designated Safeguarding Lead

The DSL is a nominated manager responsible for coordinating effective health and safety policies and controls across the organisation.

The DSL is responsible for:

- the production and maintenance of the Company's policy and ensuring guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The DSL also acts on behalf of the Director, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;

Procedure for reporting accidents and/or ill health

Employees, students, contractors and visitors – Should report any accidents or ill health as soon as possible to Marcia (Safeguarding Officer) who will provide advice, guidance and record where necessary to report any incidents.

Apprentices and learners – The same procedure as above should be followed, and where any remedial action is required by employers, this will be made known to Marcia who will coordinate remedial action as required.

Specific Workplace Responsibilities

Responsibilities

1. Overall and final responsibility for health and safety is that of

Marc Lewis, Dean, School of Communication Arts

2. Day-to-day responsibility for ensuring the policy is put into practice is delegated to

Marcia Miller

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name	Responsibility
Marcia Miller	Employee Training, Workplace Regulations, Risk Assessments, First Aid

All students, employees volunteers and non-employees must;

- Co-operate with managers on health and safety matters
- Not interfere with anything provided to safeguard health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate staff member

Health and safety advice is available from;

Marcia Miller - Safety Officer

Accidents, first aid and work-related ill-health

The first aid box is kept at

The SC Management Office

SCA First Aid Officers

Marcia Miller

Emergency procedures – fire and evacuation

Marcia Miller is the SCA Fire Marshall.

Marcia along with the 3Space is responsible for ensuring the fire risk assessment is

undertaken and escape routes are implemented.

Escape routes are checked weekly by:

Marcia Miller - Fire Marshall

Fire extinguishers are maintained and checked by; 3Space

Alarms are tested by; Everyweek by 3Space

Emergency evacuation will be tested every - **6 months**

Health and Safety Management Process

SCA believes that consideration of the health, safety and welfare of staff, learners and apprentices is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives are adopted as required standards within the School. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met as part of day-to-day management.

If unpredictable health and safety issues arise during the year, the company director will assess

the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Health, Safety and Welfare guidelines

It shall be the responsibility of the managers to bring to the attention of all members of staff and where appropriate learners & apprentices the provisions of the guidelines, and to consult with appropriate Health and Safety lead about the updating of these guidelines.

Identification of Health and Safety Hazards

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

Training

Health and Safety training shall be incorporated within training programmes, as part of the development of a systematic training plan. Health and Safety training needs will therefore be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules; this includes training relevant to learners and apprentices
- As part of student induction for students and apprentices, basic training will be given to acquaint them fully with requirements and hazards.

First Aid

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

Fire

The Company Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated at the premises. The company director delegates these responsibilities to staff.

In addition, the Company will nominate a Fire Officer (this may be the Safety Officer or someone external) who will:

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports

Health and Safety and the individual employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves and of any other person to whom may be affected by their acts and omissions' and co-operate with management to enable them to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

People working on the company premises not employed by the company

Persons working at the SCA premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

Visitors and members of the Public

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety

and Welfare of visitors to SCA will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform SCA management. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to overreact to a situation.

Contractors

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working at SCA will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform SCA management immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

Policy Statement

School of Communication Arts recognises and accepts full responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, learners and visitors.

Good Health and safety management will be an integral part of the way in which the business operates and will be considered across all work activities.

SCA will:

Apply and communicate sensible risk management and safe working practices, these will include:

- Regular assessment of hazards and associated risks.
- Implementing preventative and protective control measures against those risks to an acceptable level.
- Monitoring of the effectiveness of these measures to be carried out by the director and management team.
- Provision of information, instruction, training to all staff.

- Review of risk assessments, policies, procedures and practices at regular intervals and when additional information is provided by government changes.
- Maintain an appropriate hygiene and cleaning regime.

Staff must take personal responsibility to ensure that they have fully read and adhere to the policy to protect their own safety and knowledge.

The most up to date Health & safety policy document is available on the SCA website.
