

Department of Music

Health and Safety Policy

PART 1

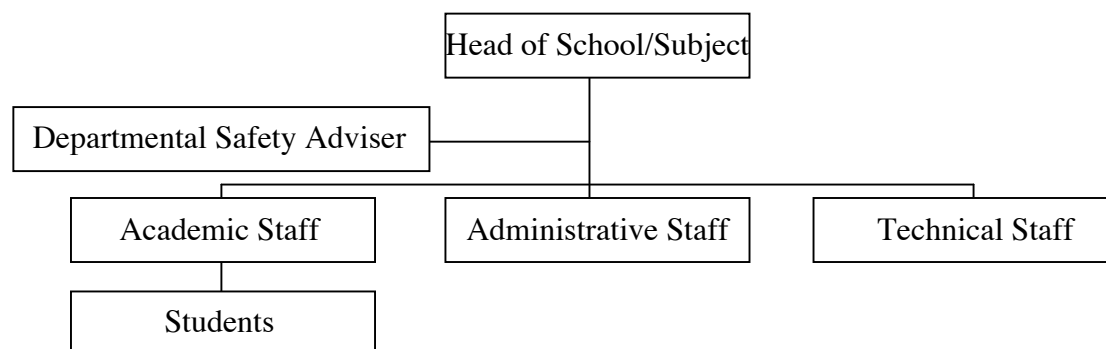
GENERAL STATEMENT OF POLICY

1. The Department of Music considers that high standards of health and safety are integral to the effective management of the department.
2. The Department views compliance with legal requirements as the minimum acceptable health and safety standard and will always endeavour to improve upon those standards where possible within the constraints of available financial resources.
3. The Department is committed to planning, review and development of health and safety arrangements in order to achieve a continual improvement in performance.
4. The Head of Subject will ensure that appropriate personnel are appointed to assist in the formation, implementation and development of safety policy and its management.
5. Health and Safety training for all staff, students and those with specific health and safety duties, will be given the same priority as other essential training required for the smooth and safe running of the department.
6. All staff, students and others working in the department are expected to cooperate on health and safety within the department and must:
 - comply with appropriate legal requirements and University requirement as laid down in the University Codes of Practice.;
 - take reasonable care for their own health and safety and that of others that may be affected by their activities;
 - inform their immediate superior or Departmental Safety Advisor of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or are shortcomings in safety arrangements.
7. Information on health and safety will be communicated to people working in the Department by the following means:
 - safety matters for staff will be discussed at the regular staff meetings and any relevant documentation passed on (eg. the staff local safety rules)
 - safety matters for students will be communicated to them during the introductory talks at the beginning of each academic session and further information and reminders are present in the on-line handbook.
 - safety information for visitors will be communicated to them on their arrival in the department by the member of staff who is responsible for the visit.
 - all students running ensembles will attend a meeting with the DSA at the beginning of each session where issues of Health and Safety and their responsibilities, will be discussed.

PART 2

SAFETY ORGANISATION AND RESPONSIBILITIES

ORGANISATION:



RESPONSIBILITY:

Head of School of Arts:

Chris Bertram

Telephone 89140

Email: C.Bertram@bristol.ac.uk

Responsible for:

all aspects of health and safety with the School

Head of Subject:

John Irving

Telephone: 45029

Email: j.irving@bris.ac.uk

Responsible for:

all aspects of health and safety within the Department of Music (but excluding building safety issues)

Departmental Safety Advisor:

John Pickard

Telephone: 45018

Email: john.pickard@bris.ac.uk

Responsible for:

Advising the HoS in all matters concerning health and safety within the Department of Music (but excluding building safety issues)

Producing local safety rules

Carrying out periodic internal health and safety inspections and reporting faults to the HoS

Providing advice on safe working practices and ensuring compliance with University Codes of Practice.

Internal accident investigation and reporting of details to the Safety Office.

Acting as liaison for Trade Union Safety Representatives.

Acting as liaison between Works and Buildings and the Department for any work services within the Department.

Liaison between the Department and the Safety Office.

Individuals:

Responsible for:

all others members of the Department, both staff and student.

Section 7 "Health and Safety at Work Act 1974":

"To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work."

"To co-operate with management to enable the employer to carry out his legal duties or any requirements as may be imposed."

Section 8 "Health and Safety at Work Act 1974":

“Not to intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.”

PART 3

ARRANGEMENTS AND SAFE WORKING PROCEDURES

INTRODUCTION

The following arrangements for health and safety are detailed in the local safety rules (See separate document 'Staff Safety Rules', University of Bristol, Department of Music) and/or University Codes of Practice for Health and Safety for individual departments, workshops and sections.

First aid facilities

Accident reporting and investigation procedure

Fire and emergency procedures

Display screen assessments

Smoking policy

Office safety

Safety inspections

Occupational health provisions

Manual handling