



Health and Safety Policy

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Policy Statement

Point Blank believes a positive health and safety culture in the workplace to be fundamental to its operation and complementary to its business aims. Management will work with staff to achieve this through the identification, analysis, control, elimination and reduction of risks.

We recognise our responsibility for the implementation, development and maintenance of health, safety and welfare arrangements for our sites. We will aim to set standards that achieve the objectives set out in the Health and Safety Policy Document.

We will fulfil our duty of care by providing premises, plant, means of access and egress and systems of work that are safe and without risk to the health of our staff, or others affected by our undertaking, such as contractors, visitors and the public.

Our employees will be provided with the necessary information, training, instruction and supervision to ensure all work is conducted with minimal risk to safety and health and with full knowledge of the hazards at work.

We expect our employees to co-operate with the management to ensure the above standards are achieved by performing their work duties and tasks in a safe and healthy manner and for observing and following all corporate "Health and Safety" policies and procedures, by identifying and reporting hazards and by working with us to raise standards in the workplace.

This policy covers the procedure across all Point Blank London campus sites - 23-28 Penn St, London N1 5DL and 26 Orsman Road, London N1 5QJ.

This policy will be reviewed **annually**.

Organisational Responsibilities

1 EMPLOYER'S RESPONSIBILITIES

1.1 In keeping with the above policy statement and the need to ensure compliance with the Health and Safety at Work etc Act 1974 and other relevant health and safety legislation, Point Blank Limited will:

- provide adequate control of the health and safety risks arising from its work activities
- Consult with its employees on matters affecting their health and safety
- assess the risks to the health and safety of anyone affected by work activities
- provide information, instruction and supervision for employees appropriate to their roles
- Ensure all employees are competent, and give them adequate training
- provide a safe place of employment and a healthy working environment
- provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- review and revise this policy as necessary at regular intervals

2 EMPLOYEES' RESPONSIBILITIES

2.1 All employees have a legal responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions.

2.2 Employees must co-operate with the Management on matters of health and safety and must not interfere with any item or system introduced in the interests of health and safety.

2.3 For the purpose of this policy, the 'employee' is regarded, under Health and Safety Law, as any person under the employment of the company, regardless of employment status.

3 ROLES

3.1 Overall accountability for Health and Safety and responsibility for monitoring the implementation of the Health and Safety policy and practice, ensuring that adequate resources are made available to allow the implementation of this policy, managing Occupational Health and ensuring confidentiality is observed on health issues and medical records lies with the Health and Safety Officer:

- **Head of Music School and Facilities**

3.2 Responsibility for monitoring all health and safety legislative development, recommending appropriate courses of action and developing safety management systems lies with:

- **Head of Music School and Facilities**

- 3.3 To ensure health and safety standards are maintained/ improved, specific management and control for implementing the Health and Safety Policy is delegated to the respective manager within each business area. These are:
- **Facilities Manager** – Penn Street site
 - **Music School Manager** – Orsman Road site
- 3.4 All supervisors and managers have a duty to:
- familiarise themselves with the Health and Safety policy and procedures
 - adequately supervise the work activities of employees and others under their control
 - ensure that safe systems of work are followed and that the company's policies and procedures are adhered to
 - ensure the implementation of Risk Management to the health, safety and welfare of staff and others at their site,
 - support initiatives and training introduced in the interests of Health and Safety.

4 THE SAFE LEARNER

- 4.1 In addition to its commitment to employees, Point Blank is equally committed to ensuring the safety of all learners. In this regard, the Company's objectives are:
- To establish and maintain safe working procedures amongst learners
 - To develop safety consciousness as a general objective
 - To ensure a safe environment for learning
 - To ensure that competent staff are engaged
 - To ensure that all premises and equipment are maintained in a safe condition
 - To actively promote the 'Safe Learner' concept.
- 4.2 The Learner Handbook clarifies procedures which adhere to the 'Safe Learner' concept, with the goal of empowering learners with knowledge and skills that help ensure their own safety.
- 4.3 During the first session of any course a member of the School Team, such as a Senior Studio Technician, explains to learners about fire procedures and other aspects of health and safety that may impact on learners.

Procedures and Arrangements

1 RISK ASSESSMENT

- 1.1 All those who manage or supervise others will ensure a suitable and sufficient assessment of the risks is carried out to eliminate or reduce the risks to their employees and others while at work. Significant risks will be documented and employees informed of the results as well as the measures taken to reduce the risk, as required by the Management of Health and Safety at Work Regulations 1992.
- 1.2 Risk assessments will be reviewed at least annually or where there are significant changes to the task to which it relates or following an accident.

- 1.3 Those required to carry out risk assessments will receive sufficient training to do so once the need is established.
- 1.4 All assessments will be signed and dated by the manager responsible, marked with a review date and kept on file.
- 1.5 Employees should report any hazardous tasks or conditions to their Manager/Supervisor so they may be assessed, and appropriate control measures put in place.
- 1.6 The Company is legally required to assess the risks to pregnant women and new mothers returning to work and to monitor them throughout their pregnancy. Employees are expected to cooperate by promptly informing the management whenever compliance with these regulations is required.

2 FIRE SAFETY

- 2.1 Fire Risk Assessments have been carried out for all permanent sites named in this policy and will be amended and reviewed at least annually or as necessary.
- 2.2 All employees should read the Fire Action Notices provided in all areas of the workplace which give details of the building's fire and emergency procedures.
- 2.3 The named Chief Fire Warden is:
 - **David McHugh – Head of Music School and Facilities**

Changes to the fabric or layout of the building are likely to require an update of the fire risk assessment. Therefore, all refurbishment must be approved by the Chief Fire Warden.

- 2.4 To ensure Fire Safety standards are maintained/ improved, specific management and control is delegated to the respective manager within each business area. These are:
 - **Facilities Manager** – Penn Street site
 - **Music School Manager** – Orsman Road site
- 2.5 Fire Wardens are responsible for ensuring a safe means of escape is maintained at all times while the building is in occupation. Any obstruction to a fire route must be brought to their attention by employees. Employees must not knowingly obstruct fire routes.
- 2.6 Regular checks will be made by the Chief Fire Warden to ensure fire prevention procedures are working.
- 2.7 All sites are provided with the appropriate number and type of portable, floor stand or wall mounted fire extinguishers with clearly displayed instructions for use. They will be easily accessible and kept clear of rubbish.
- 2.8 Fire extinguishers must only be used by those fully trained to do so, in an emergency and where safe to do so.
- 2.9 The Chief Fire Warden is responsible for ensuring the implementation of statutory requirements with regard to maintenance and testing of fire detection equipment; fire fighting equipment; emergency lighting and any other item used to protect the building and its occupants from fire.

- 2.10 The Fire Wardens are:
- David McHugh
 - Arran Wylde
 - Manuel Scaramuzzino
 - Stelios Papadimitriou
 - Nicola Serra
- 2.11 All Fire Wardens will have received appropriate training and will have a clear understanding of their responsibilities.
- 2.12 Full Induction Training for new staff will include Fire Safety, and new employees will be shown the safe means of escape during their Induction.

3 EMERGENCY EVACUATION

- 3.1 The Building Manager is responsible for planning and implementing Emergency Evacuation drills approximately **twice a year**.
- 3.2 All employees should read the Fire Action Notices which give details of the building's emergency procedures. These will be clearly displayed in all permanent sites listed in this policy.
- 3.3 Fire doors will be kept unlocked and closed at all times. All staff are responsible for ensuring fire doors are closed in their areas as they leave the building during an evacuation.
- 3.4 New staff will be inducted and given a copy of procedures.
- 3.5 Employees with disabilities will be allocated a 'fire buddy'. Fire buddies should be located within the vicinity or work area of the person requiring assistance and are responsible for ensuring that the person, who may require assistance, is alerted of the need to evacuate the building and may assist that person in the evacuation. In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence.
- 3.6 Contractors, temps and work experience students will also be inducted to ensure they are aware of fire exit routes and procedures for evacuation. The manager responsible for them will ensure this is carried out.
- 3.7 If a member of staff refuses to leave the building during an evacuation, or is unable to leave for health or safety reasons, the fire warden for the area will report this to the Fire Prevention Officer to ensure the emergency services are aware. Fire wardens have the authority to demand that a member of staff leaves the building if it is in the interests of Health and Safety.
- 3.8 During drills and emergency evacuations, Fire Wardens are responsible for sweeping their areas and closing any remaining fire doors behind them, as long as it is safe to do so.
- 3.9 A post evacuation de-brief will be held where necessary to discuss the event, any concerns and opportunities for improvement.
- 3.10 The Chief Fire Warden will follow up any concerns raised by evacuation personnel or staff at the earliest possible stage.

- 3.11 Pictorial symbols (white on green background) indicate Fire Routes and Fire Exits. These, together with fire alarm activation points, evacuation notices and fire fighting equipment will be clearly marked and visible from all areas.
- 3.12 Fire Wardens will attend appropriate training in order to ensure they are familiar with site procedures and understand the action to be taken in the event of an emergency. Staff will only be considered qualified to act as Fire Wardens in evacuation once they have attended training.

4 ACCIDENT AND 'RIDDOR' REPORTING

- 4.1 In the event of an accident involving injury at work, employees must:
- Seek assistance from a First Aider,
 - Ensure an Accident Report is completed (the location of accident Books/Forms at each site will be explained to you during First Day Induction) and copies sent to the necessary members of staff,
 - Notify their Manager/Supervisor as soon as possible.
- 4.2 If a member of staff is absent for more than three days as a result of an accident or work-related sickness, the Health and Safety Officer must be informed so that they can report RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents to the Health and Safety Executive immediately.
- 4.3 Staff should judge whether there is a need for an ambulance to be called and act accordingly. Any accidents requiring an ambulance being called or a member of staff being sent home following injury should be reported to the Health and Safety Officer.
- 4.4 The Health and Safety Officer is the main point of contact for Environmental Health Officers or Fire Officer visits at each site.
- 4.5 The Health and Safety Officer is currently responsible for post-accident investigation into the causes of accidents/incidents and for writing reports with recommendations to appropriate staff.
- 4.6 Following an accident, the Manager/Supervisor for the area is responsible for ensuring remedial action is taken to prevent a recurrence, for reviewing the relevant risk assessment and for carrying out an initial investigation.
- 4.7 Where a full investigation is needed this will be carried out by competent trained staff, or if appropriate, by a qualified third-party contractor.
- 4.8 The Health and Safety Officer will monitor accident information for trends and feed back to the Senior Management as appropriate.

5 FIRST AID

- 5.1 In the event of an accident involving injury, a first aider must always be summoned to attend. The following staff have had first aid training:
- David McHugh

- Arran Wylde
 - Stelios Papadimitriou
 - David Frank
 - Princess Francis
 - Jacob Harewood
 - Manuel Scaramuzzino
- 5.2 Following an accident, the attending first aider will be expected to enter details of any first aid treatment on the accident form for the injured person.
- 5.3 The Health and Safety Office will ensure first aid provision is appropriate, including equipment, personnel and first aid facilities.
- 5.4 First Aiders are responsible for replenishing First Aid Kits in their area, appropriate to the needs of that area. Suitably stocked First aid boxes are conveniently placed and signed in appropriate places within each area:
- **Penn Street Office** – kitchen
 - **Penn Street School** – Facilities Manager’s office
 - **Penn Street School** - kitchen
 - **Orsman Road** - main office
 - **Orsman Road** - kitchen
- 5.5 Sufficient, qualified First Aiders are appointed at all sites and any first aider who leaves will be replaced at the earliest opportunity.
- 5.6 If a member of staff wishes to train as a first aider, they should discuss this with their Head of Department.
- 5.7 First Aiders must undergo refresher training every three years in order to remain qualified.
- 5.8 First Aiders cannot administer any form of prescription medication nor can any prescription medication be kept in First Aid Kits.

6 WORKING WITH DISPLAY SCREEN EQUIPMENT (DSE)

- 6.1 All managers will ensure workstations in their areas are assessed for risks and communicate their findings to the Health and Safety Officer.
- 6.2 Where an assessment indicates adjustments are required, responsibility for organising this lies with the Health and Safety Officer in conjunction with the relevant Manager/Supervisor.
- 6.3 Managers with staff working in DSE-intensive jobs will ensure they take regular breaks or changes of task to prevent discomfort, fatigue or stress. Exercise and relaxation techniques help reduce tension in the neck, shoulders, back and head.
- 6.4 DSE 'users' as defined by the Health and Safety (Display Screen Equipment) Regulations 1992 and established through workstation assessment, are entitled to an eyesight test at the Company's expense, once every two years, or as specified in writing by the employee's optician.
- 6.5 For those employees who use a laptop the working arrangement will be assessed, and reasonable equipment provided to ensure there is no risk to the health or safety of the employee. This includes the means by which the equipment is transported.

- 6.6 Appropriate training and information will be given to all employees in their Induction and during the workstation assessment to ensure they are aware of the risks from working with DSE.

7 MANUAL HANDLING OPERATIONS

- 7.1 Where the need for a manual handling assessment is identified, the manager will carry this out and ensure all reasonable steps are taken to eliminate or reduce hazards to their lowest practicable level.
- 7.2 Where practicable, the risk should be eliminated by use of mechanical equipment, e.g lifts and sack barrows.
- 7.3 Where a residual risk remains, appropriate training and information will be provided at the earliest possible stage and renewed as necessary.
- 7.4 Where a need for personal protective equipment (PPE) is identified, suitable items will be purchased at no charge to the employee, to assist with grip when handling loads, e.g. grip gloves and outdoor clothing following consultation with those affected.
- 7.5 All items purchased in the interests of the Health and Safety of employees will be made following consultation with appropriate staff.

8 ELECTRICAL SAFETY

- 8.1 It is the responsibility of the Health and Safety Officer to ensure five-year testing of fixed installation electrical circuits is carried out as legally required.
- 8.2 All portable appliances will be subject to Portable Appliance Testing and a risk assessment will identify the frequency of testing for each category of items. Other items will be tested every 2-4 years such as computers and refrigerators unless moved to a different location between inspections. Some items may need to be tested more often than annually e.g. hand held electrical maintenance tools.

Equipment	Frequency of Combined inspection and testing (e.g. PAT testing)
<ul style="list-style-type: none"> ▪ Photocopiers ▪ PCs ▪ Printers ▪ Projectors ▪ Televisions ▪ Videos ▪ Fans ▪ Lamps ▪ Fridges ▪ Cables connected to the equipment 	<p>Every two to four years unless:</p> <ul style="list-style-type: none"> ▪ manufacturer's instructions indicate otherwise ▪ equipment is obviously damaged ▪ Equipment is suspected to be damaged when it is not visually obvious (e.g. when a cup of coffee has been spilt into it) <p>If equipment is moved frequently an annual test would be advisable.</p>
<ul style="list-style-type: none"> ▪ Kettles ▪ Floor cleaners ▪ Cables connected to the equipment 	<p>6 months to one year or when user check indicates necessary</p>

- 8.3 Records of all above testing and inspection will be kept on file.

- 8.4 The Health and Safety Officer must be notified of any new electrical equipment purchased so that it may be logged and tested before being put into operation.
- 8.5 Equipment failing a Portable Appliance Test will be immediately withdrawn from service and removed from the site until the fault is rectified or the item replaced.
- 8.6 Personal portable electrical items must not be brought onto site unless with specific knowledge of and agreement with the Health and Safety Officer.
- 8.7 Extension leads must be kept to a minimum to avoid fire and trip hazards. Workstation assessments will include an inspection of the cabling.
- 8.8 No employee should attempt to tamper with or repair electrical equipment unless they are employed for that purpose and are suitably qualified to the appropriate standard.

9 HAZARDOUS SUBSTANCES

- 9.1 Before any potentially hazardous substance is purchased for use on site the relevant manager/supervisor must ensure a competent person carries out a CoSHH assessment. Where the hazard is unacceptable, a less hazardous alternative must be sought.
- 9.2 All relevant information on hazardous substances must be kept in the vicinity of the substances in use. This is to ensure the necessary information is available to give appropriate first aid treatment or treat any spillage or contamination quickly and effectively.
- 9.3 Relevant staff will be trained in the hazards and risks to which they may be exposed. Information from Material Safety Data Sheets and CoSHH Assessments will also be given to them to ensure they understand the hazards to which they may be exposed.
- 9.4 Substances used by contractors will be subject to the same controls. They will be expected to produce MSDSs and CoSHH assessments for any substance brought onto site, prior to arrival.
- 9.5 Empty or discarded containers must be collected in appropriate storage and disposal carried out through a specialized licensed contractor in accordance with environmental legislation.

10 NOISE AT WORK

- 10.1 Many employees in the music industry are subjected to high levels of noise for long periods as part of their work. Some may never have a problem with hearing whereas others may develop problems early in life. If your hearing becomes impaired it cannot be rectified and this will inevitably affect work and social life.
- 10.2 The company is required by law to protect the hearing of employees at work so far as is reasonably practicable.
- 10.3 Where staff have control over the noise level exposure of themselves and others e.g. in classrooms, they will be expected to keep noise levels within safe limits and provide regular breaks for those listening.
- 10.4 On rare occasions, employees may be exposed to high noise levels which can't be controlled (e.g., live music setting). Those who are exposed to such levels of noise are recommended to wear ear protection e.g. earplugs, and these will be provided as requested.
- 10.5 If a member of staff is concerned about their hearing and would like more information, please contact the Health and Safety Officer.

11 OCCUPATIONAL HEALTH

- 11.1 Occupational Health is concerned with the effects of working environment on health and with the influence of an employee's state of health on his/her ability to perform the task he/she is employed to do. The objective is to prevent ill health and / or stress rather than to cure it.
- 11.2 Stress can manifest itself through mental or physical illness or through increased use of alcohol or drug abuse. It is important that all employees recognise the signs of stress both in themselves and in others in order that the problem is highlighted. Human Resources Officer will discuss any issues in complete confidence and offer appropriate advice on further help that may be available.
- 11.3 At all stages of recruitment, clear job descriptions will be given to allow prospective applicants to assess their suitability for the role.
- 11.4 Only after selection interviews are over and a candidate selected, will medical aspects of the appointment be considered.

12 THE WORKPLACE ENVIRONMENT

- 12.1 Recommended comfort ranges for working temperatures (Workplace Health, Safety and Welfare Regulations 1992) are as follows:

- Sedentary /office work: 19 - 23°C
- Light work: 16 - 20°C
- Heavy work: 13 - 16°C

Effective equipment will be provided to avoid excessive heat or cold and introduce suitable controls to ensure levels are reasonable. In the event that heating or air conditioning fails, an adequate alternative will be substituted for such time as it is required to moderate temperatures.

- 12.2 Lighting will be suitable and sufficient for the tasks performed in each area. Recommended lighting levels are as follows:

- Average illuminance: 200 – 400 Lux
- Minimum illuminance: 100 Lux

- 12.3 Bulbs replaced as often as necessary to ensure reasonable lighting levels.

- 12.4 Point Blank operates a No Smoking Policy, which was introduced to protect the health of staff and visitors and for reasons of fire safety.

All staff must ensure they, and their visitors/contractors are aware of site rules on smoking at their base and at any sites visited.

- 12.5 Managers will inspect their areas at least quarterly to ensure hazards are identified. Action is then taken to ensure faults and hazards are rectified at the earliest possible stage. Frequency of inspections is commensurate with the risk.

13 GLOBAL ENVIRONMENT

- 13.1 The company respects the environment and every attempt will be made strictly comply with all applicable environmental laws and regulations and to reduce and minimise through

the careful control and monitoring of utilities. A fuller account of the company's commitment can be found in the ENVIRONMENTAL SUSTAINABILITY section of this policy.

14 WORK EQUIPMENT

- 14.1 Equipment is tested, serviced and thoroughly examined at least every six months.
- 14.2 Off-site equipment is inspected between each job and lecturers are expected to report any problems or faults they experience with equipment. The Music School Manager and Facilities Manager have overall responsibility for ensuring the good working condition of equipment and are the principal point of contact in the event of any breakdown, failure or deficiencies.

15 TRAINING AND COMPETENCE

- 15.1 Managers are responsible for ensuring first day induction is carried out on new staff, temps and work experience students in their department to ensure they receive essential basic information on emergency evacuation, first aid and accident reporting procedures.
- 15.2 Staff named in this policy will receive appropriate training in health and safety according to their level of need. Managers will annually review health and safety training needs with their staff as part of overall training needs during appraisal to identify any special areas of need in Health and Safety training.
- 15.3 Employees must not operate any machinery or equipment if they are not competent to do so, until the appropriate level of training has been achieved and agreed, if an employee is concerned about their ability to operate an item of machinery or equipment, they must request training or re-training at the earliest opportunity.

16 LONE WORKING, VIOLENCE AND STRESS AT WORK

- 16.1 On rare occasions employees may experience aggressive or violent behaviour whilst working. Violent behaviour is not limited to physical violence: verbal abuse can be just as disturbing for staff who work directly either face to face with the public or by telephone e.g. call centre and reception staff.
- 16.2 Employees attending off-site meetings must inform at least one other member of staff where they are going.
- 16.3 Stress can manifest itself through mental or physical illness or through increased use of alcohol or drug abuse. It is important that all employees recognise the signs of stress both in themselves and in others in order that the problem is highlighted.

17 DRIVING FOR WORK AND MOBILE TELEPHONES

- 17.1 Cars used for business purposes must be kept in a good state of repair and in good order at all times.
- 17.2 Any accident involving a personal car whilst on business must be reported on an accident form, preferably at the office, and reported verbally to the relevant manager without delay.
- 17.3 Employees are advised to take regular breaks on long journeys to reduce fatigue and aches to the upper limbs - fifteen minutes in every two hours is recommended.

17.4 In compliance with the law and safe working guidelines, staff are strictly forbidden to use mobile phones while driving, or to drive when under the influence.

18 STATUTORY NOTICES AND DOCUMENTATION

18.1 A number of statutory and essential information documents / notices are displayed on all notice boards at each site and must not be removed or replaced except by authorized personnel. Statutory notices and documentation include:

- Poster 'Health & Safety Law - What You Should Know' - this gives details of your local Environmental Health Office and UMG personnel with Health and Safety duties at your site.
- Emergency Evacuation Procedures

18.2 Employer's Liability Insurance is made accessible to all employees via the shared network drive.

18.3 The Student Handbook and Staff Handbook include details of members of staff who have specific roles under the Health and Safety Policy, including:

- Names and contact details of First Aiders
- Names and contact details of Fire Wardens

Environmental Sustainability

19 STATEMENT OF PURPOSE

19.1 These guidelines are intended to allow the company to reach its business objectives with minimal impact on the environment. We strive to:

19.2 Minimise energy consumption.

19.3 Eliminate waste and recycle where possible.

19.4 Promote sustainable forms of transport.

19.5 Choose to work with providers with environmentally responsible practices.

20 RECOMMENDED PRACTICES

20.1 Point Blank promotes to its staff and learners the following environmentally friendly practices:

20.2 To minimise our use of paper and other office consumables, for example by using both sides of paper and only printing when necessary.

20.3 To use web-based database systems rather than paper-based where possible (for example the student database is fully online). To forego a print brochure by referring prospective clients to the comprehensive website prospectus at www.pointblankmusicschool.com

20.4 To adhere to a paper recycling policy in the office and college of which all members of staff and students are aware.

20.5 To encourage employees to use public transport to travel to/from work and to/from meetings to cut down on carbon emissions.

- 20.6 To host virtual meetings where excessive travel would be required for a face-to-face meeting (e.g. telephone and video conferencing, webchats etc.)
- 20.7 To reduce the need for our staff to travel by supporting alternative working arrangements, including working from home.
- 20.8 To use low energy lighting and make full use of the daylight available through the building's large windows.
- 20.9 To share printers and resources as far as possible within the office and to encourage staff and students to switch off lights and electrical equipment when not in use.
- 20.10 To use real mugs, cups plates and cutlery instead of paper cups and to drink filtered tap water rather than bottled water.
- 20.11 To take environmental sustainability into consideration when assessing and comparing suppliers.