



Tp46 82eSnS

2. Organisation and Responsibilities

2.1 **The Governing Board** carries and accepts ultimate responsibility for the discharge of The Court's duties and will be informed of any major health and safety concerns by The Court's Director.

2.2 **The Director of The Court**: the Governing Board has delegated the

3. Arrangements for Health and Safety

- 3.1 **The Courtauld's Health and Safety Manual** supplements this policy and is based on current best practice and standards to ensure compliance with the law. The manual contains health and safety guidance and codes of practice covering all relevant health and safety risks. The standards set by the Health and Safety Manual should be complied with at all times.

The Health and Safety Manual is written and maintained by the Health and Safety Advisor who will seek advice from both internal and external

hazardous substances, manual handling and computer workstations will be kept under periodic review, by departmental managers with additional advice and support provided by the Radiation Protection Advisor and Health and Safety Advisor.

3.8 **Maintenance and testing of electrical equipment** will be undertaken by annual portable equipment testing and five-year fixed electrical wire testing.

3.9 **Permit to work system:** Preventative Mechanical and Electrical Maintenance provider is required to operate safe working practices relating to both their own designated staff on site including those of their sub-contractors via the implementation and use of Permits to Work.

3.10 **Provision of adequate welfare facilities, personal protective equipment and health and safety training for staff,** will be monitored and kept under period review by the Health and Safety Advisor in conjunction with the Human Resources Manager and Facilities Manager.

3.11 For membership and Terms of Reference of the Health and Safety Committee see Appendix 1 and 2.

4. Health and Safety Performance and Review

4.1 Reactive Monitoring

All reported accidents and incidents will be reviewed and followed up by managers, including accidents or incidents reportable to the HSE (the Health and Safety Executive) under the RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1992). A summary of all reported incidents will be provided to and thus, considered at each the Health and Safety Committee.

4.2 Proactive Monitoring

4.2.1 Safety Inspections and Audits of the Workplace will be undertaken regularly, i.e. at least once annually and or where there are significant changes to working practices and or layouts as a result of but not limited to departmental reorganisations and moves. The purpose of safety inspections and audits is to monitor and measure safety performance against legal requirements and accepted standards of good practice, including those set out in codes of practice.

Appendix 1

The Health and Safety Committee Membership 2016/2017

Chair

Director of Operations

Robert Thorpe

Ex officio:

Facilities Manager

Anthony Tyrrell

Accommodation and Bookings Officer

Minnie Nabali

Health and Safety Advisor

Post vacant

Head of Human Resources

Anjum Saad

Nominated Members:

1 UCU Representative

Anthony Hopkins

1 UNISON Representative

Pia Rainey

Ùċ å^} • qM q } Ä^] !^•^} œã^

Tennessee Williams

Dept. of Conversation and Technology

Dr. Christina Young

Dept. of History of Art

Prof. Christine Stevenson

Administrative staff

TBC

Visitor Services and Operations Manager

Caireen McGinn

Public Programm13.95 E[])TJETBT1 0 0 1 377.95 3m13.95 E[])O/eubli or Ser 3m1BT1

Appendix 2

Terms of Reference

1. To promote a high standard of health, safety and security throughout The Courtauld Institute of Art.
2. To recommend policy developments in relation to health, safety and security to the Governing Board, via the Senior Management Team.
3. To advise the Director of any actions considered to be necessary, to