

Health and Safety Policy

Introduction

The University takes the health and safety of its staff and students very seriously.

All University departments play key roles in ensuring the Health and Safety of the University, in accordance with its obligations under current safety legislation – the key items being:

1. [Health and Safety at Work Act 1974](#)
2. [The Management of Health and Safety at Work Regulations 1999](#)

Arts University Plymouth makes robust arrangements for Health, Safety & Wellbeing at the University which demonstrate a clear commitment from the Corporation and Vice-Chancellor & Chief Executive.

- The Corporation integrates Health and Safety into the Finance and Estates Committee. The Vice-Chancellor & Chief Executive has the overall responsibility for Health and Safety at the University.

The Chief Operating Officer is delegated with the day to day responsibility for ensuring the policy is put into practice. University Directors and Managers accept Health and Safety duties and responsibilities for keeping a safe working environment for operations under their control.

Everyone has an important part in creating and promoting a healthy University by having respect and value for their own safety and everyone around them.

Health and Safety arrangements are continually reviewed, to progressively improve standards of efficiency in University operations, as reflected in the context of the business plan.

Organisation for the management of University Health and Safety

POLICY STATEMENT	RESPONSIBLE POST	ACTIONS/ARRANGEMENTS
The University Health and Safety policy and arrangements are robust	University Corporation and Vice-Chancellor & Chief Executive	Clear written procedures exist to enable staff, students and visitors to keep the University environment safe and healthy. Health and safety is planned, organised and monitored
A clear commitment is demonstrated for Health & Safety & Wellbeing	University Corporation and Vice-Chancellor & Chief Executive	The H&S policy is reviewed and signed annually; a simple, documented management system is in operation.
The University Health & Safety policy is implemented	University Corporation, Vice-Chancellor & Chief Executive Chief Operating Officer	Preventative and protective measures to maintain safety are assessed and reviewed. Progress is reported regularly through the Corporation F&GP Committee and SMT meetings by the VP
Health & Safety duties and responsibilities are accepted	All University Directors and Managers All Staff, Students & Visitors	Everyone is given H&S induction and appropriate training to realise their responsibilities and ensure competency in all areas and levels of the University. Everyone is accountable for their own health and safety
A safe working environment and operating conditions are provided and kept safe	University managers, Heads of Facilities & Head of Resources (Physical Technical and Digital)	All premises and operations under University control are maintained as safe for staff, students, contractors and any others who may be affected by our undertakings. Adequate welfare facilities and arrangements are provided, including testing Fire & Emergency procedures
Health & Safety arrangements are continually reviewed	University Corporation & Vice-Chancellor & Chief Executive	Relevant risk assessments completed and actions arising implemented. (Risk assessments reviewed annually or earlier if changes are implemented)
Standard of efficiency in University operations progressively improve	All University Managers	Staff are routinely engaged and consulted on day-to-day health and safety conditions through Performance Appraisal processes, and the University Operational Safety Forum
Health, Safety & Welfare requirements of the educational funding organisations are incorporated within University arrangements	All University Managers	Safe working practices are promoted, implemented and reviewed. University Workshops and studios, equipment and systems of work provided for curriculum use is safely procured and maintained. Safe arrangements are made for use, handling, storage and transport of articles and substances used within the curriculum at the University. Near misses, incidents of loss or injury and accidents are promptly reported and investigated to learn from events. Necessary changes are planned & implemented to prevent recurrence
Adequate resources are made available to implement this policy	Chief Operating Officer	The University has access to competent H&S advice and audit to maintain compliance University-wide.

HEALTH & SAFETY POLICY DOCUMENTS

Guidelines and records for safe working processes are available on Google Drive. Risk Assessment records are available, on line and in Safety Files kept in workshops and studios designated as high or medium risk.

REF.	TITLE
HSG1	HSG1 Risk assessment guidance notes.docx
HSG2	HSG2 Control of substances hazardous to health guidance
HSG3	HSG3 Accident-incident reporting investigate guidance.docx
HSG4	HSG4 First aid arrangements guidance .docx
HSG5	HSG5 /HSF5 DSE ASSESSMENT USE OF DISPLAY SCREEN EQUIPMENT
HSG6	HSG6 STUDENTS ON WORK PLACEMENT & CREATIVE PRACTICE EXPERIENCE
HSG7	HSG7 Legionella Management Policy
HSG8	HSG8 Lockdown Procedures for Armed Intruder/Terrorist Threat
HSG9	HSG9 LONE VISITS
HSG10	HSG10 Staff and Student Lone Working .docx
	RECORD FORMS
HSF1	HSF1 BLANK RISK ASSESSMENT FORM.docx
HSF1a	HSF1a Vulnerable Persons Risk Assessment
HSF1b	HSF1b Return to work assessment
HSF1c	NEW AND EXPECTANT MOTHERS HEALTH & SAFETY ASSESSMENT (HSF1c).docx
HSF2	HSF2 COSHH ASSESSMENT FORM.docx
HSF3a	UNIVERSITY INCIDENT REPORT FORM , NON FIRST AID INCIDENTS AND HEALTH AND SAFETY NEAR MISS REPORTING
HSF3b	HSF3b Crime-Incident-Report.docx
HSF4	HSF4 First aid /accident report form - Open in google docs
HSF4a	HSF4a Parental incident report form (1)
HSF5	HSG5 /HSF5 DSE ASSESSMENT USE OF DISPLAY SCREEN EQUIPMENT

HSF6	HSF6 Student health safety induction
HSF7	HSF7 Staff health safety induction
HSF8	HSF8 Home visit permit
HSF9	HSF9 REQUEST FOR A STUDENT TO CARRY OWN MEDICATION AND/OR KEEP SPARE/EMERGENCY MEDICATION AT UNIVERSITY
HSF10	HSF10 Method Statement Blank.docx

HR Documents	HEALTH & SAFETY TRAINING(STAFF DEVELOPMENT - CORE TRAINING PROVISION)
Estates Documents	ESTATES DEPARTMENT HANDBOOK - Maintenance and Building operations Fire Emergency Action Plan Asbestos Risk Management Plan GUIDANCE TO BOMB THREAT AND HOAXES Health and Safety Policy - Visitors and Contractors Policy for Minors on University Premises Health and Safety Policy - Dogs

HEALTH & SAFETY POLICY GUIDELINES
HSG1 Risk assessments

GUIDANCE NOTES FOR RISK ASSESSMENTS AND SAFE WORKING ACTIONS

A risk assessment is simply a careful examination of what, in the University work, could cause harm to people, to weigh up whether you have enough precautions or whether you should do more to reduce the risk of injury or loss.

Use risk assessment form **HSF1 RISK ASSESSMENT** to record real risks, taking a sensible and proportionate approach to ensure a safe, healthy environment in which the University operates.

University managers or competent persons, with the help of other experienced staff, should use this record to communicate to manage the safety within their areas of responsibility.

There are groups of people who could be affected by the hazards, besides staff and students, including visitors, cleaners, contractors who may not be in the workplace all the time. This may also be vulnerable people in particular, such as young and inexperienced persons, new and expectant mothers, migrant workers, persons at risk or working alone. Record information using the **HSF1a RISK ASSESSMENT FOR VULNERABLE PERSONS** form with the vulnerable person agreeing suitable practical measures to enable

Additional information relevant to the activities carried out including supervision, training requirements, special emergency procedures, requirement for health surveillance etc. can be obtained from many people including those experienced in carrying out the task, equipment manufacturers and suppliers, or data sheets and the HSE:

VULNERABLE PERSONS

Young Persons and Children

Any person under 18 years of age is defined as a young person in the workplace whereas a child is defined as being under the minimum school leaving age. These people are recognised as vulnerable in law, and extra precautions may be needed due to their relative lack of experience, lack of physical abilities and risk perception.

All learners/young persons must receive adequate information, instruction and training to enable them to work safely. The risk assessments and training needs of learners/young persons should be regularly reviewed and refresher or update training provided, depending on the complexity and changing nature of the job and the individual learner's ability.

University students under the age of 18 are prohibited from carrying out work which:

- Is beyond their physical capacity
- Involves exposure to harmful agents that are toxic or carcinogenic
- Involves the risk of accidents which may arise due to their immaturity, lack of experience and

training and/or exposes them to harmful radiation.

This list is not exhaustive. Further risk assessments will be required in order to determine whether certain activities are suitable for a young person to undertake.

Disabled Persons

A balance must be found between exposing disabled persons to risk and discriminating against them. Disabilities are impairments affecting the ability to perform normal day to day activities including at least one of the following:

- Mobility
- Manual dexterity
- Physical coordination
- Continence
- Ability to lift, carry or move everyday objects
- Speech, hearing or eyesight
- Learning, understanding, memory or the ability to concentrate
- Perception of risk of physical danger
- Severe allergies

The main issues to consider in carrying out risk assessments for disabled persons are: Hazardous substances, Extremes of temperature, Work equipment and workstation layouts, Emergency arrangements.

Staff returning to Work

For staff who are returning to work after a long term absence, e.g. following an accident or other break from the workplace, the relevant line manager in liaison with the Human Resources Department and staff member use [HSF1b Return to work assessment](#) form which proposes to identify, reduce, remove or control any significant risks and making necessary adjustments to working conditions.

New and Expectant Mothers

As soon as the University has been made aware of a staff or student pregnancy, a risk assessment will be undertaken by the relevant line manager or Programme/ Course Leader using [NEW AND EXPECTANT MOTHERS HEALTH & SAFETY ASSESSMENT \(HSF1c\).docx](#) in liaison with the Human resources department and expectant mother. This will propose to identify, reduce, remove or control any significant risks and make necessary adjustments to working conditions. The Manager will regularly review the assessment and take into account possible risks that may occur at different stages of the pregnancy. On returning to work staff/students are to provide the University with written notification if they are breastfeeding.

Record Keeping

[HSF1 BLANK RISK ASSESSMENT FORM.docx](#)

[HSF1a Vulnerable Persons Risk Assessment](#)

[HSF1b Return to work assessment](#)

[HSF1c New and expectant mothers assessment](#)

LONE WORKING

Never work alone with powered workshop machinery or hazardous materials or in areas designated as High Risk. [HSG10 Staff and Student Lone working](#)

Before planning any remote work or instructing others to work alone, managers will carry out individual risk assessments for each task or process and put in place control measures such as levels of training, instruction, supervision etc. Only competent personnel can be authorised to undertake practical work.

If the risk assessment considers that tasks or processes cannot be carried out safely by a lone worker, then arrangements must be made for providing help, supervision, or alternative methods that will allow safe working.

Lone Visits

The University is committed to safeguarding and promoting the welfare of its staff and students.

Staff who undertake unaccompanied visits are classed as lone workers, working by themselves without any close or direct supervision. It is vitally important that Staff who make lone visits outside the University as part of their job role follow these guidelines and use their professional judgement at all times.

Extra precautionary measures may be needed in the case of unaccompanied working, for emergency situations such as fire, equipment failure, violence, illness and accidents.

Further guidance:

INDG73 Working Alone [Protecting lone workers: How to manage the risks of working alone](#) and [Suzy Lamplugh Trust](#)

Although there are no general legal prohibitions on working alone, unaccompanied work has inherent risks associated with it; the procedures outlined aim to minimise the risks to staff who make lone visits outside the University.

The University will manage its duty of care to ensure the safety of staff, students and others affected by its activities through the risk assessment process.

Before planning any lone visit -

1. Carry out the risk assessment process with other team members to ensure control measures are

in place to manage all the risks associated

2. When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by making arrangements to provide help or backup. Obtain information about where you are visiting beforehand. Ask who else will be there.
3. If you feel at all uneasy about conducting a visit on your own, ask a colleague to accompany you. Do not carry out any task unless you have been suitably trained or which you feel would put you at an undue risk.
4. Nominate a colleague to monitor your visit and liaise with Info Point if there are any problems.
5. Complete [w HSF1 BLANK RISK ASSESSMENT FORM.docx](#) and [E HSG9 LONE VISITS](#) , then leave these with the nominated colleague and a copy with Info Point as back up.
6. Ensure all arrangements are in place for driver safety, including having proper and appropriate insurance for the type of vehicle being driven whilst on University business.

Home Visits

1. **Do not** enter someone's home if:
 - you feel uncomfortable or unsafe
 - the person you have arranged to see is not there
 - there are other people in the house that were not agreed to be there

Be aware of, and maintain, personal safety at all times during visits

2. If the participant is anxious, consider encouraging them to have a carer/friend within sight/hearing.
3. Wear your University Identity card and take a fully charged Mobile Phone(your own or University provided)
4. Do not carry large amounts of money or valuables.
5. When visiting people's homes, try to let the tenant lead the way. Avoid being the first to go into any room. Be extra careful when alone with participants e.g. fetching something from a handbag, comforting participants. Always make sure that the exit from the room is clear. Never undertake an interview or assessment in the bedroom.
6. Animals in the home: if you are in any doubt about the behaviour of animals in the home, ask for it/them to be locked away while you are visiting.
7. Never give your personal telephone number or address when on University duty.
8. Discontinue the visit if you suspect the person is under the influence of alcohol or drugs.
9. If the visit is still in progress much later than expected, call your nominated colleague or Info Point to inform them.

After the Visit

1. Let your nominated colleague and Info Point know when you have completed the visit, particularly if it is at the end of your working day and you will be going straight home.
2. It is the responsibility of the nominated colleague to ensure they are available to receive a call and monitor the time when the home visit should be over. If circumstances change, they should arrange for another colleague to monitor the visit.
3. If the deadline passes and the nominated colleague has not been contacted, the nominated colleague should ring the mobile telephone number of the staff member. If there is no answer,

the nominated colleague should inform a member of SMT immediately and ensure the police are informed as soon as possible.

4. If an incident has occurred, record this using the University procedures
5. Review risk assessments after each visit or when there have been any significant changes. Ensure there is opportunity to feedback relevant information from a visit – e.g. if you felt at risk from any behaviour or situation, or if there was an incident. This should be formally recorded and reviewed with your team and manager to ensure appropriate follow up action is taken and to minimise any risks for subsequent visits.

HIGH RISK ACTIVITIES

Due to the high level of risk involved in Working at Height, Manual Handling tasks and Water-based activities, a risk assessment carried before works start and/or when planning, is essential, enabling the appropriate precautions and equipment to be used.

Work at height

Falls from height inevitably involve an injury and the risks are substantial. Work at Height means all work taking place anywhere above or below ground level and using access equipment such as steps, ladders, stepladders or working platforms.

The health and safety regulations that relate to working at height are [The Work at Height Regulations 2005](#)

Risk controls for working at height include:

- Avoiding work at height where possible
- Using access equipment or safe working platforms
- Where the risk of the fall cannot be eliminated through use of work equipment, the falling distance and the consequences should be minimised e.g. by using air and bean bag systems that aim to mitigate the consequences of a fall.

Working at Height Safely

1. Undertake a risk assessment before carrying out work at height and only if the person carrying out the task is 'competent' - i.e. has received the correct training, suitable qualifications and experience
2. Address the following hazards:
 - Falls from height.
 - Possible contact with asbestos.
 - Safe use of access equipment.
 - Manual handling of materials or loads.
 - Carriage of tools and equipment.
 - Protection of members of the public and occupants
3. Select the most suitable method of access to heights and access equipment identified in the risk assessment
4. Ensure that that the equipment is in good condition, suitable for the task and correctly

The risk assessment should be reviewed and monitored as necessary. If in doubt, consult with the Estates Department . **DO NOT take any unnecessary risks**

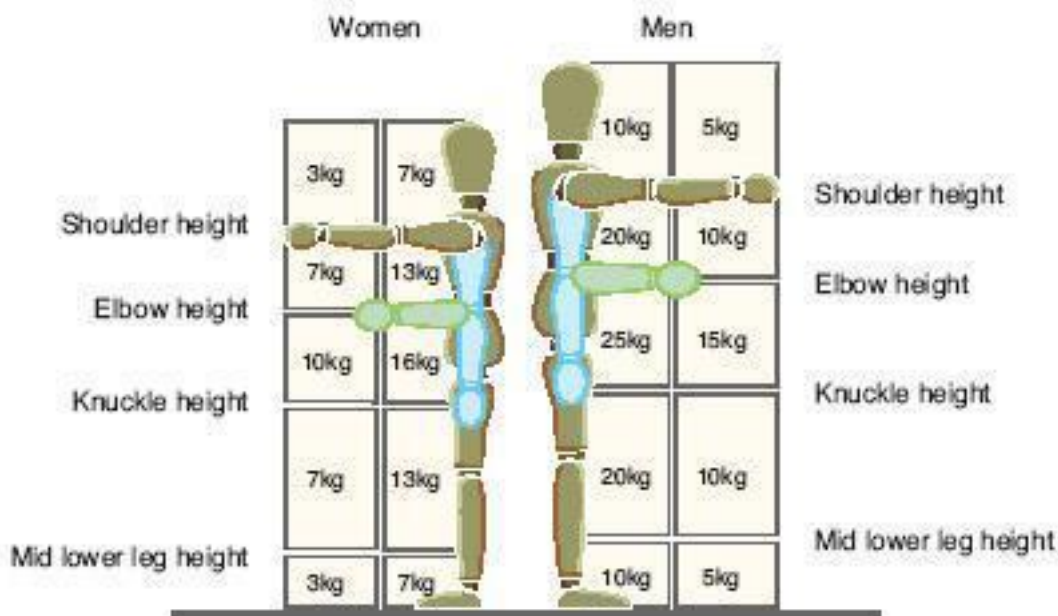
Manual Handling

The main cause of work related manual handling injuries are:

- Poor planning of manual handling operations
- Inadequate risk assessment
- Lack of appropriate mechanical lifting devices
- Lack of formal training
- Incorrect lifting techniques
- Lack of PPE

The health and safety regulations that relate to Manual Handling are [Manual Handling Operations Regulations 1992 - Guidance on Regulations](#)

Line Managers must ensure that suitable and sufficient risk assessments have been undertaken to cover all manual handling activities under their control. The following diagram can be used as guidelines to make an assessment. Each box contains a guideline weight for lifting and lowering in that zone. Injuries are most likely to occur at high or low levels or if handling is done with arms extended



Basic Kinetic Handling Principles

1. **Assess the load before lifting** – Decide whether the load is safe to lift manually or whether it is safer to use a lifting device. Only lift or handle loads that can be easily managed – and only lift

within your physical capability. If in doubt you must get help.

2. **Adopt a stable, comfortable position** – Keep your feet apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground), knees and hips flexed
3. **Keep the load close to the waist** - If you decide to lift the load manually keep the load close to your body with arms tucked in.
4. **Keep the back straight** and maintain natural curvature of the spine.
5. **Avoid twisting the back or leaning sideways** – Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
6. **Keep the head up and chin in when handling** – Look ahead, not down at the load, once it has been held securely.

Pushing and Pulling Loads

Assessing the load and planning the activity – In any event never over exert yourself, plan rest stops. Arrange for the necessary help to be at hand when needed. Always seek help to ensure that doors are opened in advance of the activity.

Use appropriate handling devices only – Lifting aids such as trolleys and barrows should have handle heights between the shoulder and the waist. Keep them well maintained and checked regularly, ensure wheels are in good working condition and suitable for surfaces used.

Force – Try to push rather than pull when moving a load, ensuring you can see over the load to control steering and stopping. Note - the force needed to push or pull a well maintained device is much less than on a defective one.

Slopes and Uneven surfaces - Always get help when moving loads on slopes or ramps and on uneven or soft surfaces if necessary to ensure better control - loads can become unstable when operating on such surfaces.

Stance and pace – It's easier to push or pull, by keeping feet well away from the load and travelling at walking speed.

Water –Based Activities

In-water' activities, especially diving, are high risk activities with fatalities suffered each year. While it is not possible to completely eliminate all risks from these activities, students who plan to use any open water to undertake their studies must comply with the University's general safety policy and risk assess their intended activities for fieldwork situations in conjunction with their Programme Leader.

The arrangements for the health and safety of those taking part in water based activities, whether anywhere inside or outside the UK, are intended to provide first and foremost for their safety, and the continued protection of professional artistic practice and not to restrict activities.

Media Diving is a term defined by the Health and Safety Executive (HSE) which includes underwater media work by photographers and camera operators. This can be carried out safely if divers follow the Approved Code of Practice (ACoP) and operate in a safe manner. Students who dive from time-to-time, as part of their studies or research are classed as "at work" under the ACoP.

The main health and safety legislation that relates to 'in-water' activities includes:



- [Health and Safety at Work etc Act 1974 – legislation explained](#) full legislation - [Health and Safety at Work etc. Act 1974](#)
 - [The Management of Health and Safety at Work Regulations 1999](#)
 - [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
 - [The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)
 - [The Provision and Use of Work Equipment Regulations 1998](#)
 - [The Manual Handling Operations Regulations 1992](#)
 - [The Health and Safety \(First-Aid\) Regulations 1981](#)
 - [The Health and Safety Information for Employees Regulations 1969](#)
 - [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
 - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- Legislation

All diving in the United Kingdom is also regulated by legislation issued by the Health & Safety Executive. The main set of regulations that apply to diving are: **Diving at Work Regulations 1997** (DWR), [Diving - HSE](#)

DWR sets standards for the equipment used and its maintenance, the competence of all individuals involved in Diving Operations and the chain of responsibility. The Code applies to all media diving projects within the United Kingdom waters adjacent to Great Britain (generally 12 nautical miles from the low waterline)

A. **Water based activities**

University Guidelines for Water based activities

It will be the **University's Course and Programme Leader's role** to take responsibility for the management of student activities which are undertaken in any water based environment. Academic Leaders will ensure:

- Every member of staff and each student intending to participate in Water based activities reads this policy and signs and dates a register held by the Programme Leader to evidence their full understanding and commitment to all aspects of the policy. List records are to be retained for 7 years from the date of signing.
- Each student is given adequate health and safety training at the start of the programme which relates to the University health and safety policy and procedures. This will include dynamic risk management training and take lone working practices into consideration before any planned fieldwork and, in particular, water based activities
- Pre-assignment proposals are authorised and signed off, which include generic and site specific elements of the Risk Assessment process, before water based University taught sessions and independent projects take place. This includes checking dynamic monitoring elements are monitored and reviewed during the course of the water based activities
- Supervision is planned and maintained at all times when the University has made arrangements for water based field trips by students, and that there are sufficient people with suitable competence to carry out the water based activity without risk to health (which includes first aid provision in an emergency)

- All equipment used for the purpose of the proposed water based activity is suitable and sufficient and well maintained, irrespective of whether it is owned, used or hired by the University
- Liaison with external organisations, such as any sports bodies to meet the standards set by legal requirements and codes of practice
- Students declare that they are medically fit, confirm tetanus inoculations are up to date and are not under the influence of alcohol or drugs before undertaking water based activities
- Permission has been obtained before accessing privately owned environments
- All accidents and incidents are reported to the University 's Facilities Manager and recorded
- Any suspected breach of the University Code of Practice results in immediate withdrawal from the water based activities and further withdrawal from the programme is considered

B. Diving

Arrangements for student dives are more robust due to the high level of risk and to comply with the legislation.

The University will be recognised as the **Client** or customer who is commissioning the work.

The **Diving Contractor** for the University will only be a recognised dive school, and have the delegated authority of responsible person to their **Diving Officer**. Diving contractors are inspected by HSE-appointed health and safety inspectors, who have specialist knowledge of the diving industry. **The Diving Supervisor** (competent Sub Contractors) may be employed for specific diving projects on behalf of the recognised dive school.

There are a number of people whose actions can affect the safety of the diving project, even though they are not part of the diving team. Besides the Client for whom the **Diving Project** is being carried out, these also include vessel operators and the owners of the site where the diving project is taking place. Although their responsibilities vary, they all have a duty to co-operate with the diving contractor and supervisor. This is to ensure that DWR are complied with, and that their actions do not affect the safety of the dive team.

The Diving Project is the term used for the overall diving job –whether it lasts two hours or two months. It can be made up of one or more diving operations where at least one person is at work.

All **Divers** must be competent for the diving they plan to do or any emergencies they may have to deal with and hold a qualification approved by HSE. There are four competence standards administered by HSE: SCUBA, Surface Supplied, Surface Supplied (top up) and Closed Bell.

The **Client's** responsibilities include:

- a legal duty to co-operate with the **Diving Contractor**, to ensure the (DWR1997) are complied with
- ensuring their actions do not affect the safety of the dive team.
- liaising with the **Diving Officer** to consider the **Diving Project** based on safe systems of work
- discussions on how the Project will be carried out.

Diving Projects require the approval of the Diving Contractor, who, so far as is reasonably practicable, must:

- Ensure Diving Projects are planned, managed and conducted in a safe manner
- Prepare and update all Diving Project Plans as necessary
- Appoint, in writing, a competent person to supervise the Diving Project and ensure that person is supplied with a copy of the Diving Project Plan
- Ensure there are sufficient people with suitable competence to carry out the Diving Project without risk to health (which includes first aid provision in an emergency)
- Use and maintain all suitable and sufficient equipment used in the Diving Project irrespective of whether it is owned by, used by or hired by the Diving Contractor.
- Keep records for each Diving Operation for 2 years
- Liaise with external organisations such as the HSE, the Association of Diving Contractors (ADC), the Scientific Diving Supervisory Committee (SDSC), Recreational Diving Organisations (PADI/BSAC/SAA etc), the Association of British Diving Schools (ABDS), Hyperbaric Medical Centre (DDRC);
- Ensure all diving accidents and incidents are reported to their Health and Safety Officer and University's Deputy Vice-Chancellor
- Ensure all divers have an annual approved medical certificate
- Maintain all Diving Operations and equipment and ensure records are current
- Regularly review Emergency Procedures for all Diving Operations.

The assigned **Diving Supervisor** for each dive will carry out a Site Specific Risk Assessment (SSRA) which may include weather, shipping movements, underwater visibility, depth, access etc which may adversely affect diving safety or emergency procedures. The Diving Supervisor must keep the SSRA under review to ensure that it is adequate and does not need to be revised. It is the responsibility of both the diving contractor and the supervisor to ensure that divers are medically fit and hold the relevant certificates.

All persons involved in the diving operation must attend a pre-dive brief given by the Diving Supervisor to ensure that all persons in the team clearly understand the objectives, methods, responsibilities and emergency procedures.

Divers have a number of responsibilities under DWR. These include:

- holding an approved qualification for diving
- being competent to work safely
- holding a valid certificate of medical fitness to dive issued by an HSE-approved medical examiner of divers
- complying with the directions of the supervisor and the dive plan
- Maintaining personal diving log books which must be completed after the dive, and kept for at least two years.

Any suspected breach of the University Code of Practice will result in immediate withdrawal from diving and/or other related duties, and potentially from the programme.

I agree to conduct all practical working activities with water based equipment and resources



in a safe and responsible manner, ensuring that a risk assessment is carried out each time any practical activity is planned. This document is valid for one academic year and will need to be resigned at the beginning of the new academic year.

Student name:..... Student Number:.....

Please print name

Student signature:..... Date:.....

**HEALTH & SAFETY POLICY GUIDELINES
HSG2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Purpose/Scope

Using chemicals or other hazardous substances at University can put people's health at risk, causing diseases including asthma, dermatitis or cancer. The Control of Substances Hazardous to Health Regulations (COSHH) requires employers to control substances that can harm health. This document sets out guidance and procedures to be followed by the University in order to comply with legal duties in relation to the use and storage of hazardous substances and to minimise the risks to health.

The Legal Duty

The legal duties in relation to the use and storage of Substances Hazardous Substance are required by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002. The COSHH risk assessment must be 'suitable and sufficient', by identifying all hazardous substances used in the workplace, assess the associated risks posed to anyone who may be exposed to the substances and implement adequate control measures to avoid or reduce the risk to an acceptable level.

What COSHH covers

COSHH includes **chemicals, products containing chemicals, fumes, dusts, vapours, mists and gases, and biological agents** (germs). If the packaging has any of these hazard symbols then it is classed as a hazardous substance.



COSHH also covers **asphyxiating gases**.

COSHH **doesn't cover** lead, asbestos or radioactive substances because these have their own specific regulations.

Which substances are harmful?

These may take the form of solids, dusts, fumes, smoke, liquids, vapour, mists, aerosols and gases. Material Safety Data Sheets from suppliers provide information on the hazards and safe usage for the goods they supply.

Many other products or substances used at work can be harmful, such as paint, dyes, ink, glue, oils, detergent.

Substances may be hazardous following contact or absorption by skin or eye contact, by inhalation or ingestion. Ill health caused by these substances used at work is preventable. Many substances can harm health but, used properly, they almost never do.

If any doubt exists whether a particular material should be classed as potentially hazardous or otherwise, the Health & Safety Advisor can assist in the assessment.

What you need to do:

- Look at what activities/tasks you do that involve hazardous substances - Where is there potential for exposure to substances that might be hazardous to health? Examples include processes that emit dust, fume, vapour, mist or gas; and skin contact with liquids, pastes and dusts.
- Find out how can these cause harm- substances with workplace exposure limits (WELs) are hazardous to health (see link below)
- Find out how you can reduce the risk of harm occurring
- Consider areas of concern, e.g. from reported accidents or incidents, such as burns from splashes, nausea or light-headedness from solvents, etc.

Always try to prevent exposure at source, for example:

- Avoid using a hazardous substance or use a safer process – preventing exposure, e.g. using water-based rather than solvent-based products - apply by brush rather than spraying
- Substitute it for something safer – swap an irritant cleaning product for something milder; wet clean or vacuum instead of using a brush
- Can you use a safer form, e.g. use solid form rather than liquid to avoid splashes or waxy solid instead of powder to avoid dust?
- Changing how often a task is undertaken, or when, or reducing the number of employees nearby, can make an improvement to exposure control.

If you can't prevent exposure, you need to control it 'adequately' by applying the principles of good control practice, as defined by the COSHH Regulations-

Principles of Good Control Practice

1. Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
2. Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
3. Control exposure by measures that are proportionate to the health risk.
4. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
5. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment (PPE).

6. Check and review regularly all elements of control measures for their continuing effectiveness.
7. Inform and train all employees on the hazards and risks from the substances they work with and the use of control measures developed to minimise the risks.
8. Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Control equipment

Control equipment can be general ventilation, extraction systems such as [local exhaust ventilation](#) (LEV), enclosure, or where the air cannot be cleaned, refuges and respiratory protective equipment (RPE).

Other control equipment includes spillage capture, decontamination, clean-up procedures and PPE.

Working Methods

Control through ways of working includes:

- operating procedures, supervision and training.
- emergency procedures, decontamination and 'permits to work' for tasks such as maintenance. Ensure that everyone in the working area is fully informed of the nature of the materials being used e.g. maintenance workers or other temporary staff
- monitoring the exposure of personnel to the materials.
- testing all control measures regularly – equipment, ways of working and monitoring behaviour, to make sure that they work properly.
- keeping records of examinations, tests and repairs to equipment for at least five years. This helps to identify any trends or variations in equipment deterioration.

Appropriate First Aid facilities should be within close proximity to ensure prompt treatment in the event of an accident.

Worker behaviour

Where control measures are in place, it is important to use them properly.

This includes:

- wearing any PPE necessary;
- using control equipment;
- following hygiene procedures;
- warning supervisors if anything appears to be wrong

Control is adequate when the risk of harm is 'as low as is reasonably practicable'.

This means:

- All [control measures](#) are in good working order and exposure to substances that cause cancer, asthma or genetic damage is reduced to as low a level as possible.

- Exposures are below the Workplace Exposure Limit (WEL) where one exists
[Workplace exposure limits - COSHH](#)

Keeping and reviewing records

Use **HSF2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH** form to record COSHH risk assessments. A register of substances hazardous to health used in the University are kept in each studio or workshop in Pink folders and updated by the Workshop co-ordinators.

The COSHH risk assessment needs to be reviewed regularly (annually), where there is a significant change in the working practice or new information indicates a higher risk of harm from exposure - such as previously unrecognised sensitivity.

Further Information

[Control of Substances Hazardous to Health \(COSHH\) - HSE](#)

HEALTH & SAFETY POLICY GUIDELINES

HSG3 Accident/Incident reporting & Investigation

Purpose/Scope

This policy follows the principles of accident prevention by encouraging prompt reporting of unsafe conditions, accidents and incidents by staff, students, contractors and visitors to the University.

The Head of Facilities investigates all accidents, incidents and near misses which occur from AUP activities as part of the University safety systems to determine the cause, not to apportion blame.

Recorded recommendations, to prevent recurrence of an accident, incident or dangerous occurrence, are issued to University managers for monitoring and review.

This policy applies to all University activities taking place whether on site, or off site on University business.

'Accidents' are unexpected events causing personal injury and include minor injuries such as cuts or sprains.

'Incidents' are events causing damage to equipment or facilities

'Near misses' are events/dangerous occurrences that potentially could have caused personal injury or damage to University property.

The Legal Duty

It is a legal requirement on a person injured at work to record their injury and on employers to investigate the circumstances (**Social Security Act**).

[The Management of Health and Safety at Work Regulations 1999](#) requires employers to plan, organise, control, monitor and review their health and safety arrangements. Health and safety investigations form an essential part of this process.

The University has a legal duty to comply with the [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)

RIDDOR Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to report the incident as soon as possible. In cases of a reportable death, specified injury, or dangerous occurrence, you must notify the enforcing authority without delay. You must report within 10 days of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

Diseases should be reported as soon as a registered medical practitioner (RMP) notifies you in writing that your employee suffers from a reportable work-related disease.

www.hse.gov.uk/riddor

HSE Tel: 0845 300 9923

- Deaths (this requires immediate reporting)
- Major injuries including most fractures, loss of consciousness
- Over-7-day injuries – where staff, students or visitors are away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Injuries to visitors or to members of the public the University, where they are taken from the scene of an accident to hospital



- Some work-related diseases
- Violence in the workplace
- Dangerous occurrences – where something happens that does not result in an injury, but could have done
- Gas Safe registered gas fitters must also report dangerous gas fittings they find
- Any incident concerning uncontrolled use of explosives.

Procedures

ACCIDENT PREVENTION

Methods used to help identify incidents are to:

- Raise awareness at induction and the start of learning programmes about reporting injuries, incidents or losses
- Investigate absence report records of staff and students
- Inform placement providers and supervisors of the importance of reporting incidents.

ACCIDENT/INCIDENT REPORTING

Any accident, incident, or "near miss," no matter how slight the injury or damage, must be reported to University Managers and/or the Head of facilities immediately for appropriate action.

These University managers are responsible for taking appropriate follow-up action, which may include calling a First Aider to get medical attention for the injured.

All written records are sent to the Head of facilities who keeps a log, available for inspection, for a minimum of 3 years.

FORM	PLACE KEPT	INFO RECORDED	COMPLETED BY	PERSONS INFORMED
HSF3a UNIVERSITY INCIDENT REPORT FORM	First Aid Room And Porta/staff google drive	All Accidents, Incidents or 'Near Misses'	University staff, First Aider	Head of facilities ☺ & Head of Resources (Physical Technical and Digital), Responsible Manager, Health and Safety committee, VCE office and Governors
HSF4 First aid /accident report form - Open in google docs	First Aid Room And Porta/staff google drive	Injury & Treatment, including patient details (in line with Data Protection)	First Aider, Injured person, witnesses, lecturer, Head of facilities ☺ & Head of Resources (Physical Technical and Digital),	Head of facilities ☺ & Head of Resources (Physical Technical and Digital), Responsible Manager, Health and Safety committee, VCE office and Governors
HSF4a Parental incident report form (1).pdf	First Aid Room And Porta/staff google drive	Injury or Illness of those under 18 years at University	First Aider	Parent or Guardian, Head of facilities ☺ & Head of Resources (Physical Technical and Digital), Responsible Manager, Health and Safety committee, VCE office and

				Governors
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ACCIDENT/INCIDENT INVESTIGATION

The Head of Facilities and/or the Head of Resources (Physical Technical and Digital) investigates, in consultation with the responsible Managers and the Head of Compliance and Quality Systems, as and when required then reports back to them with recommendations for implementing appropriate corrective actions. Accident reports received for students on work placements are included.

The Head of Facilities, the Head of Resources (Physical Technical and Digital) and the Head of Compliance and Quality Systems, reports on to VCE office and the Corporation.

Reported statistics are presented to VCE office and Governing Body who monitor compliance and review the general working arrangements for health and safety, ensuring joint participation in the prevention of accidents, incidents and occupational ill health.

Investigations of adverse events should be thorough and structured taking the following steps:

- Step 1:** Gathering the information
- Step 2:** Analysing the information
- Step 3:** Identifying risk control measures
- Step 4:** The action plan and its implementation

Investigations into incidents and accidents give a better understanding of:

- How and why things went wrong.
- How people can be exposed to substances or conditions that may affect their health.
- What really happens and how work is really done.
- Deficiencies in risk control management to show where improvements can be made in future risk management and to learn lessons for other areas of the University.
- How to prevent further similar adverse events - If there is a serious accident, the regulatory authorities will take a firm line if you have ignored previous warnings.
- Preventing business losses due to disruption, stoppage, lost orders and the costs of criminal and civil legal actions.
- Improving morale and attitude towards health and safety. People are more cooperative in implementing new safety precautions if they are involved in decisions and they can see that problems are dealt with.

All RIDDOR incidents will be reported to the HSE by the Human resources department within 10 days. For students, the Course or Programme Leader and Safeguarding Lead will be contacted.

Other Incidents and ‘near misses’ that need investigating are those with potential consequences for serious ill health or injury, those most likely to recur and all adverse events which may affect the public.

INCIDENCE MANAGEMENT

The University is expected to make full disclosure of the circumstances of an accident to the injured parties considering legal action. Thoroughly investigating an accident and taking remedial, preventative action would demonstrate to a court that the University has a positive attitude to health and safety. Investigation findings also provide essential information for insurers in the event of a claim

The primary purpose of accident or incident investigation is to identify why the incident occurred and put measures in place to prevent a recurrence.

There are immediate and underlying or root cause factors that may have contributed to the adverse event, or there may be a combination of these.

Immediate factors.

- The condition of the workplace
- Plant, equipment and substances - used or generated
- Process and procedures - instruction, information or lack of it
- People involved - issues, suitability and failure

Underlying or Root Factors.

- Control, supervision and monitoring of risk measures
- Co-operation (involving others) in preparing risk assessments and safe working procedures.
- Communication - duties unclear, not set out properly or understood by those involved
- Competence - ability, training needs, (including H&S) not provided or unsuitable
- Design - workplace, equipment layout, controls and displays and arrangements
- Implementation - arrangements in place for ensuring that sufficient and suitable plant, equipment, materials and labour were available?
- Risk assessment - adequate and suitable arrangements in place to eliminate or reduce risks to an acceptable level?
- Health and safety policy and management systems

Underlying or root causes in turn, point to failings in the health and safety management system. The overall risk control management of the organisation may identify weaknesses. The management system helps to create the environment and set the standards under which all other health and safety activities take place.

REFERENCE MATERIALS

HSE publications: [HSG245: INVESTIGATING ACCIDENTS AND INCIDENTS](#)
[HSG65 'Successful Health & Safety](#)

HEALTH & SAFETY POLICY GUIDELINES HSG4 FIRST AID ARRANGEMENTS

Purpose/Scope

The University's first aid arrangements provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to staff, students and visitors should they become injured or ill. First Aid covers the initial treatment of any injury or illness suffered when on University premises or while undertaking University activities and is available at all times when the University is open. These procedures cover the roles and responsibilities for HSE First Aid qualified persons recognised by the University.

The procedures include arrangements to support medical needs and to minimise the risks associated with bringing medication on University premises, administering and storing it. University staff are not involved in administering any medication, except in an emergency situation and then only on a voluntary basis or/and as a qualified First Aider.

The Legal Duty

Arts University Plymouth acknowledges the responsibility to exercise its legal duty of care towards staff and students who may have medical conditions, and who may require support in order to attend University and take part in day to day activities.

The University complies with Health and Safety (First-Aid) Regulations and the HSE Approved Code of Practice First Aid at Work.

First Aid Procedures

In any emergency, an ambulance should be called immediately on **999 or 112**, a First Aider contacted to administer first aid and to confirm an ambulance has been summoned. It is imperative to err on the side of caution when every minute counts.

The assessment of risks of injury and ill health vary in the different areas and times that the University operates. The University generally falls into the lower risk category. Craft Workshops and the Large Metals provision are higher risk by the nature of machinery/equipment used and activities undertaken.

In cases of first aid for those who are under 18 years, next of kin will be called with consent. The First Aider will stay with the injured person until a parent or guardian is present.

For adults needing emergency treatment, a close contact may be called if requested, instead of the next of kin. Otherwise, in matters of urgency and where consent cannot be obtained, next of kin will be contacted.

The First Aid training provision is managed by HR, in consultation with the Head of facilities.

Qualifications and Roles

The prime objective for first aiders dealing with an injured or ill person is to sustain life, and if trained to do so, stabilise the condition until professional help arrives.

Any member of staff may volunteer to undertake the role of first aider, but they must have the aptitude and ability to absorb new knowledge and learn new skills, be able to go immediately to an emergency and be able to cope with stressful and physically demanding emergency procedures.

There are 2 levels of trained first aiders. These are the full 3 day HSE First Aid at work (FAW) trained and emergency appointed (EFAW) 1 day trained first aiders.

EFAWs provide emergency cover where a first aider is absent due to unforeseen circumstances. The University remunerates all FAW trained first aiders on appointment for carrying out their University duties.

The full qualifying period is every 3 years. It is mandatory practice for all subsequently trained first aiders to complete an annual basic life support refresher course.

Role and Responsibilities of First Aider

- To act in accordance with their training at all times
- To respond promptly to any request for assistance
- To summon further medical help where necessary
- To look after the casualty until they have recovered, or further assistance has arrived
- To accompany injured persons under 18 years, travelling by University organised transport for medical treatment and act as Loco Parentis until a parent or guardian arrives
- To ensure their personal safety at all times
- To ensure their own first aid boxes/kits are kept adequately stocked and in date
- To attend regular Forums for University First Aiders
- To record all First Aid treatment provided on the appropriate forms
- To liaise with Estates Officer necessary
- To have a duty of care to themselves. If a stressful or traumatic experience affects them in any way, they are encouraged to use the University support network, which is by talking to a fellow first aider, HR, a Listener or the Counsellor.

First Aiders should NEVER:

- Keep medicines in any first aid boxes

- Attempt to give treatments that they are untrained for
- Attempt to make a diagnosis of a medical complaint or injury
- Recommend a medicine to anyone seeking first aid
- Admit that the University is responsible for an accident. The issue of liability is determined solely by our insurers/lawyers following an investigation into all circumstances surrounding an accident
- Provide first aid without a current certificate.

A range of sterile dressings, gloves and other appropriate materials will be kept in portable boxes maintained by the FAW trained staff and replenished on request and as necessary by the Estates Officer. No form of medication must be kept in the First Aid box.

An **appointed person** is someone your employer appoints to:

- Take charge when someone falls ill or is injured at work, including calling an ambulance if needed;
- Look after the first aid box and other first aid equipment, including restocking the box;
- Keep records of treatment given.
- Appointed persons should NOT give first aid for which they have not been trained.

Emergency Transport

An ambulance will be called by the **First Aider** in the first instance, if deemed necessary, unless already summoned by another member of staff in an emergency situation. In the first instance, the University does not assume payment for ambulance transportation.

Individuals refusing ambulance transportation to a medical facility are responsible for that decision and are responsible for their own transportation to a medical facility. The University does not assume responsibility for consequences resulting from refusal of ambulance transportation.

For minor injuries, where hospital treatment is required, taxis may be called to transport a casualty, following University Procedures:

Student taxi arrangements are authorised by Deputy Vice-Chancellor

Staff taxi arrangements are authorised by the Head of Human Resources.

The University does not recommend that employees of the University use their own or University vehicle to transport an individual, that employee does so under personal liability. The University will not assume responsibility for consequences resulting from such transportation.

Supporting Medical Needs

Staff and students may be required to take medication on a regular basis for chronic complaints, for a short period of time, such as antibiotics, or just in emergencies e.g. for diabetes, epilepsy or anaphylaxis.

The University recognises its duty to safeguard staff who volunteer to administer medication in an emergency to staff or students who have medical conditions, and to provide assurance about University support, legal liability and appropriate insurance cover.

University staff will only be involved in the administration of any medication in an emergency situation and then on a strictly voluntary basis or/and as a qualified First Aider.

Staff and students must declare medical conditions on application to the University. They will be provided with lockable space for storage of medication if necessary. The First Aid room is available for anyone needing a private, quiet environment to self-administer prescribed medication.

If injections for anaphylaxis are required, they should be self-administered. Only in exceptional circumstances will First Aiders be asked to consider administering the adrenaline.

In all cases of anaphylaxis, allergic reactions or emergency medication being needed for other conditions such as epilepsy, paramedics should be called to administer the preparation.

Students likely to require emergency medication, or with a medical condition should:

- Complete a medical form prior to their starting a course at the University with details of the condition, medication and emergency contact numbers (if under 18, by a parent, guardian or carer) Individual student medical records are accessed through MIS on the student personal page
- Formally allocate permission to the University for administration of emergency medication
- Provide details of how and when emergency medication should be administered
- Notify the University in writing of any medication changes (if under 18, by a parent/guardian/carer)

Staff likely to require emergency medication, or with a medical condition should:

- Complete a detailed medical form prior to starting employment (or as soon as diagnosis is given) which is sent to the University Occupational Health provider. All Occupational health records are maintained by Human Resources.
- Provide details through their line managers of: emergency contact details, how and when to administer emergency medication and any medication changes.
- Formally allocate permission to the University for administration of emergency medication

First Aiders who volunteer to administer the medication should:

- Prior to an emergency, discuss with the student the procedure for administering the medication/treatment including:
 - what is used to administer the medication i.e. syringe, gun, pen;
 - how the medication should be administered i.e. in the arm, leg, muscle, by mouth;
 - where the medication is kept i.e. pocket, bag or secure store.
- Make themselves familiar with the process
- Understand how to use any equipment;
- Handle the equipment to be able to feel comfortable with it.
- Keep a record of actions taken after an event.

Records

The following University Forms are available on Google Drive:

[HSF3a UNIVERSITY INCIDENT REPORT FORM](#)

[HSF4 First aid /accident report form - Open in google docs](#)

[HSF4a Parental incident report form \(1\).pdf](#)

First Aid statistics are submitted with the termly Accident and Incident record by the COO and the Head of Facilities to the VCE members and Governors.

All First Aid records, in accordance with the Data Protection Act, are securely kept by the Head of facilities for a minimum of 3 years.

September 2022/SH v3

**HEALTH & SAFETY POLICY GUIDELINES
HSG5 USING DISPLAY SCREEN EQUIPMENT**

Purpose/Scope

The Health and Safety (Display Screen Equipment) Regulations - DSE Regulations define 'Users' as employees who habitually use display screen equipment as a significant part of their normal work. Prolonged use of Display Screen Equipment (DSE) can cause several adverse health effects. The procedures outlined within this document, will help minimise the risks to staff and students who use display screen equipment.

The Legal Duty

The health and safety regulations that relate to working with display screen equipment include:

- [Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992 Working safely with Display screen equipment](#)

Procedures

The principal requirements of the DSE Regulations are:

1. employers must undertake assessments of workstations to identify any health and safety risks to which users and others are exposed as a result of their use;
2. the assessment must be reviewed or updated if there is a significant change to circumstances affecting the workstation;
3. any risks that are identified in the assessment must be minimised as far as is practicable;
4. employers must organise the work of users so that they can have breaks or changes in activity that limit periods of continuous use of the equipment;
5. employers must allow users to have eyesight tests and pay for any special glasses that may be needed for display screen work;
6. employers shall provide users with adequate health and safety training and information;
7. In cases where there have been no changes and re-assessment has not been necessary, the assessment shall be reviewed when a period of not less than five years has elapsed since the previous assessment.

The recognised adverse health effects of prolonged use of DSE are:

- Repetitive strain injury (RSI) This can cause temporary cramps, aches and pains in the hands, wrists, arms, neck, shoulders or back. Usually these disorders only occur after long uninterrupted sessions of DSE work and soon disappear but in a few cases can become permanent and even disabling.
- Stress / fatigue and headaches are more likely to result from poor job design, work organisation or user interaction, rather than the physical aspects of the work station. However, stress / fatigue and headaches may result from screen glare, poor image quality, a need for spectacles, stress arising from work demands, anxiety about new technology, working for prolonged periods without a break, poor posture or a combination of the above.
- Skin disorder can be caused in rare circumstances. A small number of people have suffered from skin irritations and rashes after prolonged work. This is thought to be caused by a

combination of dry air caused by heat from the DSE and static electricity, although there is no conclusive evidence to support this.

- There is no evidence to suggest that DSE work can cause disease or permanent damage to sight. However, DSE work may intensify an existing eyesight problem. Long spells of work may lead to tiredness and discomfort, often suffered by contact lens wearers and due to the dry microclimate produced by heat from DSE. In addition, there is no evidence to suggest that epileptic fits are brought on by DSE use.

HSF5 Workstation/ Display Screen Equipment Assessment is issued to all new starters in the staff induction pack for completion and return. Line managers confirm completion and return of the assessment to HR during stage 2 of induction.

The IT department supplies computer hardware (i.e. any equipment attached by lead to work equipment) for the operator. Department budgets may be used for laptop risers or screens. Estates supply the basic office furniture and ensure a safe working environment.

When changes occur or if problems are encountered, your line manager will carry out a joint consultation with the user. Reasonable and appropriate remedial measures will be recommended and passed to IT to order the necessary additional/replacement equipment or Estates for workplace adjustments. The Estates Department will supply staff with ergonomically suitable chairs, wrist or foot rests and document holders.

HSF5 WORKSTATION/DISPLAY SCREEN EQUIPMENT ASSESSMENT

Operator Name	Location
Line Manager	Date of Assessment

SECTION 1 USER/OPERATOR DEFINITION

		Yes/No
1.1	Do you depend on DSE to do your Job?	
1.2	Do you normally use DSE daily or spells of at least an hour daily?	
1.3	Have any discretion as to when you use DSE?	
User /Operator status (to be completed by assessor) Below		

SECTION 2 USER/OPERATOR CONSULTATION

Whilst or following the use of Display Screen Equipment do you experience-

		Yes/No
2.1	Headaches, Backache, Neck ache	
2.2	Pins and Needles in the extremities	
2.3	Red Eyes	
2.4	Difficulty and Focusing	
2.5	Excessive Tiredness	
2.6	Cramps in fingers, Hands, wrists or arms	
2.7	Do you wear spectacles or contact lenses	
2.8	If yes to 2.2, are they specified/prescribed for DSE Work?	
2.9	When was your last eye test? DATE	
2.10	Do you have reasonable control of when you take a break from DSE use?	
2.11	How frequently do you take breaks from using DSE?	
2.12	Are you competent using hardware & software provided?	

2.13	Comments:	
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SECTION 3 WORKSTATION DESK AND CHAIR

3.1 Chair

Yes/No

3.1.1	Is the Chair Comfortable and Stable?	
3.1.2	Does the chair allow freedom of movement?	
3.1.3	Can the seat height be easily adjusted?	
3.1.4	Is the seat back adjustable in Height and tilt?	
2.1.5	Can the chair be positioned close enough to the desk to allow correct posture?	
3.1.6	Can the user/operator sit well back into the chair?	
3.1.7	Is the chair adjusted correctly so that? The wrist and hands are as straight as possible with minimum flexing of the wrist while typing? The elbows are approximately 90° to the forearms; the forearms are near parallel to the floor and the wrists NOT above the elbows whilst typing? The small of the back is supported by the chairs backrest?	
3.1.8	Is the footrest needed/used to permit even pressure on the backs of the legs with the knees at approx 90°	
3.1.9	Comments:	

3.2 Work Desk

Yes/No

3.2.1	Is the work surface of sufficient size and in good condition?	
3.2.2	Is the surface of low reflectance?	
3.2.3	Can the screen, keyboard, documents and related equipment be flexibly arranged?	
3.2.4	Can the peripheral equipment and papers be comfortably reached?	
3.2.5	Is a document holder required/used?	
3.2.6	Is the document holder sited to avoid minimum twisting or head movements?	
3.2.7	Is there adequate space beneath the work surface for your legs?	
3.2.8	Is there sufficient space in front of the keyboard to support your forearms?	

3.2.9	Can the screen, keyboard and operator operate in a straight plane?	
3.2.10	Comments:	

SECTION 4 WORKSTATION SCREEN, KEYBOARD AND POINTING DEVICE

4.1 Screen:		Yes/No
4.1.1	Can the screen be easily tilted and swivelled?	
4.1.2	Can the brightness/contrast controls be easily adjusted?	
4.1.3	Are the screen characters clear and readable?	
4.1.4	Is the screen specification suitable for its intended use?	
4.1.5	Is the image stable, i.e. free from flicker and jitter?	
4.1.6	Is the screen free of glare and reflections?	
4.1.7	Is the screen set at a suitable height with top of the VDU roughly the same height as the eyes of the user?	
4.1.8	Comments:	

4.2 Keyboard:		Yes/No
4.2.1	Is the keyboard separate from the screen?	
4.2.2	Is the Keyboard tiltable?	
4.2.3	Are the characters legible and the keyboard clean?	
4.2.4	Does the keyboard have a matt surface to reduce glare and/or reflections?	
4.2.5	Does the user have a good keyboard technique i.e. not bending the hands up at the wrist, hitting the keys too hard, overstretching the fingers, etc?	
4.2.6	Are the keys adequately arranged to make the keyboard easy to use?	
4.2.7	Comments:	

4.3 Pointing Device:		Yes/No
4.3.1	Is mouse or trackball used?	
4.3.2	Is the device suitable for the tasks it is used for?	



4.3.3	Can the device be positioned close to the user to prevent overstretching and be operated with a relaxed arm and straight wrist?	
4.3.4	Is there support for the device users' wrist and forearm?	
4.3.5	Does the device work smoothly at a suitable speed for the user?	
4.3.6	Comments:	

SECTION 5 ENVIRONMENT

Yes/No

5.1	Is there enough room to change position and vary movements?	
5.2	Is the general room level lighting satisfactory?	
5.3	Is task lighting necessary/ used	
5.4	Is the room temperature adequate?	
5.5	Can the room temperature be easily controlled?	
5.6	Is the general ventilation adequate?	
5.7	Are there any disturbing noises at the workstation or nearby?	
5.8	Comments:	

SECTION 6 GENERAL SAFETY

Yes/No

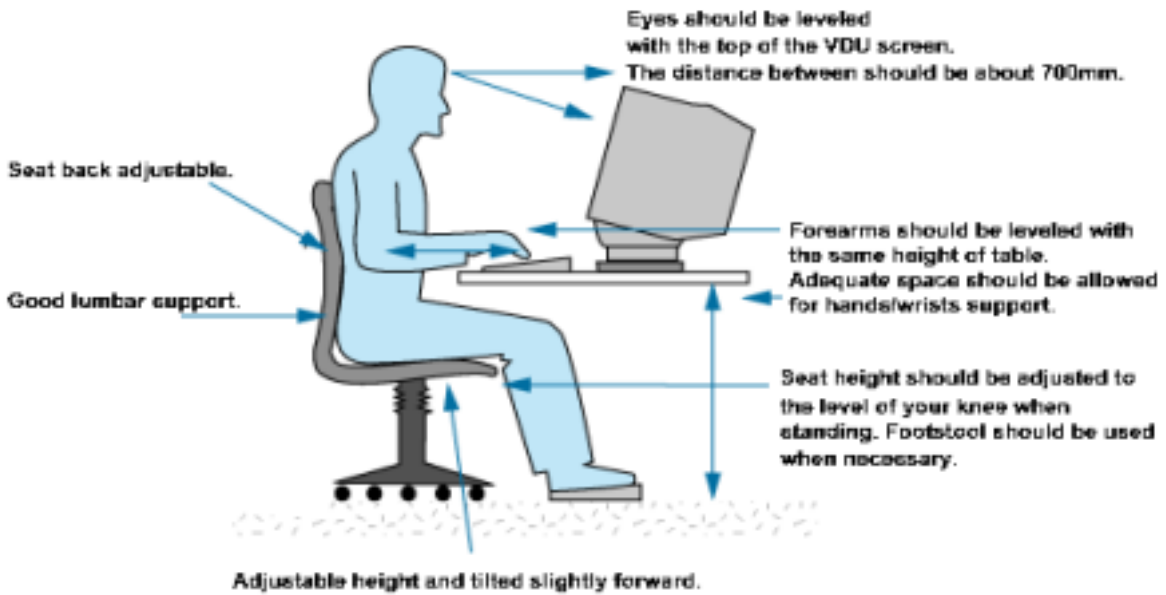
6.1	Are any trip hazards apparent?	
6.2	IS the equipment positioned safely?	
6.3	Is the escape route clear from the workstation in case of emergency?	
6.4	Are there any other recognisable safety problems?	
6.5	Comments:	

SECTION 7 RECOMMENDATIONS

Section	Recommended Actions Required	Date Completed
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NAME	SIGNATURE	DATE
ASSESSOR:		
DSE USER:		
LINE MANAGER:		



COMMON CAUSES OF PROBLEMS WITH PROLONGED COMPUTER USE ARE:

Back, Shoulders and Neck:

- The height or position of screen
- Positioning of the seat, including the backrest
- The need for a footrest or document holder

Hands, Arms and Wrists:

- Position of Keyboard or mouse

Keyboard technique

Tired Eyes or Headaches:

- Failure to take breaks or change activities
- Reflected light or glare
- Environmental Factors

Review the assessment: On change of equipment-After reorganisation of workstation-On change of user Periodically, not exceeding 2 years

GUIDELINES FOR THE SAFE USE OF LAPTOP COMPUTERS

Prolonged use of portable or laptop computers may cause discomfort to operators, due to the different design and smaller size compared with desktop display Screen Equipment. Work is often carried out in cramped conditions, encouraging users to sit incorrectly and lean over the screen, causing shoulder and neck problems. As a result, the University recommend laptops are used according to the following guidelines:

- A separate screen and mouse must be used whenever possible;
- Laptops are only to be used outside the office and where no desktop computer or docking station is available;
- Wherever possible position the laptop on a firm surface at the right height for its use; ● The use of laptops in stationary cars is actively discouraged. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space;
- Avoid overloading your laptop bag. Distribute weight as evenly as possible;
- Angle the computer screen to minimise reflections;
- Ensure there is enough space in front of the laptop to rest your wrists and forearms whilst working; ● Take regular breaks, at least ten minutes in every hour;
- Report any discomfort experienced whilst using a laptop to the Health and Safety Advisor.

**HEALTH AND SAFETY POLICY GUIDELINES
HSG6 STUDENT WORK PLACEMENT & WORK EXPERIENCE PRACTICE**

Purpose/Scope

The University recognises its ethical and legal responsibility to manage the health, safety and well-being of our students whilst undertaking creative practice experience in external workplaces, as part of their studies. It applies a sensible risk-based approach towards protecting student injury or ill-health, whether or not at another workplace, and injury, ill health, loss or damage to any other person caused by the action of our students.

Before work placements can be approved, Programme Leaders are responsible for ensuring:

- Students have received adequate health and safety training
- Workplace hazards are identified and risks managed
- Employers have Employer and/or Public Liability Insurance
- Support and safeguarding is robust for vulnerable students
- Regular 3 way communication can be maintained between Student, Employer and University
- Liaison with students and employers who have concerns or conflict, difference or dispute over placements

At all other employers' workplaces, students will be expected to work in a safe manner and follow recommended safe working practices, reporting all accidents or unsafe incidents.

It is recognised that some HE placements may take place overseas, where students must use a sensible risk-based approach to their practice.

Approving Work Places

Risk assessments will consider, for example, - induction training, instruction and supervision; working with powered machinery or hazardous materials; travelling requirements; type of location; lone working; whether there is health & safety advice etc. This information should be reviewed regularly, particularly when any changes or variations occur, such as on notification of a student accident or complaint, enforcement action or major injury/death of anyone other than the student at the workplace.

With regards to vulnerable students, the suitability of practical work must be assessed for and with the individual student and the employer. Any changes in working practice will be agreed before taking a placement and recorded.

For workplaces with low risk activities, a telephone call or email confirmation may be sufficient to seek assurance that students will not be exposed to any undue risks. In other cases, a pre-placement visit by a vocationally or health & safety competent staff member from your department to employers will be needed, to check suitability. The University Health and Safety retained competent person Ewan Patterson of HSOH consultancy may be asked to visit any

workplaces that raise concern and to investigate student accidents.

Students should expect:

- A safe, healthy and supportive environment
- An employers' health and safety induction when starting at each new work place, including risk assessment information
- Information on supervision arrangements
- Training on health and safety issues and appropriate use of equipment/materials
- Information on any restrictions which apply, such as the use of certain machinery
- To wear appropriate clothes for the working environment and
- To have personal protective equipment supplied wherever the risks to health and safety cannot be adequately controlled in other ways.

Insurance

Students who undertake work placements or experience are classified as employed - insurance will be provided by means of the **Employer's Compulsory Liability Insurance (ECLI)**

<http://www.hse.gov.uk/pubns/hse40.pdf>

There are 2 exceptions to the above –

Working within a student's own **family business** or with a **sole trader**;

In both cases, neither has a legal obligation to purchase, however, it is strongly recommended that some form of insurance is in place before any work experience takes place and documentary evidence is seen, highlighting that notification has been made and accepted.

Public Liability Insurance (PLI) that is extended to include a student on work experience, providing accidental injury cover either to, or caused by, any 3rd party injury claim, is effectively the same insurance cover as would be provided by ECLI.

Failure to obtain this extended cover by a sole trader or family business could leave the student without any means of obtaining compensation in the event of a work related accident and expose the University to potential liability claims for any injuries/damages.

Note: Membership with some UK-based artist organisations, e.g. [a-n The Artists Information Company](#), provides free Public and Products insurance.

Notification and/or amendments to an existing ECLI/PLI may incur additional costs which might influence an employer's decision about work experience taking place. It is important, before work experience takes place, the University has assurance that the student is afforded the right insurance cover. In cases where the employer is unwilling to cover the cost of an increased insurance premium, the University must decide whether -

- 1) the work experience should go ahead.
- 2) the University's own insurers are prepared to provide personal injury accident cover for the student whilst on work experience.
- 3) the cost of the increased insurance premium will be covered and
- 4) confirmation of this cover is available to assure the student and employer

Charity/volunteer work

Where work experience is to take place with a charity or through volunteer groups, ECLI requirements must be in place, as required of any other employer.

APPENDICES

1. **Workplace/ Work Experience Employer Record**
2. **Student Work Experience – Insurance Confirmation**
3. **Student Workplace Health & Safety Induction**

WORKPLACE/ WORK EXPERIENCE EMPLOYER RECORD

STUDENT DETAILS <i>(include individual needs)</i>		
PROGRAMME LEADER		
COMPANY NAME		
OWNER/PROPRIETOR		
WORKPLACE ADDRESS		
TEL/EMAIL		
NATURE OF BUSINESS		
NO. OF EMPLOYEES (IF ANY)		
INSURANCE CONFIRMATION SENT & RETURNED		
HAVE ANY PREVIOUS STUDENTS HAD WORK EXPERIENCE WITH COMPANY?		DATES:
TYPE OF ACTIVITIES CARRIED OUT AT LOCATION		
WORK EQUIPMENT TO BE USED		
CHEMICALS/MATERIALS TO BE USED		
PRE PLACEMENT VISIT NECESSARY? Y/N		
DATE FIXED FOR PRE PLACEMENT VISIT		
DATES OF WORK EXPERIENCE		
ASSESSED BY/DATE		
PROGRAMME LEADER'S SIGNATURE		
NOTES: <i>This form must be completed and signed off by your Programme</i>		

<i>Leader BEFORE work placement commences.</i>		
--	--	--

STUDENT RECORD COPY □ PROGRAMME LEADER COPY □

APPENDIX 2

STUDENT WORK EXPERIENCE – INSURANCE CONFIRMATION

*Arts University Plymouth
Tavistock Place
Plymouth
PL4 8AT*

Company Address

Location
Postcode
Date

Dear

AUP STUDENT WORK PLACEMENT

Your contribution as a work experience provider is greatly appreciated. To fulfil the Duty of Care to our students and others under health and safety law, the University wishes to ensure that your insurance policy or policies will protect the student, your company and third parties, in case an incident arises which may result in a claim for damages. Please confirm the following by return of post using the stamped addressed envelope before the student starts at your workplace.

The student will be covered by:

- 1. Employers' Liability Insurance YES/NO
- 2. Public Liability Insurance YES/NO

If you are a sole trader with no employees, please confirm your public liability covers 3rd parties and liability from students' negligent acts

YES/NO

I confirm your student will be protected under health and safety legislation and is covered by our insurance policies during work experience on our premises.

Signed.....Print
name.....Date.....

Position in
Company.....

Name of
Company.....T

Thank you for taking time to complete the information required. If you have any enquiries or require any assistance with health and safety issues, please do not hesitate to contact the University retained Health and Safety Advisor Ewan Patterson at ewan.paterson@hsohconsultancy.com

Yours sincerely,

APPENDIX 3

STUDENT WORK PLACEMENT HEALTH & SAFETY INDUCTION

The following items should be included in your induction into the work placement, preferably on your first day. Please check off the items below on the start of the placement. This list is not exhaustive and other topics may be covered, which you may note if you wish:

HEALTH & SAFETY ISSUES	DATE
Names/numbers of who to contact in an emergency &/or health & safety matters	
First Aid arrangements (including names of first aiders) Location of First Aid box	
Fire arrangements, how to raise alarm, location of evacuation point	
Accident reporting and location of accident book	
Outline of duties allowed and precautions	
Restricted jobs and places	
Instruction on equipment you will be using (list equipment)	
Hazardous materials or substances you may be using	
Protective clothing arrangements	
Any relevant risk assessments have been shown/explained	
Manual handling, lifting procedures	
Other issues – travel/transport/location/lone working (give details)	
STUDENT NAME	SIGNATURE
WORK EXPERIENCE COMPANY/ PROVIDER NAME	SIGNATURE

EDUCATIONAL VISITS

The Educational trips process is managed through Curriculum Operations.

[Educational Visit Guidelines 2022/23](#)

Educational Visit Guidelines

1. Introduction

Arts University Plymouth recognises the benefit that off-campus trips can bring to students. As well as being educational they can enrich cultural awareness and develop valuable life skills. When planning a trip there are several issues to consider which are covered in this document.

These guidelines are intended as a discussion document for staff organising site visits and trips within the UK or overseas. While these guidelines are intended to be useful in all situations, particular concerns include:

- Liability and duty of care
- Serious incidents, such as the death or serious illness of a student while on a trip
- Safety and security issues overseas
- Exclusion of students on the grounds of nationality (immigration and security issues)
- Students being held by immigration authorities abroad
- Equality Act. The Equality Act requires us to have policies in place to ensure that the students are not disadvantaged because of a protected characteristic.

These guidelines do not apply to trips organised through the Student Union which has its own guidelines and procedures in place.

The [Equality, Diversity and Inclusion Policy](#) and [Safeguarding Policy](#) must be considered during any AUP activity and students reminded of the [Student Code of Conduct](#) and [Dignity at Study Policy](#).

2. Departmental Activity (HE and Pre Degree)

An enrichment trip is any off-site visit that is attached to learning; ranging from a short research trip in Plymouth to an overseas excursion lasting several days.

Students, like the staff, will be the face of the University and therefore it is vital that they portray the University in a good light. Students will be subject to their [Student Code of Conduct](#) and [Disciplinary Procedures for Students](#) even when off-site. This includes periods of the trip when free time is allocated such as during evenings and is also applicable during travel time.

A risk assessment must be carried out and approved, for activities that fall under AUP's responsibility. A risk assessment of the proposed activity must be undertaken by a member of staff taking part in the activity and a record kept within the Department. The risk assessment should include details of what action has been taken to notify and warn students, as well as details of other actions taken by staff to mitigate potential risks.

3. Travel Company and costs

AUP uses three private educational travel companies (Key Travel, Studylink and Travelbound) to ensure we get the best value out of our enrichment trips. As such we are bound by their cancellation policies, payment schedules and requirements. Prices and payment timelines will be released at the beginning of the academic year for Pre Degree trips and as soon as known for HE programmes. It should be noted that all trip-related bookings should be made via a travel agency with the exception of coach bookings which must be made separately by Curriculum Operations. It is advised that any company AUP uses should complete a [pre-qualification questionnaire \(PQQ\)](#). This covers DBS checks and insurance checks so is particularly relevant for those students under 18 years of age.

It should be noted that educational travel companies recommend a small contingency is added to each individual price to minimise small fluctuations, which the University does. Trip costs also cover staffing and administration fees. **Trip fees do not include spending money, meals or museum entries unless specifically stated.**

4. Insurances

The University's [Finance team](#) must be made aware of all trips for insurance purposes. This should be checked by the staff member organising the trip in advance.

- **Travel insurance and Health Insurance Cards**

For the 2022/23 academic year it has been confirmed that there are some overseas educational visits such as Milan Fashion Week. Therefore, overseas cover has been added to the [insurance policy/schedule](#) for this year. The University provides insurance cover on authorised activity abroad and staff should make themselves familiar with the policy & arrangements. Some staff may wish to take additional cover, at their own cost, in addition to the cover provided.

- **European Health Insurance Card (EHIC) / Global Health Insurance Card (GHIC)**

For educational trips in 2022/23 to facilitate future planning existing EHICs continue to be valid until expiry date. You can use your card to access medically necessary state-provided healthcare when you're visiting an EU country or Switzerland. Medically necessary healthcare means healthcare that cannot reasonably wait until you come back to the UK. Whether treatment is necessary is decided by the healthcare provider in the country you're visiting and includes things like:

- ❖ emergency treatment and visits to A&E
- ❖ treatment for a long-term or pre-existing medical condition
- ❖ routine medical care for pre-existing conditions that need monitoring
- ❖ routine maternity care, as long as you're not going abroad to give birth
- ❖ oxygen therapy and kidney dialysis

You'll need to pre-arrange some treatments with the relevant healthcare provider in the country you're visiting – for example, kidney dialysis or chemotherapy.

If you do not have an EHIC or it has expired you can apply for a GHIC (or EHIC if certain residency questions apply) [on the GHIC/EHIC NHS website](#). It is free of charge - DO NOT PAY via alternative providers.

- **For travel to Iceland, Liechtenstein and Norway**

For Norway only, if you are ordinarily resident in the UK, you can use your UK passport to access [state-provided medical treatment](#), if it becomes necessary during your trip.

If you're travelling to Iceland, Liechtenstein or Norway (see above), you cannot use a GHIC and most people also cannot use EHIC to get medical treatment. Under the Withdrawal agreement some people (if born in one of those countries for example) may be able to use a new UK EHIC. [Check whether your card is valid](#).

Ensure you get appropriate travel insurance for your needs, including cover for emergency medical treatment and associated costs. Check the latest [foreign travel advice](#) for those countries before you travel.

Please read [applying for healthcare cover abroad](#) for further information about the cards.

- **Personal insurance**

As mentioned above we provide insurance cover on authorised activity abroad. Some staff may wish to take additional cover, at their own cost, in addition to the cover provided. Students and staff are recommended to take out their own insurance for personal belongings such as laptops and this should provide cover for short periods overseas. Existing home contents policies may provide this cover and should be checked in advance.

- **Medical insurance**

Most international students are covered by the NHS treatment while in the UK but this does not cover them outside the UK. Any medical insurance should include:

- repatriation to UK
- funding for friends or relatives to stay with the participant if hospital stay required.
- cover for repatriation of remains

5. Staff / Student Ratios

Staff members on trips should always anticipate the unexpected. Staff could potentially have to accompany a student to hospital, an Embassy (e.g. lost passport) or a police station. It is therefore imperative that there are enough staff members to cope with an unexpected situation.

There should be a proportionate balance of male / female staff members on a trip, unless the student cohort is made up entirely of male or female students, in which case staff members should be of the same gender.

- **HE visits**

For HE educational visits overseas and / or overnight, where students are over 18 years of age the ratio is 1:15 with at least three staff members (including the EVO) on all trips. In the unlikely event that a staff member has to accompany a student back to the UK this would leave at least two staff members. For local trips (within the Plymouth area), the ratio is 1:15 with a minimum of two staff members.

- **Pre Degree visits**

For Pre Degree educational visits those students with high needs or an Education Health & Care Plan (EHCP) will have support if they require it. For local trips (non vulnerable students) the ratio is 1:15 (minimum 2 staff)

and for local trips (vulnerable groups) the ratio is 1:10 (minimum 2 staff). On International trips the ratio is 1:10 with a minimum of three staff members.

6. Immigration / Passports / Visas / Health Requirements

Immigration issues must be considered. As well as UK or EU passport holders, there may be other nationalities in the group. Their visa requirements should be taken into consideration as well as those of home/European students.

If you renewed your current passport before the previous one expired, any remaining validity (up to nine months) would likely have been added to its expiry date over the usual limit of 10 years. However, these 'extra months' on your passport may not count towards the requirement for having six months remaining validity for entry to some countries.

Schengen Area countries also require passports to have been issued within the last 10 years on the day of travel - which means that you could have up to 15 months left on your passport according to its expiry date and you'd still be refused entry to Schengen Area countries. It is strongly recommended that this is checked thoroughly and that passports are replaced before 6 months is left prior to expiry. For example, from the government's travel web pages the current requirements for entry to Luxembourg, a Schengen Area country is as follows:

Make sure your passport is:

- *valid for at least 3 months after the day you plan to leave Luxembourg, or any other Schengen country*
- *less than 10 years old*
 - *The 3 months you need when leaving a country must be within 10 years of the passport issue date.*
 - *If you renewed your current passport before the previous one expired, extra months may have been added to its expiry date. Any extra months on your passport over 10 years may not count towards the minimum 3 months needed.*
- ❖ It may be impossible for students of some nationalities to obtain a visa for certain countries
- ❖ Visas can be problematic; for instance, Chinese nationals usually require at least three months remaining on their existing Leave to Remain as a student in the UK before they can obtain a visa for countries such as France.
- ❖ Extending UK Leave to Remain can take up to two months so careful planning is required to make it possible for certain nationalities to partake in a trip.

It is incumbent on the EVO to read the Foreign & Commonwealth Office (FCO) via the [Passports, travel and living abroad](#) site and also confirm immigration / health requirements through the University's travel agent.

Vaccinations may be advisable or even required by the country to be visited. Students should be made aware of this and the need to arrange for them through their GP at the time of booking. Individual countries will have their own rules and guidelines relating to Covid-19 vaccinations and testing requirements which should be checked in advance along with the UK's own guidance and regulations concerning the country to be visited.

7. Medical, Safeguarding and Disability Matters

The organisers of the trip should be aware of any issues that may affect the participation of individual students through dialogue between subject / course leaders and Student Support and from both a safeguarding and disability / medical perspective. The Equality Act requires that wherever possible and within reason, students with disabilities are not excluded from any educational activity. If a student has a history of disruptive behaviour or is potentially a safeguarding risk then this should be raised with the Head of Student Support at the earliest opportunity in advance of bookings being finalised. For students with specific learning disabilities an assessment should also be made from the outset on the suitability of the trip for that student. Feasibility of Learning Support Assistants attending, with additional costs being met by the University should be made as well as sleeping arrangements for specific students (see paragraph 9 on Accommodation).

While Student Support may be contacted for advice, staff away on trips should be aware that there is often little they can do if staff/students are away, particularly if overseas other than to provide basic advice. It is therefore imperative that staff make themselves aware of emergency contact numbers / procedures for the area in the UK or overseas country they are visiting.

All medical information pertaining to students' health and safety on the trip is required by the trip organiser prior to payment. This is to ensure risk assessments and extra support can be put in place. Students will be expected to have considered the expectations of each trip in terms of physical exertion and travel experience and discussed any concerns in advance of paying a deposit. Examples of this could be anxiety about flying, having enough medication or difficulties with prolonged walking.

Pre Degree students are to be informed that if they require significant support on a trip such as personal care and/or significant social and emotional support, an assessment of their needs will be undertaken with them and the [Pre Degree Special Educational Needs Coordinator \(SENCO\)](#) to ensure the trip is appropriate to their needs and what support may be offered. One-to-one tutorials are held with every student who has paid a deposit prior to refund cut-offs to discuss all medical/disability concerns with parents/carers and other support networks included to ensure all risks are discussed and documented on SoMIS with risk assessments made, particularly for students under Student Support care or with an EHCP. The [SENCO](#) should be contacted prior to paying a deposit to discuss further.

If the needs cannot be met or In extreme circumstances (such as a history of behaviour issues) and in consultation with the Head of Student Support and Head of Compliance & Quality Systems a discussion to be had to decide whether a student can partake in external trips or whether any additional support needs to be put in place, with SoMIS noted accordingly.

Students with certain medications are also documented and tracked so this may be flagged when crossing borders, particularly for trips to the US. Students / parents / carers can be directed to specific government advice. For example some medications legal in the UK may not be in other countries (for example any medication containing codeine in UAE).

In Pre Degree the list of students (by student number) alongside the medication is held by the EVO. In higher education those students over the age of 18 will be responsible for their own medication, however, it is best practice for the EVO to maintain a list of students (by student number) alongside the medication, in case the information is required by medical staff for example.

8. Timings

Approval of timings of trips is at the discretion of the Dean for Arts, Design & Media (for HE) or the Pre Degree Manager.

Departments should consider the timing of any educational trips to ensure they do not coincide with module submission dates or other key University events. Consideration should also be given to students' own domestic responsibilities. For example, school holidays might prevent participation from students with young children.

Organisers should seek to avoid major religious holidays, where possible, in planning dates. The University should also be mindful of the impact of multiple study trips in a single year / trimester where students feel obliged to attend and take into account the financial impact it may have on many students.

It should be made clear that attendance on trips is not compulsory.

9. Accommodation requirements

Room allocations/sleeping arrangements must be considered and planned carefully, ensuring that male and female accommodation, sleeping, bathing arrangements etc. are managed appropriately.

Any gender splits should be based on the gender the student identifies with. For example if a student identifies as female they will be allocated female accommodation.

On Pre Degree trips students and staff cannot share common bathrooms if staying in a hostel. Staff must also be located on a separate floor or have access to ensuite bathrooms. This is also recommended where possible for HE trips.

While HE students often sort out their own groups for accommodation, more care is taken with Pre Degree. This can be a difficult area and consultation with students is important with booking accommodation with disability access and religious / cultural circumstances to be taken into account.

- **Single-occupancy**

If for example there is one male student on a trip where all other students are female it would be unfair to expect the male student to pay the single occupancy charge. In such a case the additional charge should be included in the total and shared equally amongst all students on the trip.

If a student requests their own accommodation this should be discussed with them to establish the reason - it may be for legitimate reasons such as for religious reasons or for a medical condition in which case the same rule will apply as above with the single occupancy charge shared. If there is no legitimate reason the additional expense incurred will be paid for by the student.

10. Food & Dietary Requirements

If food is included as part of the trip, e.g. on long-haul airlines or in hotels the trip organiser should seek to ensure that the dietary requirements of individual students, whether for religious or health reasons are known to the hosts or caterers via the travel agent if necessary.

11. Social Activities

Where possible, participants should not be excluded from social activities for cultural or religious reasons. Consideration should be given to students who do not wish to drink alcohol or attend nightclubs with alternative entertainment considered, particularly during evenings.

12. Safety and Security

The Educational Visit Organiser (EVO) should be identified with a deputy in case of emergencies.

Guidelines should be given to the EVO and students regarding steps to be taken in case of emergencies. For trips abroad, this should include simple emergency phrases in the language of the country being visited - or with a suitable translation app being downloaded to smartphones.

A list of all participants, their contact details and those of their emergency contact should be kept by the leader and a copy left with the department at the University.

If travelling abroad, all participants should be advised to have a copy of pages of their passports relating to personal details, issuing place and date, visas for the countries that they are visiting and visas for the UK and to keep this copy in their luggage, but separate from their passport.

This information is usually acceptable on a smartphone / laptop or held as a paper copy.

13. Information for Students

Participants should be provided with full written information in a timely manner about:

- EVO, including contact details both prior to and during the trip (e.g. a mobile phone number)
- What to take (and what not to take)
- Costs involved prior to the trip and refund policy
- Money needed during the trip - this should explicitly include what is covered and what is not in the cost of the trip.
 - It should include information and advice on any tickets that need to be purchased individually for tours / transport (e.g. subway) and what may need to be booked in advance.
- Full itinerary
- Safety and security issues, including the phone number for local emergency services, e.g. police or ambulance, consulate services and useful websites - these should also be translated in countries where language may be a barrier.
- University emergency contact number in case of an emergency with the group and EVO
- Contact details for them while they are away, e.g. the hotel phone number
- Map of the local area with the hotel marked (useful in non-English speaking countries if students need to ask for directions / guidance).
- Emergency numbers should they become separated from the group, e.g. the EVO's mobile phone number
- Insurance details setting out what is covered and details of additional insurance for any high value goods

- Copies of insurance documentation to be carried in their hand baggage (Note: this is not necessary if group insurance is being booked)
- A reminder of the AUP policies that must be considered during any University activity.
- Travel health advice and vaccination information for overseas trips available from FCO website.
- Useful apps to download.

HE students should read the [Student Sign-up/Info Checklist before committing](#) at Appendix 3. This states that:

14. Information for the EVO

- **Student information**

The EVO should have information about each student:

- ❖ Full names (as they appear on students official documentation)
- ❖ Dates of Birth
- ❖ Address in UK and contact phone numbers
- ❖ Medical conditions and any medication taken
- ❖ Dietary restrictions
- ❖ Nationality
- ❖ Emergency contact details (see below)

Students give consent for this information to be provided when they enrol and is available on SoMIS. However, EVOs must ensure that the information is kept confidential and secure and must report any breach of the data such as a loss to the Data Protection Officer who will decide whether to inform the Information Commissioner (ICO) or whether any administrative action is appropriate.

Students should be asked to ensure / check that this information is current and accurate before the EVO gathers the information.

The trip will be raised by use of the **EV1 form** that must be sent to the team responsible for the administration of the approval process. This is Curriculum Operations for HE who will complete the Key Info and Tracker Form and Pre Degree Administrator(s) for Pre Degree.

- **Confidentiality / Consent disclaimer**

Use of a standard form prior to any trip to identify students' needs is recommended. The form should include a confidentiality disclaimer so that information can be used by the EVO in an emergency, as required (for those over 18 years of age). An example of wording is as follows:

If there is a major incident on the trip or you or another's safety is at risk or we have serious concerns about your health and wellbeing the staff on the trip may need to inform your emergency contact. We will always try to obtain your consent. However, your emergency contact (without prior consent) may be contacted where it is in your 'vital interests' to do so.

Examples of circumstances when a decision might be made to get in touch with the emergency contact include but are not limited to:

- *Declared suicidal intent/thoughts*
- *Serious physical or mental illness or concerns about behaviour that might mean that someone is seriously unwell*

- *When a student is seemingly missing (e.g. has missed a pre-arranged meeting point / muster, a key part of the trip or if there has been no response to direct requests for contact - such as not answering the phone) and all efforts to contact or locate the student have been unsuccessful.*

A copy of all the information should be left in the departmental office (programme base room / Dean's room) including details of the insurance company used with the Dean/Assistant Deans (Arts, Design & Media) being informed where it is held.

Students must be contactable at all times - reminded to ensure mobile phones are charged. They should also be encouraged to remain in small groups and not go anywhere alone or without informing a staff member first.

- **University contacts**

Telephone number of AUP 24-hour contact for advice on how to handle emergency situations. This is likely to be the University Registrar.

- **Overseas contacts**

Contact details of the British Consul and Embassy as appropriate should be held, as in the information provided to students above. If there are international students in the party the details of their country's Embassy / national representative should also be held.

- **Finance information**

EVOs in Pre Degree are given a Soldo card with funds for staffing costs and emergencies preloaded onto it.

Staff will be provided with information on subsistence / sustenance costs e.g. how much per meal can be claimed back to be included in the budgeting of the trip.

15. Information for Department

To ensure that a message can reach any participant in an emergency and to allow the department or delegated critical support coordinator to give a prompt and appropriate response:

- Information regarding all people on the trip should be left with the relevant Assistant Dean for HE and Head or Assistant Head of Pre Degree for educational visits for Pre Degree students.
- If any students do not show up for the visit the name(s) should be passed to the Assistant Dean for HE and Head of Pre Degree for Pre Degree trips and noted on the register provided by Curriculum Operations for their records. **This is important as it is the document that would be referenced by relevant Assistant Dean or SLT in an emergency.**
- The SLT contact should be notified of the EVO or alternative contact's daytime and out- of-hours contact details.

16. Incidents and Emergencies

- **Major Incident**

The [Emergency Procedures during an Educational Visit](#) should be followed.

In the event of a major incident such as a terror attack, earthquake etc. in the country being visited the EVO is to contact the SLT contact to inform them of their situation. This is to enable AUP staff to deal with queries that will come in from concerned relatives and colleagues.

The EVO must contact the British Consul/Embassy or other international representatives if appropriate, to inform them of their whereabouts and to seek advice.

In these circumstances students will be informed that they are not to use mobile phones or to put anything on social media - other than to inform their next of kin / emergency contact that they are safe. If appropriate the Director of Communications will provide the EVO with an official line to take which students may then use when communicating with family.

- **Serious injury / illness**

If a participant becomes seriously ill or is injured:

- ❖ EVO or a responsible member of the group should escort the student to a doctor or hospital (or call an emergency number if serious enough).
- ❖ The insurance situation should be checked with the medical authorities involved (e.g. hospital / surgery).
- ❖ Calls should be made to the insurance company if necessary by the EVO or designated staff member.
- ❖ Receipts should be obtained for treatment, drugs, telephone calls for insurance purposes
- ❖ Contact with the media must be avoided and students informed not to discuss or put on social media.
- ❖ Emergency contact may be contacted in accordance with paragraph 14.

Advice can be obtained by contacting [Student Support](#), [Finance](#), or, if out of working hours, by calling the SLT contact.

- **Death of a student or staff member**

In the very unlikely case of a death of a participant on the trip, the EVO, or a responsible member of the group must contact:

- ❖ UK consular authorities (in coordination with the Registrar) plus those for the national involved (if not British) who would advise on repatriation
- ❖ Medical Authorities and/or local Police, as advised by consular officials
- ❖ Out of hours - SLT contact or Vice-Chancellor (who will inform the appropriate members of staff at the University and arrange support)
- ❖ During office hours - Registrar and Student Support
- ❖ **Under no circumstances should the Emergency Contact be contacted directly.** This will be done by the appropriate authorities - staff and students must be told not to inform anyone via mobile phone / text / social media etc.

With respect to the deceased's belongings:

- ❖ A designated person should pack the deceased's belongings carefully, unless local police or coroner prohibit this.
- ❖ Do not remove any of their belongings.

- ❖ Do not remove any cash even if payment is owed by the deceased. The University will advise on reimbursement.
- ❖ Religious / cultural sensitivities should be considered.

In this unlikely instance the trip will be curtailed and arrangements made to bring staff and students home with counselling provided on return and special consideration applied to any staff or student who witnessed the death or aftermath.

The University will instigate the [Procedures for dealing with the Death of a Student](#) with immediate effect.

17. Inappropriate or offensive behaviour

In the event of a student or students behaving inappropriately the EVO must decide, in consultation with other staff members present on the action to take. Advice may be sought from the SLT contact, [University Registrar](#), [Head of Compliance & Quality](#) or [Student Support](#) as necessary.

The EVO or designated staff member present should make notes of what has happened and obtain witness statements as soon as possible. Any formal disciplinary action must wait until return to the University, however, precautionary measures may be taken:

- Warn the student(s) about the conduct and of their responsibilities as a representative of Arts University Plymouth
- The student(s) may be returned to the UK and AUP - this option may be complicated by changing flights / flight availability and having to be accompanied by a staff member - depending on the circumstances the additional costs incurred may be reclaimed from the student
- The student(s) may be subject to being supervised for the remainder of the trip.
- Other actions such as separating certain students from each other or asking students to remain in the accommodation.

These options may be complicated if the student(s) are over the age of 18 but must be informed that to abide by the Student Code of Conduct they must act on the instructions of the staff members present. Failure to do so may result in disciplinary action with the possibility of permanent exclusion from the University.

Pre Degree students have their own Trip Code of Conduct which is included with the Trip Information form at Appendix 4.

Students under-18 should be supervised by staff members at all times.

18. Confirmation of briefing

Students should be asked to sign to confirm that they have received and understood the briefing, formally scheduled prior to departure on the trip and that they have read the guidelines. This should be retained - in Pre Degree by the administrator and in HE by Curriculum Operations.

Any students who may be vulnerable or have learning difficulties or a disability that means they may not have understood a briefing should receive an individual briefing, with learning support workers in attendance, to ensure they are content and have understanding.

19. Other key documents

These guidelines should be read in conjunction with the [Safeguarding Policy](#) and [Equality, Diversity & Inclusion Policy](#).

Appendices:

1. Terms of Reference for Educational Visit Officer (EVO)
2. Administration including risk categories
3. Sign up information for HE Students
4. Pre Degree Trip Information Sheet

Appendix 1

Terms of Reference for Educational Visit Organiser (EVO)

The EVO

- shall usually be a Senior Lecturer / Subject/Course Leader
- has the responsibility for all operational aspects of the visit, including planning, preparation, location arrangements and final safe return, in addition to maintaining overall responsibility for students..
 - The Student Union President may act as EVO for Student Union Activities in liaison with the Registrar.
- must ensure Financial and Health and Safety requirements are met, including addressing further disability support arrangements for staff and students, particularly for locations not directly under control of the University.
 - The Curriculum Administrator will be able to assist with the arrangements, which will need approval in accordance with the deadlines available on the Curriculum Operations portal (usually six months for overseas trips, two months for UK overnight trips and one month for UK day trips).
 - Accommodation and Transport must not be booked unless it is fully accessible to all students, or where being planned in advance, for potential vulnerable students in the cohort.
- Must ensure that these guidelines are read by themselves and all staff on the visit.

The EVO is responsible for:

- Liaising with the Dean / Head of Pre Degree throughout and in cases of emergency or serious incidents, with SLT, particularly the Registrar.
- Managing all pre-visit planning – confirmation of all arrangements including transport and completing paperwork within relevant timescales.
- For overseas visits, copies of staff and student passports (together with visas as necessary) to be kept on file.
- Arranging & appointing staff cover (deputy, and in accordance with agreed ratios plus anticipated support arrangements for additional physical/medical/mental health needs)
- Completing Risk Assessments for trips (Form EV2), including consideration for vulnerable persons.
- Obtaining all statements of disability and relevant information, liaising with Student Support.
- Obtaining parental / guardian consent where necessary for students under 18.
- Assigning roles for staff members / carers attending trip.
- Issuing all staff & students with contingency lists/plans.

- Keeping records of previous trips, accidents & incidents for reviewing/monitoring practice and disposing of confidential / sensitive information (containing personal data) if required in accordance with [Educational Visits Process for Retention / Disposal of Data](#) guidance.

Appendix 2

Administration including risk categories

- **Educational Visit Proposal Form EV1**

This form is initiated for each planned visit session. Please see Curriculum Operations portal page for the latest version.

- Section 1 - Basic Trip Information - must record precise details of the proposed visit including date, duration and venues, numbers (also how it relates to curriculum, alternatives etc).
- Section 2 - Overseas / UK Overnight Trips only - travel arrangements (hotels, transport)
- Section 3 - UK Day Trips only - travel arrangements (coaches etc)
- Section 4 - Costs - will cover budget considerations where applicable, and covers student payments.
- Section 5 - Risk Assessment - records the risk assessment for the visit followed by confirmations, signatures and approval.
- Section 6 - Declarations
- Section 7 - Authorisation: Subject/Course Leader / Dean / Pro Vice-Chancellor (Academic) / University Registrar

The completed EV1 should be approved by the relevant academic management (see Risk Categories below) and then shared with Curriculum Operations who will initiate their administrative responsibilities and send a copy sent to Finance for logging to ensure the financial viability of the trip, together with any insurance implications. Visits that are overseas must also be authorised by the Pro Vice-Chancellor (Academic) or Vice-Chancellor, and applications for any necessary visas submitted.

No further arrangements can be made until this form has been approved; at all times the Financial Regulations must be complied with.

Approved EV1 forms will be returned to the EVO.

- **Form EV2 - Risk Assessments for Vulnerable Persons**

This must be completed at least two weeks prior to the proposed trip. The Subject/Course Leader and / or the Pre Degree Safeguarding Officer must download the latest information from SoMIS with attending students' medical and disability declarations. EVOs to note and compare against control measures in place before approving & signing off the EV2 with it also being countersigned by the Dean / Pre Degree Manager.

This will be forwarded to Curriculum Operations (HE) or the Pre Degree Administrator and a copy passed to the EVO for their Course/Programme file.

Arrangements for visits must ensure that every student, whatever their needs is enabled to participate in activities, whenever reasonably possible. If all needs cannot be reasonably accommodated, e.g. on safety grounds, alternative provision for that student must be made to fulfil the curriculum need (for example doing something in the local area with that student).

The University will not allow friends and family on trips to reduce the likelihood of litigation in the case of any incidents, except where an individual has care provision.

- **Consent for Educational Visits**

The University will not allow students to participate in any visit without a completed consent form.

Consent forms will be sent out in the introduction packs (usually in July/August), to be completed by students or the parent/guardian of under 18 year olds and collected at the AUP induction processes.

All Emergency Contacts or details will be captured within 6 weeks of enrolling or before any trip takes place that includes the student, whichever is the soonest.

Risk Categories

- Low Risk - everyday activities that take place on a regular basis, usually within University working hours and not based in or around water. These will need to be signed off by the Subject or Course Leader and Dean / Head of Pre Degree. Some examples of these are:
 - Off site classes for photo shoots, drawing etc.
 - Visits to Museums and Art Galleries
 - Field studies centres (low risk environments e.g. urban sites, green field sites)
- Medium Risk - residential, overseas trips and visits to water based environments and to be signed off by the Subject or Course Leader, Dean / Head of Pre Degree and Pro Vice-Chancellor (Academic) or Registrar. Some examples of these include:
 - All visits that include an overnight stay within the UK and elsewhere
 - Visits to higher risk environments (remote locations*, rivers, canals, lakes and sea)
 - Industrial or Commercial industries and workshops.
 - * Remote regions are those which are more than 30 minutes from the nearest habitation, refuge &/or road, or above 600m in altitude
- High Risk – activities such as war zone photography/extreme sports will not be permitted.

Appendix 3

Sign-Up Information for Trips (HE)

Please read this important information before signing up to a trip or paying a deposit:

Trip Payments

- All payments are **non-refundable** unless otherwise stated - exceptional circumstances may be considered by the Subject Leader and Dean (Arts, Design & Media).
- If you withdraw or a trip is cancelled any financial commitments will be deducted from payments you have made (pro-rata). Any surplus will be refunded to you.
- All payments must be made at Info Point, quoting the trip code.

Passports and Visas for Overseas Trips

- Read the government travel advice for the country you will be visiting to make sure you are ready to travel. See travel advice pages [here](#).
- Pay particular attention to the 'entry requirements' section - ensure you have any necessary visas and your passport is valid.
- If you are not a British Citizen then the government travel advice may not be applicable. If you need further advice then please contact the EVO who will liaise with the travel agency.

Conduct

- As a registered student of Arts University Plymouth you are responsible for complying with the [Student Code of Conduct](#).
- Staff members reserve the right to take appropriate action if the code of conduct is not followed, in accordance with the University's disciplinary procedure. This is to ensure the provision of a safe, secure and respectful environment for all students.

Other Important Information

- Update your contact details, next of kin details and medical information on SOMIS [here](#).
- Complete/update the emergency contacts section in your passport.
- Read the government advice on European Health Insurance Cards and how to apply [here](#).

Appendix 4

Pre Degree Trips | Important Information | 2022/23

Before we are able to confirm a trip, it is mandatory that you (if you are over 18) and/or your parent/guardian read, understand and sign the following. If you have any questions about the information given below, please do not hesitate to call the Pre Degree Administrator on 01752 203434 ext 244 to discuss further.

- **Costs for local trips**

All costs for local trips must be paid in advance as directed by individual course teams.

- **Trip Bookings & Costs for non local trips**

Arts University Plymouth uses educational travel companies to ensure we get the best value out of our enrichment trips. As such we are bound by their cancellation policies, payment schedules and requirements. *Prices and payment timelines will be released at the beginning of the academic year.* The price advised to students and parents during the advertisement period of the trip are the quote only and are subject to change. We do our best to ensure all deposits are paid on time to secure the price but fluctuations are out of our control. Educational travel companies recommend a small contingency is added to each individual price to minimise small fluctuations, which we have done so. Trip costs also cover staffing and administration fees. **Trip fees do not include spending money, meals or museum entries unless specifically stated.**

- **Cancellation Policy**

All trips are subject to target numbers, as per any group booking. Should a trip be cancelled due to lack of numbers, all deposits will be refunded. **Once deposits are paid and trips confirmed with minimum numbers, no deposits are refundable.** This is because deposits are used by the educational travel company to secure flights, coach hire and accommodation. If you wish to withdraw from the trip, please be advised that there are cancellation policy charges in place by the travel company. These are outlined below:

Between trip confirmation date and 70 days prior to departure: **Loss of deposit only** After 70 days prior to departure: **Loss of full cost of trip**

If you wish to withdraw, you must do so prior to the 70 day cancellation deadline or you will be liable for the full cost of the trip.

If you must withdraw from the trip on medical grounds, there may be cover available for you through the AUP travel insurance. All medical claims require written evidence from a Doctor. **We strongly encourage all students to carry their own travel insurance on every trip to ensure they are covered fully.** There are copies of the AUP insurance policy available through the Pre Degree Administration Office on the number listed above.

PLEASE NOTE: YOU WILL NEED A VALID PASSPORT AND ANY REQUIRED VISA TO TRAVEL OVERSEAS. Passports must be presented to Palace Court reception no later than 12 weeks prior to the departure date. If you do not have a valid passport by this date ([see travel advice](#)), it will be considered a cancellation and you will be liable for any fees under the cancellation policy.

- **Contact Information**

If you are under 18 years old during your trip we must be able to contact your parent/legal

guardian. All contact information provided will be used in relation to this trip and it is **vital** that you regularly check your University email for information sent to you regarding this trip.

- **Medical Information**

All medical information pertaining to your health and safety on the trip is required by the trip organiser prior to payment. This is to ensure risk assessments and extra support can be put in place. It is expected that you have also considered the expectations of each trip in terms of physical exertion and travel experience and have discussed these in advance of paying your deposit. Examples of this could be anxiety about flying, having enough medication or difficulties with prolonged walking.

If you have any questions or concerns, please speak to the Pre Degree Administrator on 01752 203 434 ext 244.

- **Fitness for trips**

If you require significant support on a trip such as personal care and/or significant social and emotional support, we will undertake an assessment of your needs with you and student support to ensure the trip is appropriate to your needs and what support we may be able to offer you. Please contact the [Pre Degree SENCO](#) by email or phone prior to paying a deposit to discuss further - 01752 203434 ext 211.

- **Code of Conduct**

These guidelines are put in place to ensure your safety on trips, these are especially important when travelling internationally. When you are on an educational visit, you are representing AUP, participating in its activities and enhancing your education and progression. As such, **any AUP educational visit is equivalent to being at the university.** With this in mind we have developed a Code of Conduct, based on the Student Code of Conduct, for all international educational visits. You will be required to adhere to this code at all times whilst on the trip, from departing Plymouth and returning to Plymouth.

- If you are on a residential trip, curfew is 10pm in your rooms at the accommodation. Rooms will be checked nightly to ensure your presence.
- You must not purchase or consume any alcohol or non-prescription drugs. If you are found to have not complied with this you will be at risk of disciplinary action and possible withdrawal from your course. If you are on any medication that has not been disclosed to the University you must do so before completion of payment so that we can ensure your well being on the trip.
- You will be assigned buddy groups. Please respect and look out for each other. If you know something is happening that shouldn't be, speak to a tutor immediately.
- If on a residential trip, you must keep to your assigned rooms whilst at the accommodation. If any issues arise, please notify a tutor as soon as possible.
- Any resources need to be your responsibility. If you are planning on taking any equipment from the ERC you will need to get insurance to cover this for the trip.
- Show respect at all times. To the general public, to other travellers, to the museums and the culture or the people we will be visiting. Only photograph/film if you are allowed, if you don't know - ask.

The staff, students and the wider University community are committed to ensuring this trip is a positive and safe experience for everyone.

- **Key Information**

- Advertised prices for trips are approximate and are subject to change
- Deposits are non-refundable after the point of trip confirmation of target numbers
- Cancellation policy applies to all trips
- Students are strongly encouraged to have their own travel insurance
- Code of Conduct must be adhered to at all times
- For under 18's - contact details are required for your parent/guardian All medical and wellbeing information which may impact you during the educational visit must be disclosed to the University prior to payment.
- No payments will be accepted until this document is signed and returned to the Pre Degree Administrator at the Pre Degree reception, Buckwell Street.

Appendix 5

CONSENT FORM FOR ALL AUP VISITS

By signing below, you are confirming that you have read and understood the HE / Pre Degree (delete as appropriate) important trip information, including the trip payment and refund conditions.

NAME (PRINT).....DATE.....

COURSE

- I am a registered student of Arts University Plymouth and agree to abide by the Student Code of conduct.
- I will maintain consistent communication with staff regarding trips via my AUP email.
- I will ensure all payments are made promptly and provide all information required by the trip organiser within the agreed time frame.

Signature of Student

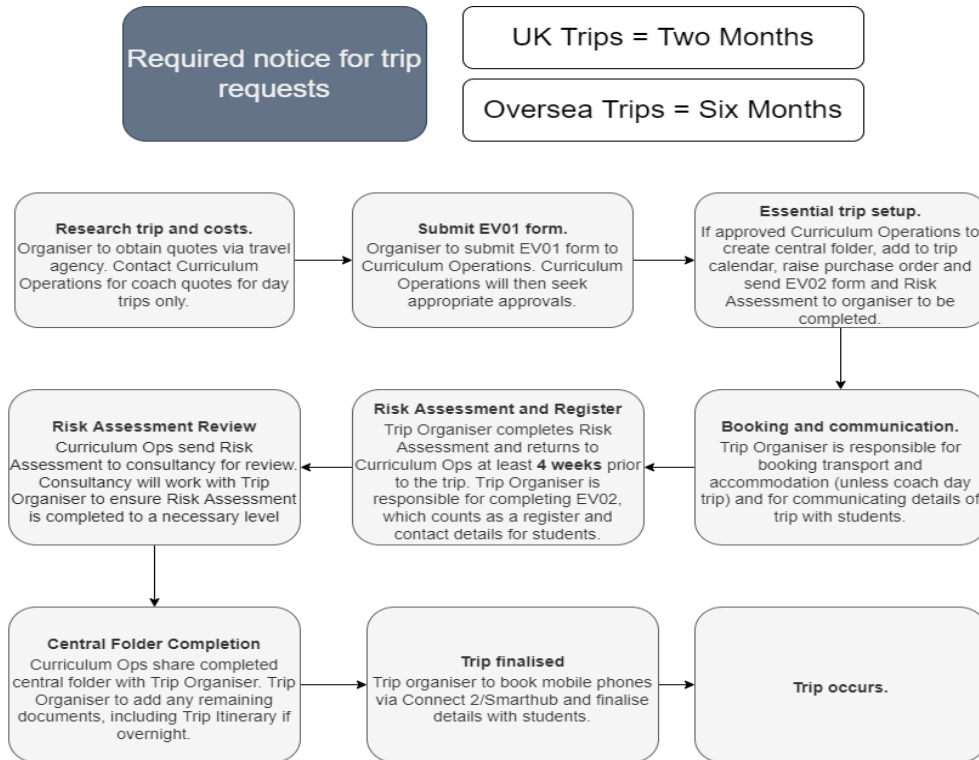
**If under 18 - signature of
parent/guardian/carer**

Please note that we will contact you via email/phone/letter regarding trips your child/dependant are involved in

***Please return this form to the Curriculum Operations (for HE students) / Administration
Office at Palace Court reception (Pre degree students).***

Document version control	
Document title:	Educational Visit Procedures
Effective Date:	September 2022 (amended Feb 23) version 3 (amended August 24)
Approving body / date:	VCE, August 2022
Version:	3
Supersedes:	Version 2 which replaced various forms and guidelines
Previous review dates:	October 2020, Feb 23, August 24
Next review date:	August 25
Related Statutes, Ordinances, & General Regulations	<ul style="list-style-type: none"> ● Coroner's and Justice Act 2009 ● Data Protection Act 2018 / UK GDPR ● Equality Act 2010
Related policies:	<ul style="list-style-type: none"> ● Health and Safety Policies ● Safeguarding Policy ● Data Protection Policy ● Equality, Diversity & Inclusion Policy
Related procedures	<ul style="list-style-type: none"> ● Disciplinary Procedures for Students ● Procedures for dealing with a student death ● Support for Study Procedure ● Emergency Procedures during an educational visit
Related information:	
Policy owner and Lead contact:	<p>Head of Curriculum Operations / Head of Compliance & Quality Systems Email: trobbsins@aup.ac.uk / jwright@aup.ac.uk</p> <p>(input from Head of Estates, PVC (Academic), Registrar, Pre Degree Manager, SENCO, Dean (Arts, Design & Media), Finance).</p>

HE Educational Visits



Before any bookings are made, educational visits must be approved by the Subject Leader and Head of School. Overnight or overseas trips will require approval by the Academic Dean. Visits involving water-based activities will require approval by the Registrar.

Curriculum Operations will facilitate the approval process.

Once approved, Curriculum Operations will assign a unique trip code e.g. EV21-006. We will also request for a trip budget to be created and for student payments at reception to be enabled, if required.

Confirmation of approval and other key information will be sent to the visit organiser, including a folder for all trip documents and important information that must be shared with students. Curriculum Operations will work with the visit organiser to ensure all trip related tasks are completed and mandatory trip documents are created/signed. Please make a copy of this document and share with curriculumoperations@pca.ac.uk once complete.

Please note the amended student:staff ratio and minimum staffing levels for visits in 2020/21.

Please read the [Education Vitis Procedures 2020/21](#) before completing this form.

Section 1 - Basic Trip Information

Visit Organiser	
Programme or Course/s	
Year Group/s	
Maximum students to attend	
Staff attending	
Location of visit	
Proposed departure Date and time from Plymouth	
Proposed return Date and time from location	
Trip Type Overseas / Overnight UK / Day UK	

Staff : Student ratio

<p>Please confirm that the minimum ratio of 15:1 will be met, as well as:</p> <ul style="list-style-type: none"> For a local visit (within Plymouth) there will be a minimum of two staff members (including the trip leader) For trips outside of Plymouth, overnight/overseas trips here will be a minimum of three staff members (including the trip leader) 	
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Key taught sessions

Please confirm the students will not miss out on key taught sessions, such as cross college contextual/ interdisciplinary. If they will, please discuss this with your Head of School for prior approval.	
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Curriculum Link

Please identify the module that this visit is affiliated to this trip	
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Alternative Activities

Alternative activities must be organised for any students who do not choose to attend the trip. Please explain what activities will be organised:	
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Section 2 - Overseas / UK Overnight Trips only

Transport method E.g. flights, trains, coach.	
Accommodation type E.g. hotel, hostel.	
Travel Agency Quote Please provide a link to the quote/s you have obtained from travel agencies	

Section 3 - UK Day Trips only

Transport method E.g. on foot, taxi, train, coach.	
Coach Quote Please provide the quote you have obtained from CO	
Train Quote	

Please provide a link to the quote/s you have obtained from travel agencies	
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Section 4 - Costs

Please provide the estimated trip costs

Transport cost	
Accommodation cost	
Entry fees/tickets cost	
Staff expenses	
Additional costs E.g. for support worker	

Please provide the estimated cost to students

Cost per student	
Subsidy per student	
Student Contribution	

Please confirm the payment/s that you will expect from students

1st Payment Deadline		1st Payment Amount	
2nd Payment Deadline		2nd Payment Amount	
3rd Payment Deadline		3rd Payment Amount	

Soldo cards

<p>Please confirm a Soldo cardholder be in attendance or that you are in contact with finance to arrange for a temporary card to be issued.</p> <p>If you need a temporary uplift on your Soldo card for the duration of the trip, please contact finance with the amount you will need and for which dates, ensuring to copy in your Head of School for approval.</p>	
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Section 5 - Risk Assessment

Please see the Return to Work and Study Risk Assessment for COVID-19 to assist you - available via the [H&S pages](#)

<p>Premises / Travel Explain the risks and significant hazards associated with premises / travel. List locations involved in your visits e.g. exhibition halls, hotels. Research potential risks of the premises, events, locations you visit</p>	<p>Bristol Museum and Art Gallery has no significant H&S issues. Usual trip hazards & stairs but has Access facilities The Arnolfini has no significant H&S issues. Usual trip hazards & stairs but has Access facilities</p>
<p>Existing control measures Research the existing health and safety measures of the locations you visit</p>	<p>Both venues have their own Health and Safety protocols which we will follow.</p>
<p>Risks action plan Document your actions and preparations to reduce risks e.g. trip briefings, College mobile phone for emergency</p>	<p>Students will have staff mobile numbers in case of emergency, Louise will brief students of H and S issues and contact numbers. Briefing will be provided on safe travel from the station to the locations with staff.</p>
<p>Relevant Documents If you have a separate risk assessment document, please upload it here</p>	

Section 6 - Declarations

Please confirm the following statements:

The location/s of the trip is accessible to all students	
The visit organiser or Subject Leader will complete the individual risk assessment form (EV2) prior to the trip departure date, once it is produced by CO	

Section 7 - Authorisation

Signatures from the following staff must be sought for trip approval - digital signatures are accepted.

Course Leader	
(Assistant) Dean of Art, Design and Media	
Academic Dean or Registrar For overnight/overseas and medium risk trips only	

Registrar For water-based activities only	
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Document Version Control	
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Policy owner and Lead contact:	Head of Facilities Email: shyatt@pca.ac.uk