

The Glasgow School of Art

Staff Health and Safety Induction Guidance

September 2016

Policy Control

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Introduction

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999, The Glasgow School of Art has a responsibility to provide a healthy and safe environment for staff, students and visitors to its premises.

This note is intended to highlight some of the important areas where the School has established safety guidelines and to inform staff of their responsibilities for health and safety.

1. Health and Safety Policy and Information

- 1.1 The Glasgow School of Art's Health and Safety Policy is available at: <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>

The School has an inspection system for buildings and machinery as well as for monitoring safe practices. However, if an unsafe condition arises you should report any occurrence or hazardous situation immediately to your line manager. If you have, any health and safety concerns about any process, practice, machine or substance, you should raise these with your line manager. Building defects or issues should be reported to the Estates Department.

- 1.2 As new or revised Health and Safety policy documents are approved, the old versions will be deleted from the Health and Safety pages on the VLE. The VLE currently remains, along with the webpages, a source for Health and Safety information. However you will find the forms and guidance documents related to Health and Safety Staff and Student induction here: <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>
- 1.3 Your line manager should inform you about the GSA Occupational Health and Safety Policy and where the Health and Safety Law Poster and other Health and Safety Information are displayed. These are usually posted at conspicuous points on the premises on notice boards. The Health and Safety Law leaflet can be found here, <http://www.hse.gov.uk/pubns/lawleaflet.pdf>, as an alternative to the poster.

2. Emergencies and Fire Arrangements

- 2.1 In the event of fire or other emergency requiring evacuation you must:

- leave the building by the quickest route
- follow the procedures appropriate to the situation
- not use lifts
- not stop to collect belongings
- follow instructions given at the time by staff, particularly fire marshals and also the emergency services

If you discover a fire you should follow the procedures detailed on the fire action notice. NB. No persons are expected to fight a fire unless it is safe and they have been trained to do so.

- 2.2 Following an evacuation you must not re-enter the building until the attending Fire Officer or authorised member of staff confirms that it is safe to return.

3. Accident/Incident or Near Miss Reporting, First Aid, and Welfare Facilities

3.1 Accident/Incident or Near Miss Reporting

Any accident, incident or near miss should be reported immediately to your line manager. It is a legal requirement that we maintain records of any accidents/incidents or near misses which occur on GSA premises or when staff, students or visitors take part in any GSA related activities. If you suffer an injury or are involved in an incident/near miss while on school premises or during an off-site activity relating to GSA, you must ensure that it is recorded in the accident/incident book.

For more information you should refer to the [Procedure for Reporting Accidents, Incidents and Near Miss Events](#).

3.2 First Aid

First aid is available during normal working hours, names and telephone numbers of the local first aiders are displayed throughout the building.

3.3 Welfare Facilities

Line managers should make staff aware of local welfare arrangements including toilet location and eating/drinking arrangements.

3.4 Smoking

Smoking is not permitted in any building, at any time, and is against the law. The Glasgow School of Art has a **No Smoking Policy** on all of its premises.

4. Risk Assessments and Related Procedures

4.1 The school has a legal responsibility to ensure that staff comply with the safety rules. Before embarking on any activity that has the potential to cause harm, a risk assessment should be carried out. This includes activities such as exhibitions, shows etc. Seek advice from your line manager and again refer to Health and Safety Guidance on the Occupational Health and Safety section on the GSA website and the Virtual Learning Environment (VLE). For further guidance on risk assessment refer to the [GSA Health and Safety Risk Assessment Procedure](#).

4.2 You must not introduce any unauthorized substances or equipment into the School. All substances require to be assessed in accordance with the Control of Substances Hazardous to Health Regulations before they may be used.

4.3 Members of GSA staff who are identified as “users” are required to complete [The GSA DSE Self-Assessment](#) form. For further guidance refer to the [Display Screen Equipment Procedure](#).

4.4 Other activities may also require specific risk assessment, for example, Manual Handling or Noise.

5. General GSA Health and Safety Requirements

5.1 You will be given instructions or codes of safe practice covering various aspects including use of machines, hazardous substances, wearing personal protective equipment (PPE), etc. All Health and Safety rules must be followed, not only for your own Health and Safety but also that of your colleagues and others who could be affected.

- 5.2 The use of mains extension cables should be avoided. If their use is unavoidable they must be secured and kept away from walkways. All School equipment is checked for electrical safety on an annual basis and a pass sticker attached. For further guidance refer to the [GSA Guide to Safe Use of Electrical Extension Systems](#).
- 5.3 Staff should not operate machinery or equipment unless instructed on how to operate safely.
- 5.4 Members of staff will be made of any area/activities which may require Personal Protective Equipment.
- 5.5 Staff have a duty to adhere to GSA's policies and procedures and to co-operate with GSA in health and safety matters. Each person must take reasonable care of their own health and safety but also that of others who may be affected by their acts or omissions. This legal duty is set out in The Health and Safety at Work etc. Act 1974 Section 7 which states:

It shall be the duty of every employee while at work—

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

A breach of this section is a criminal offence.

6. Lone Working

In many situations the risks of lone working are no greater than being alone at home, and can take place without additional precautions or with minor adjustments to working practices. For example, in an office environment, the risk of accidental injury is very low. The main perceived risk may be to personal safety and security, either from intruders in the building, or from walking alone to the car park or public transport, particularly if this is late at night or in the dark. Basic precautions can be taken, such as locking the office door, arranging to walk to the car park with a colleague, keeping to well-lit areas, not taking short-cuts. Other situations where lone working may arise include staff visiting off site facilities. The principles of risk assessment also apply to these situations.

At all times, staff and students should use existing, recognised building practices for access and egress. This includes the use of barrier systems and/or signing-in books (where these exist) or other means of keeping records of who is in buildings out of hours, as defined by Estates. For further guidance refer to the [GSA Lone Working Procedure](#).

7. Health and Safety Training

Please list any health and safety training requirements on the Staff Health and Safety Induction Form.

The Glasgow School of Art strives to ensure a healthy and safe working environment for all staff, students and visitors - we cannot achieve this without the co-operation of all concerned.