



# Health and Safety Policy and Procedure

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## Policy

### 1 Health and Safety Policy Statement

The Council, as the governing body of the Architectural Association School of Architecture (AA), and the senior management of the AA believe that the health, safety and welfare of its students, staff, visitors, and contractors are one of their highest priorities. The AA commits itself to risk management, as well as to high and effective standards of health and safety through regular reviews of the Health and Safety Policy, whilst ensuring the delivery of a world-class education.

It is the general policy of the AA that its students, staff, visitors, and contractors comply with the requirements of the Health and Safety at Work Act 1974 and relevant health and safety procedures contained within the AA Health and Safety Manual maintained by the Health and Safety Compliance Officer. To achieve this, the Council will ensure there are adequate resources to fulfil its commitment to health and safety and will review, at least annually, this policy. The Council will obtain regular assurance through the reports received by the Estates and Infrastructure Committee from the Health and Safety Compliance Officer, that the Health and Safety Policy is effective, and its goals are being fulfilled. Senior management will ensure the policy is effectively implemented across the AA's premises and in its day-to-day work, including:

- Developing arrangements that prevent, as far as is reasonably practicable, injury, ill-health, or damage, including the development of policies and procedures;
- Ensuring that health and safety responsibilities are made clear to Line Managers through training, applicable policies, and procedures and within their job description where a line manager has specific health and safety responsibilities;
- Providing and maintaining a safe and healthy environment for work and study;
- Providing and maintaining plant, machinery and systems of work and study that meet relevant safety standards and minimise risks, as far as is reasonably practicable, to those using them;
- Ensuring that risk assessments are completed prior to activities being undertaken which present health and safety risks to staff, students, visitors and contractors, and the appropriate control measures are implemented to manage identified risks;

- Providing such information, instruction, training, and supervision as is reasonably necessary to enable students, staff, visitors, and contractors to make informed decisions that support a healthy and safe working environment;
- Ensuring that systems are in place to monitor and communicate on health and safety;
- Encouraging a culture where all staff, students, visitors, and contractors take responsibility to promote and visibly demonstrate a positive safety culture based on shared values, beliefs and expected behaviours to ensure effective delivery of this Policy.

Signed by: 

Catherine du Toit

President of AA Council

Date: 20 November 2023

## 2 Record of Periodic Review of Health and Safety Policy

The Architectural Association's Health and Safety Policy and Statement are reviewed at least annually by the Council.

The Health and Safety Manual contains a number of procedures that support the fulfilment of the policy. The Manual is maintained and reviewed at least annually by the Health and Safety Compliance Officer. Health and Safety records are maintained by the Health and Safety Compliance Office to ensure that the AA meets its statutory requirements and fulfils good practice relevant to the AA as a higher education institution and charity.

The below record should be endorsed by all persons who carry out these periodic reviews (including Health and Safety Consultants).

1	2	3	4	5
DATE	WAS THIS A FULL REVIEW OF HEALTH & SAFETY POLICY AND PROCEDURES? Y/N	NAME OF REVIEWER(S)	NEW SAFETY POLICY STATEMENT Approved and signed by President	POLICY APPROVED AND ADOPTED BY THE COUNCIL
March 2022	YES	OMAR ZAHID	YES	
March 2023	YES	OMAR ZAHID	YES	
November 2023	YES	OMAR ZAHID (Health and Safety Compliance Officer) With Louise Wilkins (Company Secretary)	20.11.23	20.11.23

# Procedure

## 3 Introduction

The Council will ensure there are appropriate resources available to provide a safe work and study environment at the AA.

Responsibility for overseeing the implementation of health and safety measures rests with the senior management team (SMT). The Head of Estates and Facilities and the Health and Safety Compliance Officer have specific responsibilities in respect of health and safety across the AA.

The role of the Head of Estates & Facilities is to supervise the Health and Safety Compliance Officer in ensuring legislative and regulatory requirements (see paragraph 7) are being met and to advise the School Director of any meaningful concerns relating to health and safety, including changes to legal requirements, risks, mitigation measures and resource requirements. The role of the Health and Safety Compliance Officer is set out below.

## 4 Health and Safety Management Structure (all AA sites)

The Council has overall responsibility for the adoption of appropriate policies and resources available to support the effective implementation of this policy. The SMT are accountable to Council for the implementation of the policy.

The School Director has appointed a Head of Estates & Facilities whose role includes responsibility for health and safety standards and practices within the AA at the operational level and is the line manager of the Health and Safety Compliance Officer.

The Health and Safety Compliance Officer is responsible for working with heads of department to communicate relevant information regarding statutory and internal policy developments and maintain appropriate health and safety records such as; risk assessments, training, accident reporting and investigation, remedial actions taken. Day-to-day responsibility for good health and safety practices across the workplace are the responsibility of all academic and administrative staff.

The Health & Safety Compliance Officer is responsible for ensuring health and safety procedures within the Health and Safety Manual are kept up to date and staff across the AA are aware of the procedures and can understand them. All Department Heads should seek to ensure the safety and welfare of staff and students in all activities and tasks being undertaken. The Health and Safety Compliance Officer shall be responsible for ensuring staff are offered appropriate and regular training on health and safety. A Health and Safety report including completion of training by staff, incidents, and risk assessments, is made to each meeting of the Estates and Infrastructure Committee by the Health and Safety Compliance Officer.

### Hooke Park

The AA's 350 acre working forest in Dorset is the home to the Design and Make programme and combines studio, workshop, and residential accommodation facilities at the site. Overall responsibility for day-to-day health and safety implementation rests with the Head of Hooke Park who will receive advice from the Health and Safety Compliance Officer and through regular on-site visits by the Health and Safety Compliance Officer to the site. The Head of Hooke Park may appoint someone as the Hooke Park Health and Safety Coordinator to support good health and safety practices and record keeping at Hooke Park. Emphasis shall be placed on recognising potential hazards and taking steps to minimise their effect on students, staff, visitors, and contractors. Health and Safety resource requirements at Hooke Park will be raised with the Head of Estates and Facilities by the Head of Hooke Park.

## 5 Responsibilities of the Head of Estates and Facilities

The Head of Estates & Facilities, with the support of the SMT, will implement and maintain an effective system of health and safety management. They will work to:

- Set a clear Health & Safety Statement and Policy;
- Allocate sufficient resources for the management of health and safety and training;
- Review quarterly the Health and Safety Policy
- Ensure that staff with specific health and safety responsibilities are aware of them and contained within their job descriptions;
- Ensure the Health & Safety Compliance Officer shall be suitably qualified and experienced, and be clear on their responsibilities;
- Ensure all staff should be provided with the capacity to undertake and complete health and safety training and tasks;
- Propose to Council sufficient budget for health and safety resources, including hazard control measures, protective equipment, training, and furniture modifications;
- With the support of the Human Resources department there are procedures in place for staff returning to work after injury or illness for injured or ill employees returning to work will be implemented

SMT shall seek regular assurance from the Head of Estates and Facilities during monthly meetings, that there are systems or procedures being implemented for:

- Accident, incident, and injury reporting and investigation;
- Reporting of workplace hazards;
- Implementation of corrective action arising from accident investigation and hazard reports will be ensured. Copies of actions taken being maintained by the Health and Safety Compliance Officer;
- Completion of health and safety training by staff;
- Any additional resource requirements to maintain a safe work and study environment;
- The conditions of insurance, legislation and regulation are understood and being complied with.

Line Managers and Supervisors will be expected to:

- Initiate specific risk assessments of relevance to their functional area/activities and action any mitigation measures;
- Consult the Health & Safety Compliance Officer for advice on health and safety matters or concerns,
- Take responsibility for identifying effective risk controls and practice notes;
- Check equipment is working including any safety mechanisms safety devices on equipment are working;
- When using hazardous substances ensure they are stored in fireproof metal cabinets and kept locked when not in use;
- Draw attention to emergency procedures and safety requirements relating to relevant work practices in the induction of staff, students, and/or visitors;
- Ensure staff are aware of the staff handbook and relevant health and safety requirements within it.

Individual staff have a duty to take reasonable care of their own health and safety and to protect the health and safety of others who may be affected by their acts or omissions whilst at work and study and engage in appropriate training to meet legislation. To assist in this function, all staff are expected to:

- Report health and safety concerns to their Line Manager. Where the concern is serious and presents imminent risk of harm, take remedial action where possible, and make either the Health and Safety Compliance Officer or Head of Estates and Facilities (whoever is available first) aware;
- Use any machinery, equipment, substance, means of protection or safety device provided by the AA in accordance with their training and any instructions they have received;
- Refrain from introducing potentially hazardous substances or dangerous work equipment into use before a suitable and sufficient assessment of the requisite safety arrangements has been made and approved by the appropriate manager(s) Complete health and safety training.

## 6 Responsibilities of Health and Safety Compliance Officer

The following are conducted under the supervision of the Head of Estates and Facilities

### General

- Establish and maintain an effective health and safety management system;
- Ensure a copy of the up-to-date Employer's Liability Insurance and Health and Safety statement are displayed at the entrance of the AA premises;
- Ensure staff are aware of the need to consider health and safety implications when acquiring new equipment and machinery;
- Ensure that contractors (when employed) have appropriate experience and qualification to undertake the work they have been tasked to do by the estates and facilities team;
- Ensure that a process is in place for staff or students to identify and report health and safety hazards;
- Ensure that all staff are provided with appropriate health and safety training upon induction and as a refresher at least every 5 years;
- Provide measures to protect the health and safety of staff working alone;
- The Health & Safety Manual and relevant information on AA equipment, hazardous substances (COSHH file) and work specific hazards will be periodically updated, and updated information disseminated to all staff;
- To provide guidance and procedures for known infectious diseases in accordance with government and Health and Safety Executive advice;
- A Health and Safety manual shall be produced, regularly reviewed, and updated which shall contain the health and safety guidance and procedures required by legislation or best practice, to support the AA, its staff, and students in maintaining a safe and healthy work and study environment;
- Monitor the health and safety performance of the AA and report to each meeting of the Estates and Infrastructure Committee on incidents, risk assessments and completion of training and any new risks;
- Ensure the School Director and Company Secretary are made aware of any serious incidents or risks of harm to staff and students with 48 hours of the incident or risk occurring (report immediately if matter for Health and Safety Executive)

### Accidents, Incidents and First Aid

- Serious incidents will be reported to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Ensure that accidents and incidents are recorded, and staff are aware of the need to report such matters;
- Complete accident and incident investigations; identify causes and measures for prevention;
- Ensure there are a legally adequate number of first aiders available at AA premises;
- Such other reports will be made to the Health and Safety Executive as necessary;
- Inform the School Director and Company Secretary immediately of any incidents that have cause harm to individuals, and those that must be reported to the Health and Safety Executive;
- All premises adhere to the Health and Safety (First Aid) Regulations 1981 and the relevant Approved Code of Practice & Guidance.

### Fire and Emergency Arrangements

Ensure that:

- The Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999 will be adhered to;
- Adequate arrangements are in place to deal with fire safety at all our premises;
- Appoint and train legally required number of fire marshals;
- Students and staff are required to participate in periodic fire evacuation drills so that they are aware of arrangements and procedures;
- All emergency equipment is provided, tested, and maintained as legally required or where no such requirements exist in line with best practice;
- Fire Risk Assessments are completed, and records kept.

## Risk Assessment

Ensure that:

- Risk assessments are undertaken, and Safe Systems of Work are produced for all activities that pose a reasonably foreseeable risk of harm to staff or students;
- Risk assessments are documented and periodically reviewed, earlier if there is an accident or change in legislation;
- Advise staff on undertaking risk assessments and appropriate risk mitigation measures.

## Premises

- Ensure that electrical testing legislative requirements are complied with including but not limited to PAT testing
- Introduce and maintain measures to control and manage the risks posed by asbestos, keeping a record of asbestos within the AA premises.

## Equipment

Ensure that:

- All equipment provided by the AA is safe, correctly used and adequately maintained;
- Portable electrical appliances are adequately maintained, inspected, and periodically tested;
- Any Personal Protective Equipment provided gives suitable protection, is used and that students and staff are given information, instruction, and training on its use.

## Substances Hazardous to Health

Ensure that:

- Hazardous substances are used only by staff following a risk assessment being completed and being assured that the staff member overseeing the use understand the safety measures necessary;
- Staff using hazardous substances are aware of the need to store them in fireproof metal cabinets and kept locked when not in use.

## Record Keeping

- To understand the legal requirements in respect of record keeping for health and safety within a workplace;
- To maintain appropriate records in line with the legislation and the AA Data Retention Policy and Schedule.

## Training

The Head of Estates and Facilities shall ensure that all Estates and Facilities Staff are provided with and complete training to ensure health and safety best practice is being followed in the following areas: -

- Accommodation (welfare, furniture, disability access & egress)
- Asbestos (policy, register, survey)
- Electrical (PAT, fixed wired testing)
- Temperature, air quality, water safety
- Housekeeping (cleaning, pest control, hazardous waste)
- Kitchen (catering, food hygiene)
- Lighting (emergency, fixed)
- Plant & Machinery (lifts, plant, boilers, working from height)
- Sanitation (washrooms, legionella)
- Signage (mandatory, warning, hazard, prohibition, safe)
- Workstations (furniture, cable management, window blinds)

## 7 Key Health and Safety Contacts

### Health & Safety Liaison:

Anita Pfauntsch, Head of Estates & Facilities

Tel: 020 7887 4055 (internal 4055)

Fax 020 7916 8455

Email: [anita@aaschool.ac.uk](mailto:anita@aaschool.ac.uk)

**Health & Safety Compliance:**

Omar Zahid, Health & Safety Compliance Officer  
Tel: 020 7887 4008 (internal 4008)  
Email: [Omar.Zahid@aaschool.ac.uk](mailto:Omar.Zahid@aaschool.ac.uk)

**Human Resources:**

Tehmina Mahmood, Head of Human Resources  
Tel: 020 8887 4096 (internal: 4096)  
Email: [Tehmina.Mahmood@aaschool.ac.uk](mailto:Tehmina.Mahmood@aaschool.ac.uk)

**Health & Safety Executive:**

HSE  
Westminster Office, Tothill Street, London,  
SW1H 9NA  
Website: [www.hse.gov.uk](http://www.hse.gov.uk)

**Camden Council:**

Health and Safety Team, Camden Town Hall, Extension Argyle Street  
WC1H 8EQ  
Tel: 020 79744 444  
Website: [www.camden.gov.uk/healthandsafety](http://www.camden.gov.uk/healthandsafety)

**Dorset Council:**

Environmental Health Section, Dorset County Council County Hall, Colliton Park Dorchester  
DT1 1XJ  
Tel: 01305  
Website: [www.dorsetforyou.com](http://www.dorsetforyou.com)

## 8 Legislation and Regulation

Health and Safety at Work Act (HSWA) 1974  
Management of Health and Safety at Work Regulations 1999  
The Control of Asbestos Regulations 2012  
The Control of Substances Hazardous to Health (Amendment) Regulations 2002 / 2003 / 2004  
The Electricity at Work Regulations 1989  
The Health and Safety (Display Screen Equipment) Regulations 1992  
The Health and Safety (First Aid) Regulations 1981  
The Health and Safety Information for Employees Regulations 1989 (as amended)  
Gas Safety Regulations  
The Workplace (Health, Safety and Welfare) Regulations 1992  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
The Provision and Use of Work Equipment Regulations 1998  
The Management of Health and Safety at Work Regulations 1999