

Sunningwell School of Art

Health and Safety Policy.

1. Policy Statement

Sunningwell School of Art (SSOA) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and freelance workers, students, visitors, and all other users of the school and its activities. (Here referred to as 'Members'.) In accordance with the provisions of the Health and Safety at Work Act 1974 and associated legislation, SSOA seeks to establish safe working practices for all.

- SSOA will establish and maintain effective organisational structures and processes to ensure compliance with its statutory obligations and the delivery of best practice and continuous improvement.
- SSOA recognises that the Administrative and Artistic Directors along with the I.T. and Facilities Coordinator have specific duties and responsibilities regarding the implementation of the Health and Safety Policy. The Directors will ensure that employees and freelance workers and other Members carry out their duties in terms of SSOA's Health and Safety Policy.
- SSOA will undertake effective risk management and prioritise actions accordingly, to minimise risks and establish safe working practices which ensure an inclusive and accessible environment wherever possible.
- SSOA considers occupational health and safety the individual responsibility of each person at the school. Individuals are responsible for their own occupational health and safety as well as that of others who may be affected by their acts or omissions. Individuals must co-operate with SSOA in all matters regarding occupational health and safety.
- The Health and Safety Policy at SSOA is communicated to all employees and freelance workers and students and other relevant persons via any applicable induction process and as an integral part of ongoing educational activities. In addition, SSOA's website will publish a copy of this policy.
- SSOA will provide, so far as is reasonably practicable and/or relevant, health and safety information, instruction and training to support objectives and, in doing so, ensure that employees and freelance workers, students and other relevant persons know how to work safely and without risks to health.
- SSOA will ensure that an appropriate and adequate level of resources will be made available to support the implementation of health and safety action plans and priorities.
- SSOA will monitor and review its performance and systems regularly and will ensure that measures are taken to comply with statutory developments. This policy will be reviewed annually, confirmed by the Directors, and reported to the Board of Trustees.

X Signature X

Artistic Director, Sunningwell School of Art

X Date X

2. ORGANISATIONAL HEALTH AND SAFETY RESPONSIBILITIES.

*The Trustees and Directors have the overall responsibility, so far as is reasonably practicable, for all matters of health and safety at SSOA. The Directors, in carrying out these duties, are accountable to the Trustees. The Directors, or the person nominated by the Directors or Trustees will:

- Demonstrate leadership and engagement by ensuring health and safety issues form an important and integral part of the strategic aims of the School.
- Ensure health and safety at work is encompassed into role responsibilities at SSOA.
- Ensure resources are made available to allow effective implementation of occupational safety and health policy.
- Monitor and review occupational safety and health progress at the School.
- Approve policy and ensure that the aims and objectives of SSOA's Health and Safety Policy are communicated to the Trustees.

The Directors

The Administrative Director and Artistic Director

The Administrative Director and the Artistic Director are accountable to the Trustees and ensure that SSOA's Health and Safety Policy is implemented, so far as is reasonably practicable, within their area of responsibility and control. Their duties include but are not limited to:

- Demonstrating personal leadership by defining arrangements and management structures for the local organisation of health and safety issues and communicating these to all Members so that they are aware of, and are able to fulfil, their responsibilities.
- Ensuring that health and safety objectives set by the Trustees are carried out, performance standards are met, and effective monitoring and review takes place.
- Maintaining awareness of relevant legislation, standards and best practice.
- Assisting with accident investigations and taking remedial action where appropriate.
- Delivering a safe working environment for staff, tutors, students and visitors to the School.
- Approving policy in accordance with current SSOA arrangements and procedures.
- Ensuring that a programme of risk assessments relating to SSA activities is in place and that the significant findings are communicated to relevant staff.
- Ensuring that necessary information, instruction, supervision and training is provided where appropriate.
- Ensuring that SSOA's Health and Safety Policy is effectively communicated to Members including all new students, tutors and staff.
- Monitoring and reviewing standards annually.
- Clearly defining arrangements for the in-house management of occupational safety and health, including establishing procedures and designating responsibilities as appropriate.

Employees and Freelance Workers

Employees and freelance workers are accountable to, and must cooperate with, their line managers in terms of health and safety at SSOA. Each employee and freelance worker has a legal duty under the Health and Safety at Work Act 1974 and a personal duty in terms of SSOA policy to take

reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. Employees and freelance workers must not disregard, interfere or misuse anything provided in the interests of health and safety and they have a duty to report any relevant health and safety incidents to their line manager.

Students, Visitors and Other Members.

Health and safety is both a collective and individual responsibility for all persons affected by the activities of SSOA. Students, visitors and others have a duty to adhere to SSOA's policies and procedures and to co-operate with SSA in occupational safety and health matters. Each person must take reasonable care of their own health and safety but also that of others who may be affected by their acts or omissions. Students, visitors and other members must not disregard, interfere or misuse anything provided in the interests of safety and health and, further, they should report any relevant safety and health incidents to a staff member.