

Student Fire, Health and Safety Policy

Tobias School of Art & Therapy is committed to ensuring the health, safety and welfare of its students, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on fire, health and safety. It is the responsibility of each student to familiarise themselves and comply with the School's procedures and systems on fire, health and safety.

While the School will take all reasonable steps to ensure the health and safety of its students at the School, it is also the responsibility of the students themselves. It is the duty of each student to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person. If a student is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the student's duty to report this as soon as possible to either the office or their tutor.

The School aims to provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of accidents and illnesses. The School will pay particular attention to:

1. Maintaining the School in a safe condition and providing adequate facilities and arrangements for your welfare whilst at the School.
2. Providing a safe means of access to and from the School.
3. The provision and maintenance of equipment that is safe.
4. Arrangements for ensuring safety and health in connection with the use, handling, storage and transport of articles and substances.
5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of students and visitors.

The School also recognises its duty to protect the health and safety of all visitors to the Campus, including contractors and temporary workers, as well as any members of the public who might be affected by the School's work operations.

Organisation

The Directors of Tobias Trust Limited have overall responsibility for health and safety in the School. Jonathan Chequers is the Safety Officer and has responsibility for overseeing, implementing and monitoring fire, health and safety procedures in the School and for reporting back to the Directors on health and safety matters. The Safety Officer also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

Training

Safety training is an integral part of an effective health and safety programme. It is essential that every student is given training if requested to perform a specific task or use of equipment that requires such training in order to perform that task safely. All students will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided. Fire extinguisher training for staff to be given at the beginning of each academic year.

Students at special risk

The School recognises that some students may from time to time be at increased risk of injury or ill-health resulting from work activities. The School therefore requires that all students advise their tutor or the office if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

First aid and reporting accidents

First aid boxes are located at strategic points around the campus. One is located in the Office Lobby, and in each in the student flats. Helena O'Sullivan is the designated first aid staff member.

All injuries, however small, sustained by a student or visitor on campus must be reported to the Office and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Safety Officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Fire

Although fire is a minor risk within the campus everyone needs to take precautions. All students have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Students should never attempt to repair or interfere with electrical equipment or wiring themselves. The Safety Officer is responsible for the annual maintenance and testing of smoke and fire alarms, fire extinguishers and detection equipment.

Do not leave naked flames, candles or cooker gas burners unattended. All the buildings on campus are 'no smoking' and it is against the law to smoke in or adjacent to the buildings.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the School. If a smoke detector sounds or fire is discovered, it is the responsibility of any student present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the School. Students are expected to tackle a fire themselves **only** if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the student should activate the fire alarm and evacuate the building immediately. Students should gather at the designated Fire Assembly point in the car park area.

Fire doors designed to slow the spread of fire and smoke throughout the School have been

installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the School. Fire exit doors and corridors must never be locked, blocked or used as storage space. All students must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a bi-annual basis to ensure familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure.

School safety rules

- All students should be aware of and adhere to the School's rules and procedures on health and safety.
- All students must immediately report any unsafe working practices or conditions to their tutor or the Office.
- Horseplay, practical joking, running in the School, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to attend if this might jeopardise the health and safety of any person.
- Students must not adjust, move or otherwise tamper with any electrical equipment or machinery.
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other people.
- Where appropriate no student should undertake a task until they have received adequate safety instruction.
- All injuries must be reported to the tutor or Office.
- All materials must be properly and safely used and when not in use properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment.
- Students should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their tutor or to the Office.
- Suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- Studios, kitchen and bathrooms in the School must be kept clean and tidy and any spillage

must be cleaned up immediately

- Students should use handrails when going up and down stairs, should never read while walking and must keep all floor areas free of obstruction.

Access

- walkways and passageways must be kept clear and free from obstructions at all times
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- trailing cables should not be left in any passageway
- where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
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Tools and equipment

- School tools and equipment are only to be used by students trained in their safe use.
- It is the responsibility of all students to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which is defective must be reported to a tutor or to the Office.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturer's recommended shields, guards or attachments
- Approved personal protective equipment must be properly used where appropriate
- Students are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Manual handling

- Students should not attempt to lift or move a load which is too heavy to manage comfortably. Students should ask for assistance if there is any danger of strain
- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- When lifting an object off the ground, students should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back

- Students should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Students should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.