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Policy 022: Health and Safety Policy

1. Purpose and Scope

1.1 This policy outlines ACM's approach with regard to health and safety responsibilities and meets the legal duties for the health and safety of all members of the ACM community and others affected by the activities of ACM.

1.2 In accordance with the duty under Section 2 (3) of the Health and Safety at Work etc, Act 1974, and in fulfilling our obligations to our staff, students and others who may be affected by our activities, the Academy of Contemporary Music (ACM) has produced the following Health and Safety Policy.

2. Policy Statement

2.1. The Executive Team and Senior Management Team will lead by example in communicating and promoting this policy and will seek continuous improvement in health and safety performance.

2.2. ACM expects all ACM employees and students to fully commit to achieving the objectives of this policy.

2.3. The provision of a healthy and safe working and learning environment is central to the commitment of ACM in the development of a positive working environment that stimulates, inspires and supports academic achievement.

2.4. As a part of that commitment ACM recognises its legal duty to provide a safe and healthy workplace for staff, students, visitors and others who may be affected by ACM activities.

Assurances by ACM

2.5. Through its Health and Safety Policy ACM will, so as far as is reasonably practicable:

(a) Ensure adequate resources are provided to meet ACM health, safety and fire obligations.
(b) Ensure the systematic identification and assessment of our hazards and the development and implementation of proactive measures aimed at eliminating those risks.
(c) Provide an environment in which everyone can carry out their tasks without fear of intimidation, harassment, violence or undue stress
(d) Ensure the management team afford health and safety matters equal priority to other management functions;
(e) Ensure machinery, plant, equipment and systems of work are maintained in a safe condition.
(f) Provide and maintain safe systems in connection with the use, handling, storage and transport of articles and substances
(g) Provide such information, instruction, training and supervision as is necessary, to

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ensure the health and safety of staff, students and others

(h) Maintain effective communication and consultation with all staff and students on health and safety issues

(i) Ensure that this documentation and supporting information is made accessible, primarily through the ACM induction and training for staff

(j) Ensure that students receive full health and safety information through the induction process

(k) Monitor, evaluate and audit the effectiveness of ACM health and safety performance, plans and strategies to ensure continuous improvement and provide reports to the ACM Executive

(l) Review the Health and Safety Policy Statement, Organisation and Arrangements at least once every three years or more often if circumstances so require.

3. Responsible Parties

3.1 The policy lead is responsible for the cyclical monitoring and review of the policy in liaison with the Quality Assurance and Enhancement Manager. The Health and Safety Policy lead is:

- Facilities Manager

3.2 Decisions and appropriate actions in support of the implementation of the Policy will be authorised by the following designated staff:

- Human Resource Management
- Facilities Manager
- Senior Management
- Executive Management

4. Reference Points

4.1 Internal:

- Lone Workers Policy
- Critical Incident Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Student Disciplinary
- Risk Assessment Policy

4.2 External:

- Health and Safety at Work, Act 1974
- Health and Safety Act 1999

5. Date of Approval and Next Review

Version: 1.1

Approved on: 15 September 2022

Approved by: Academic Board

Next Review: August 2024