



**SCHOOL OF MEDIA, ARTS AND HUMANITIES
(Formerly School of Media, Film & Music Policy,
interim document to be reviewed)**

Health and Safety Policy

January 2019

REVIEW DATE: January 2020

Head of School Statement

It is our intent to demonstrate an ongoing and determined commitment to maintaining a safe working environment for all School members throughout our organisation. The School of Media, Arts and Humanities will ensure the health and safety at work for our staff, students and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation. Application of good practice in health and safety is recognised as being a keed as beingasll comply with the

What to do in an emergency

First Aid

The University has appointed persons for First Aid. There is a First Aid box outside the School Office (SB220) in Silverstone. The name of the appointed person and location of the first aid box appear on the School's Health & Safety notice board. The appointed First Aider can deal with minor first aid incidents.

For major first aid incidents, call the central security switchboard on **3333** (external or mobile 01273 873333) who will co-ordinate the emergency response. **Do not dial 999** for ambulances/fire brigade etc, otherwise valuable time can be wasted for emergency vehicles getting lost on campus.

Fire Precautions

There is a procedure for ensuring safe and speedy evacuation in the event of the fire alarm sounding. If the fire alarm sounds:-

- Leave what you are doing, close all windows and doors
- Exit the building promptly by the quickest safest route. Do not use the lifts when evacuating the building.
- Congregate by the nearest Assembly Point, a green sign with a white tick.
- Do not re-enter the building until permitted to do so. If you have any students or visitors with you, take them outside as well.

There are fire wardens appointed for each corridor in buildings. They are responsible for ensuring safe and speedy evacuation whenever the fire alarm sounds, and then reporting to the Fire Marshall, at the Assembly Point. A list of fire wardens is posted on the Health and Safety noticeboard.

Role & Responsibilities

Please see **Appendix A**.

Head of School

The Head of School has overall responsibility for ensuring health, safety and wellbeing in the School and ensures there is a Health and Safety management system in place upheld by the School.

Health and Safety Coordinators

The Health and Safety Coordinators facilitate the Health and Safety management system within the School, informing School members about the processes and systems. They collate information regarding Health and Safety indicators and are a first point of contact for members of staff with safety concerns.

Principal Investigators, Academic and Professional Services (Administrative and Technical) Supervisors

Academic and Professional Services staff will have a level of management responsibility over the employees, visitors or students involved. They will need to ensure that:

- i. relevant health and safety information is available for staff, students, contractors and/or visitors within their area
- ii. an appropriate risk assessment is undertaken before work (including undergraduate and postgraduate project work) with hazardous substances, articles or equipment, or in potentially unsafe environments, is started

- iii. health and safety precautions identified by their risk assessments are in place and that a safe system of work (safe working procedure) is provided and maintained
- iv. training needs of staff and students are identified by risk assessment of practical work and routine or project work. Appropriate mandatory training programmes must then be put in place
- v. accidents resulting in injury,