## Statement of Intent

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Statement of Intent

St Hilda’s College is committed to achieving high standards of health and safety for its employees, students and visitors alike.

St Hilda’s College is aware of its obligations under the Health and Safety at Work Act and related legislation and is committed to meeting those obligations. Specifically, we will strive to:

- Provide adequate control of health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Clearly communicate with our students and visitors regarding health and safety issues;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide clear information, instruction and supervision for our employees;
- Ensure all employees are competent to conduct their tasks, and provide adequate training;
- Prevent accidents and cases of work related ill-health;
- Maintain safe and healthy working conditions at all times; and
- Review and revise this policy as necessary at regular intervals.

The successful management of health and safety is a key objective for all the senior staff at the College.

Dr Georgina Paul
Acting Principal

1st December 2021
1. Health and Safety Communication

This chart illustrates the Health and Safety (H&S) communication routes within the College, as well as reflecting the organisation’s reporting structure.

![Health and Safety Communication Chart]

**Governing Body**
- College Principal
- Bursar
- Health & Safety Director
- Domestic Bursar
- Health & Safety Officer
- Catering & Food Services Manager
- Events Manager
- Accommodation Officer
- Head of Buildings & Projects
- Health & Safety Officer
- HR Manager
- IT Manager
- College Accountant
- Development Director
- Senior Tutor
- Librarian
- Communications Manager
2. **Governing Body**

The Governing Body holds ultimate responsibility for health and safety, and for ensuring that the Health & Safety Policy is in place and effective in protecting the health and safety of all College staff, students and others affected by the College’s undertakings.

The Governing Body will review this policy annually or sooner if required. The College Principal will sign the policy on behalf of the Governing Body.

The Governing Body will ensure that adequate resources are in place for implementing this policy, and in turn meeting all relevant legal requirements, fulfilling staff training requirements, and ensuring the College has access to appropriate health and safety advice.

The Governing Body will receive termly the minutes of the Health & Safety Committee Meetings, as well as an annual report from the Health & Safety Director, which contains the following information:

- A list of all RIDDOR reportable accidents and incidents
- Details of any enforcement action against the College
- Details of any prosecutions against the College
- An overview of the Annual Health and Safety Audit
- Details of any other significant issues, achievements, developments or problem areas, as appropriate.

The Governing Body will always lead by example, and encourage and support all staff in discharging their health and safety responsibilities and maintaining the high standards set out in the policy.

3. **Bursar (Health & Safety Director)**

The Bursar will fulfil the role of Health & Safety Director, and will be responsible to the Governing Body for all matters of health and safety.

The Health & Safety Director will present health and safety matters to the Governing Body as appropriate and will prepare an annual report for the Governing Body, containing the following information noted above.

The Health & Safety Director is responsible for ensuring the effective implementation of this policy, and supporting the Health and Safety Officer in executing the arrangements for health and safety.

The Health & Safety Director is responsible for organising, preparing the agenda and chairing the Health and Safety Committee (usually held at least once each term) and ensuring that the minutes are appropriately distributed.

The Health & Safety Director will be responsible for disciplinary matters involving serious breaches of health and safety.
The Health & Safety Director will always lead by example, and encourage and support all staff in discharging their health and safety responsibilities and maintaining the high standards set out in the policy.

In the absence of the Health & Safety Officer the Health & Safety Director will assume their duties.

4. Health & Safety Officers

The Head of Buildings and Projects and the Domestic Bursar will jointly fulfil the role of Health & Safety Officer(s), and will be responsible to the Health & Safety Director for all matters of health and safety.

The Health & Safety Officers will present health and safety matters to the Health & Safety Director as appropriate.

The Health & Safety Officers will ensure that the following items are reported on in the termly Health & Safety Committee meetings when appropriate to do so.

- A list of all RIDDOR reportable accidents and incidents
- Details of any enforcement action against the College
- Details of any prosecutions against the College
- An overview of the Annual Health and Safety Audit
- Details of any other significant issues, achievements, developments or problem areas, as appropriate.

The Health & Safety Officers are responsible for:

- Ensuring the effective implementation of this policy, and supporting the Heads of Department in executing the arrangements for health and safety.
- The management, continual review and update of the policy document, and ensuring the annual review takes place.
- Disciplinary matters involving serious breaches of health and safety.
- Liaising with Local Enforcing Authorities, the Fire Safety Adviser, and any other relevant party.

The Health & Safety Officers shall specifically ensure that:

- Sufficient First Aiders are appointed and receive the adequate training and refresher training.
- Adequate Fire Marshalls are appointed and trained to aid in an emergency situation.
- Procedures for reporting and investigating accidents are in place, the Accident Book is completed and RIDDOR Reportable Accidents are identified and reported as appropriate.
- Risk Assessments have been completed for all College tasks and activities which involve a significant risk.
• An Annual Health and Safety Audit is completed and that results are communicated as appropriate.
• Health and safety related complaints and queries from staff and students are dealt with in a timely manner.

The Health & Safety Officers will always lead by example, and encourage and support all staff in discharging their health and safety responsibilities and maintaining the high standards set out in the policy.

5. Heads of Department

Heads of Department are responsible for health and safety within their area of control. They must ensure that all employees under their control comply with the procedures laid out in this policy.

Heads of Department are also responsible for the health and safety of students and anyone else affected by their department’s tasks and activities. They report directly to the Health & Safety Officers with regards to any health and safety related issue (as per the Health and Safety Communication Chart.)

Heads of Department must lead by example and ensure they are familiar and up to date with the policy. Should they feel the need for any training in discharging their duties as laid out in the policy they should contact the Health & Safety Officers.

Heads of Department are specifically responsible for ensuring that:

• Staff under their control use all appropriate control measures and precautions.
• The safety of visitors is considered at all times.
• Work areas under their control are well maintained in a safe condition and free from obstructions and trip hazards.
• Work equipment is suitable and maintained in a safe condition, as far as is reasonably possible.
• Adequate supervision, information, training and instruction are provided to staff to ensure their safety.
• All accidents and incidents are correctly reported and investigated, and that the Health & Safety Officers are made aware of serious accidents.
• Risk Assessments are completed for all activities posing a significant risk, and subject to an annual check from the Health & Safety Officers.
• Any individuals requiring special consideration are identified and assisted as required.
• Any concerns or queries raised by their employees are answered (or referred on as appropriate).
• Any disciplinary matters involving breaches of health and safety are reported to the Health & Safety Officers.
• Health and safety matters are regularly discussed with employees.
• Any delegation of these duties is accompanied with adequate training and instruction.

Heads of Department will cooperate with the Health & Safety Officers in supplying information required in relation to health and safety

6. Staff

All staff have responsibilities under both criminal and civil law to behave in a safe manner and to take care of any others affected by their acts or omissions. Failure to behave in accordance with this may result in disciplinary action.

Staff must specifically ensure that they:

• Take care of their own health and safety.
• Look after anyone else affected by their acts or omissions
• Co-operate with the College and follow all health and safety rules, procedures and working methods.
• Use all machinery, equipment, substances and safety devices in accordance with training and instruction.
• Use Display Screen Equipment (DSE) correctly, in accordance with guidance given and complete a Workstation Self-Assessment Form annually.
• Observe all signage.
• Wear all personal protective equipment (PPE) as directed.
• Make themselves familiar with the first aid and emergency arrangements.
• Are aware of their responsibilities, as laid out in the policy.
• Make themselves aware of relevant risk assessments.
• Inform their Manager of any shortcomings in the health and safety arrangements.
• Inform their Manager of any hazards or serious dangers.
• Report any defects in workplace and equipment to their Manager.
• Inform their Manager of any of the following:
  o Pregnancy
  o Health conditions which may have an impact on work
  o Medication prescribed which may have an impact on work.
  o Any disabilities (permanent or temporary) which may have an impact on work

It is important to note that this information is needed to allow St Hilda’s College to discharge its duty to look after any staff that fall into certain high risk groups or that may require special consideration within the workplace.

All staff are expected not to take part in horseplay or any activity which may place someone at risk.
7. Health and Safety Committee

Committee Members are chosen from each key area of the College, and are required to sit on the Health & Safety Committee Meeting, usually held termly.

Their primary function is to take part in consultation on health and safety related issues.

Members are specifically required to:

- Attend Health and Safety Committee Meetings
- Represent the employees in their area
- Raise employee comments or complaints at these meetings
- Feedback relevant information from the meetings to their employees
- Work together with the College Management to continually improve health and safety standards.

8. Fire Marshals

Fire Marshalls report to the Health & Safety Officers and are appointed to help deal with emergency situations which may arise.

The Fire Marshalls are primarily recruited from, other Lodge team, Housekeepers and Junior Deans.

They are specifically required to:

- Carry out their duties in accordance with their training, and to the best of their ability.
- Never put themselves in danger.
- Attend training sessions as required.
- Attend meetings and debrief sessions as directed.
- Take on any additional duties as directed by the Health & Safety Officers.

9. First Aiders

First Aiders report to the Health & Safety Officers, and are appointed to ensure that adequate first aid cover is always achieved.

The College Nurse is responsible for arranging First Aid Training and the Domestic Bursar maintains up to date lists of First Aiders.

All First Aiders are trained to HSE approved standards and attend periodic refresher training.

They are specifically required to:

- Provide first aid support to the best of their ability, and in accordance with the training and instruction received.
• Never put themselves’ in danger.
• Ensure the injured person receive the appropriate medical attention.
• Fill in all associated documentation (such as the Accident Book and forms)
• Attend training sessions as required.
• Attend meetings and debrief sessions as directed.
• Request additional training if they feel the uneasy about their duties.

10. Lodge Team

The Lodge Team play a key role in emergency management and response, especially out of hours.

Specifically, they will:

• Be trained First Aiders, and provide first aid as required.
• Provide the initial response to any emergency that may arise, taking appropriate action as per their Fire Marshal Duties.
• Escalate any situation that may arise, as appropriate, via the approved channels.
• Contact and liaise with the emergency services, as dictated by the nature of the emergency.
• Contact the Junior Deans, or the College Nurse, regarding any concerns surrounding Student welfare and health (both physical and psychological).

11. Other Key Roles

a. Health and Safety Advisors

The College appoints from time to time a competent Health & Safety Advisor.

The Health & Safety Advisor reports directly to the Health and Safety Officers and works in conjunction with the Head of Departments.

The Health & Safety Advisor key responsibilities include:

• Advice and guidance on legal requirements and best practise
• Attending relevant Committee meetings as required
• Providing assistance as required for risk assessments, specialist workstation assessments, etc.
• Conducting the Annual Health and Safety Audit.

The Health & Safety Advisor will attend the College as requested by the Health & Safety Director or Health & Safety Officers.
b. **Colleges Fire Safety Officer**

The Fire Safety Officer liaises with the Health & Safety Officers.

Specifically, they provide the following services:

- Fire Safety Training
- Advice and guidance on all fire safety issues

The Fire Safety Officer visits the College as required.

c. **College Nurse**

The Nurse liaises directly with the Domestic Bursar on health and safety related matters.

Specifically, the Nurses duties include:

- Providing medical advice to students
- Providing First Aid advice to the College.
- Arranging First Aid training as required.
- Ensuring that First Aid boxes are well stocked and in good condition (in conjunction with the Front of House Services Manager).

The Nurse works in the College during term time.
1. Management of Health and Safety

Health and Safety Policy

The Health and Safety Policy consists of three key sections – the Statement of Intent, Organisation and Responsibilities and the Arrangements section. The Arrangements section is made up of a collection of individual procedures, which outline how health and safety arrangements will be implemented in College life. The Policy will be reviewed on an annual basis, or sooner if necessary. Circumstances that may lead to a review of the Policy include updated or new legislation, changes in work methods, or as a result of the annual Safety Inspection.

The Policy is signed by the Principal, on behalf of the Governing Body to illustrate the importance placed on health and safety and the top-level commitment. The Policy Statement of Intent will be displayed in a prominent place.

The whole Policy document will be available in hardcopy and on the shared drive and is available to all College employees.

Measuring Performance

The College recognises the importance of monitoring its performance in terms of health and safety. The annual Review will be conducted by the College's Health & Safety Advisor, following the Annual Review a report will be produce detailing and prioritising the findings. This will initially be presented to the Health & Safety Officers. These findings will be communicated by the Health & Safety Officer to the Health & Safety Director.

Accident data will also be collated and reviewed on a regular basis. Any evident trends will be identified and discussed at the Health and Safety Committee Meetings.

Record Keeping

All general health and safety records will be maintained for a minimum of 3 years. Where records refer to named individuals, these will be archived and kept for a minimum of 40 years.

Health and Safety Assistance
The College has access to an independent health and safety advisor, who will provide assistance in terms of understanding all relevant legal obligations, interpretation of legislation and best practise, aiding with the assessment of risks and appropriate risk control systems, keeping the College informed of any changes in practise or legislation.
2. Risk Assessment

Risk Assessments are conducted for all tasks that pose a significant risk to health and safety. Risk assessments forms are used and identify the potential risk, who may be harmed, and the precautions necessary. The purpose of the risk assessment is to eliminate or at least adequate control any risks in the workplace.

The Health and Safety Officer is responsible for co-ordinating the College’s approach to risk assessments, with the advice and guidance of the Health and safety Advisor. Heads of Department are responsible for completing Risk Assessments for their areas of responsibility.

All risk assessments must be communicated to all staff affected. New staff will be introduced to the risk assessments relevant to them during the Induction process. Where risk assessments are new or amended their Head of Department will communicate these to the affected staff.

Risk Assessments are reviewed annually or sooner if required (i.e. if significant change takes place such as a change in working practise).

The following are all types of risk assessment which are used to identify, eliminate, reduce and control work associated risks.

- General Risk Assessment
  This risk assessment is used to assess work activities and work areas, and is the most versatile type. In additional to normal College activities, it can be used to assess unusual events or infrequent work activities.

- Lone Worker Assessment
  This assessment is used to assess the risks specifically associated with an individual engaged in lone working (which may be described as working out of sight and sound of other people).

- New & Expectant Mother Assessment
  This assessment is used when an employee notifies her Manager that she is pregnant. The assessment is designed to identify and eliminate any risks to the mother and unborn/new-born child. It is the Heads of Department’s responsibility to ensure this assessment is completed. This assessment would be reviewed periodically throughout the pregnancy and beyond to the mothers return to work.

- Manual Handling Assessment
  This assessment focused on the risks associated with manual handling activities, broadly categorising the areas of concern under the headings of task, individual, load and environment.

- Workstation Self-Assessment
  This is a self-assessment which is completed by DSE users to identify any specific risks to them as an individual.
- Control of Substances Hazardous to Health (CoSHH) Assessment
  This focuses on the risks associated with using a hazardous substance in the workplace, and the controls required to ensure safety, and especially health, is maintained at all times.
3. Accident Investigation and Reporting

Definition of Accident Types

- **Injury Accident**: An Injury Accident can be described as any accident resulting in personal injury (including those which do not necessarily require first aid treatment, such as pulled muscles).
- **Health Complaint**: Any health condition an employee reports which may be connected to work, or which may impact on the way in which the individual is able to work.
- **Incident**: An Incident is an accident that resulted in property damage, but no injury.
- **Near Miss**: A Near Miss is an unplanned event, or accident, which did not result in either property damage or personal injury, but had the potential to.

Internal Reporting and Investigation

All accident types must be reported to your Manager at the earliest opportunity.

The Accident Book is held in the Lodge, and this will be completed for anyone wishing to report an accident.

Accidents, Incidents, Health Complaints and Near Misses must also be reported directly to your Manager – who will complete an Accident Reporting and Investigation Form.

The purpose of an Accident Investigation is to establish all the facts surrounding the events that lead to an accident, and subsequently draw conclusions regarding the immediate and underlying causes of the accident.

All accident types must be investigated using the Accident Investigation Form. It is the Managers responsibility to initiate the investigation. For less serious accidents a rudimentary investigation will be sufficient.

The Accident Investigation Form, once completed, must be sent to the Health & Safety Officers.

For serious accidents, or those that had the potential to be serious, a more involved investigation may be required. This will still use the Accident Investigation Form but may also include the following:

- Witness Statements
- Sketches or photographs
- Pre & Post Accident Risk Assessments
- Training Records
- Any other relevant documentation.
For these types of Investigation please contact the Health & Safety Officers who will aid the investigation process. In these cases, it is likely that an Investigation Team may be assembled to ensure that all appropriate information is gathered.

All Accident Investigations will be reviewed at the Health & Safety Committee.

Where it is appropriate to communicate the results and lessons learnt more widely the Health & Safety Officers will be responsible for this.

RIDDOR Reportable Accidents

The RIDDOR Regulations lay out requirements surrounding certain types of accident that must be reported to the HSE.

- **+7 Day Accident**
  
  When an employee is injured as a result of a work activity, and is unable to carry out their normal duty for more than 3 consecutive days.

  These accidents must be reported to the HSE within 10 working days.

- **Major Injury**
  
  These are accidents with specific injury outcomes, as defined in the RIDDOR Regulations. In general, these include the following:
  
  - Fractures and broken bones (except fingers and toes)
  - Amputation
  - Eye Injuries (burns or penetration of foreign object)
  - Loss of Consciousness
  - Admittance to hospital for 24 hours or longer

  Whether or not an injury type falls into this category will be clarified by the Health & Safety Advisor.

  These accidents must be reported to the HSE at the earliest opportunity. (A written report must follow within 10 working days).

- **Dangerous Occurrence**
  
  A Dangerous Occurrence is an event specified in the RIDDOR Regulations. Examples of such events are:
  
  - Collapse, overturn or failure of a piece of lifting equipment
  - Failure or malfunction of breathing apparatus
  - Scaffolding collapse (whole or partial)
  - Fire or explosion which results in over 24 hours business interruption

  Whether or not an incident falls into this category will be clarified by the Health & Safety Advisor.
These accidents must be reported to the HSE at the earliest opportunity. (A written report must follow within 10 working days).

- Disease

A disease refers to a number of ‘specified’ health conditions listed in the RIDDOR Regulations. For a disease to be reportable it must not only appear in the Regulations, but it must also be diagnosed (in writing by a medical practitioner) as being work related.

Examples of the types of disease and health complaints included:

- Hand-Arm Vibration Syndrome
- Legionellosis
- Hepatitis
- Occupational Asthma

Whether or not an incident falls into this category will be clarified by the Health & Safety Advisor.

These accidents must be reported to the HSE within 10 working days.

- Death

In the unfortunate event of a death occurring as a result of, or in connection with, a work activity then the Police and the HSE must be notified via the quickest available means. (A written report must follow within 10 working days).

This category includes instances whereby the death may occur up to a year after the initial accident.

- Non-Employee Accident

Accidents to non-employees which occur out of or in connection with the College’s work activities are reportable only when the injured party is taken directly to hospital to receive treatment.

These accidents must be reported to the HSE within 10 working days.

Reporting to the HSE

It is the Health & Safety Officers responsibility to report RIDDOR Accidents to the authorities, within the appropriate timescales.

The Health & Safety Advisor will provide clear guidance as to whether or not an accident is reportable.

All RIDDOR accidents can be reporting by the following means:

- Via the HSEs Incident Website www.hse.gov.uk/riddor (preferred option)
- Via the HSE dedicated Incident Helpline 0845 300 99 23.
4. Fire and Emergencies

Action on Discovering a Fire

- Immediately raise the alarm
- Evacuate the area
- On arriving at the assembly point make yourself known to a Fire Marshall, and provide as much information as possible regarding the location, size and state of the fire discovered.
- Do not attempt to fight the fire unless you have been correctly trained, the fire is very small, and you can do so without endangering yourself or others.

Action on Hearing the Alarm

- Leaving the building in an orderly manner via the nearest emergency exit.
- Should you have a visitor you are responsible for accompanying them.
- Report to your assembly area and await further instructions.
- Never re-enter the building unless specifically directed to by the person in charge of the emergency.

Evacuation of Buildings

Fire Marshalls perform floor clear checks to confirm that the building is evacuated.

Any person requiring special assistance in the event of an emergency should have completed a Personal Emergency Evacuation Plan (PEEP - Refer to Individuals Requiring Special Consideration.)

Fire Marshalls

Buildings Office staff respond to emergency during office hours (8.30 to 4.30 Monday to Friday), and Porters provide the first response at all other times.

All Porters and other key staff, are fully trained Fire Marshalls. They will investigate alarm activations, ensure the building has been safety evacuated and liaise with the Emergency Services on their arrival.

Students in designated ‘Fire Marshall’ rooms are also trained as Fire Marshalls and are responsible for conducting floor clear checks, aiding evacuation in an emergency and liaising with Porters and other Fire Marshalls.

Flood

In the event of a flood temporary barriers will be erected around the affected area to prevent people straying into danger.

If it is deemed necessary the Fire Marshalls will conduct a controlled evacuation of the building, by sounding the alarm, and direct people to an area of safety.
Fire Safety Arrangements

The Fire Risk Assessment are completed by external contractors, managed by the Buildings Office, and are reviewed every three years.

Fire Alarm Call points are clearly situated around the site at regular intervals. The Alarm can be clearly heard in all areas. The Buildings Office is responsible for ensuring the Alarm is subject to regular inspection and testing.

Weekly Alarm checks – the fire alarm is sounded at a different alarm call point each week to ensure it is operational.

Biannual Inspection and Service by the external Fire Alarm Contractors.

Emergency lighting is provided in all areas of the College. The Buildings Office is responsible for its monthly checks, performed by competent contractors.

Fire Extinguishers are positioned at prominent locations around the premises. It is the Buildings Offices’ responsibility to ensure that the external Fire Extinguisher Contractor services these annually.

Fire Exits are all clearly marked and kept free from obstruction at all times. Should these become obstructed then the Health & Safety Officers should be informed immediately so the situation can be rectified.

Fire doors should be kept closed at all times, and must never be propped open. Any defect observed with the fire doors should be reported immediately to the Health & Safety Officers.

Regular fire safety checks are completed on The Workplace Inspection Form, these should be completed for each Department annually. This will be co-ordinated by the Health & Safety Officers, and includes specific fire safety elements.

Fire safety training is included in the induction for all new employees and students. Refresher training will in part take the form of annual Fire Drills (see below), and less frequent Fire Talks.

Fire Drills

Fire Drills will be held termly and arranged by the Domestic Bursars Office. Every fire drill will be followed by a short briefing for everyone involved, and a more in-depth briefing for those taking an active role in the drill (such as Fire Marshalls). These briefings shall also serve as an opportunity to provide staff and students with refresher fire safety training. All fire drills will be recorded by the Porter on Duty and lessons learnt will be communicated to Fire Marshalls and others as required.
5. First Aid

How to get first aid assistance

In the event of suffering an injury or illness first aid assistance can be obtained by contacting the Porters on 01865 276884, 24 hours a day, 7 days a week. It is important if you suffer an injury to report it and obtain proper first aid assistance.

Management of First Aiders

The Health & Safety Officers are responsible for the First Aiders, but the Domestic Bursars Office has operational responsibility for them – arranging training, lists, equipment, etc.

An up to date and accurate list of trained first aiders is produced by the Domestic Bursars Office and displayed at various locations around the site and is always available in the Porters' Lodge.

Accident Books

All accidents resulting in personal injury must be recorded in the Accident Book – which is held in the Lodge. You must also notify your Head of Department of the accident, and an Accident Investigation will take place.

First Aid Training

All First Aiders are trained to HSE approved standards, with refresher training taking place at 3 yearly intervals.

Any First Aider who wishes to have refresher training sooner than the recommended 3 years should contact the College Nurse.

First Aid Equipment

First Aid boxes are prominently located in all buildings. These boxes are checked quarterly by the College Nurse.
6. Induction and Training

Employee Induction

All employees will receive a health and safety induction when they join the College, including temporary and casual staff. The Induction training will cover, as a minimum, the following topics:

- Arrangements for first aid
- What to do in the event of an accident
- What to do in the event of a fire
- General workplace rules
- Explanation of safety signs
- Welfare arrangements, such as eating and drinking
- Health and Safety Responsibilities
- Job specific issues
  - Information / training on high risk activities
  - Relevant risk assessments

The Head of Department is responsible for delivering the induction to all new starters. The HR department manages induction sign offs.

Student Induction

The Health & Safety Officers induct new students with a formal briefing during Fresher’s week.

Visitors

Visitors do not need to be subject to induction training as they will be accompanied by their Host at all times.

If the visitor is not to be accompanied at all times it is the Host’s responsibility to ensure they are aware of the basic Health and Safety Arrangements – such as fire, first aid, welfare, etc.

Contractors Health and Safety Induction

There is a specific induction document that contractors are required to read and sign before being allowed to commence work on College premises. For further information see Control of Contractors.

Other Health and Safety Training Needs

The Health & Safety Officers deals with all health and safety training needs, should you have any queries or concerns please contact them for advice. Training and
information (including risk assessments, etc.) can be recorded by using the General Sign Off Form.
7. Communication, Consultation and Committee

Notice boards will be used to display health and safety related information which is required to be displayed by the law, important to everybody’s safety, and also information relating to promotion of health and safety.

The following, as a minimum, will be displayed in the workplace:

- Health and Safety Policy Statement
- Employers Liability Certificate
- The Health and Safety Law Poster
- Emergency Arrangements
- First Aid Information

Health and Safety Consultation

The College is committed to consulting with both its employees and its students on matters which could affect their health and safety. Health and Safety Representatives are volunteers from various functions in the College. Their main role is to take part in the Health and Safety Committee.

The committee is chaired by the Health and Safety Director, it convenes once each term (three times a year), and minutes are available from the Governing Body Secretary.

The committee members are as follows:

- The Bursar (Health and Safety Director)
- Head of Buildings and Projects (joint Health & Safety Officer)
- College Surveyor
- The Domestic Bursar (joint Health & Safety Officer)
- Catering and Front of House Services Manager
- Tutorial Fellow
- Librarian
- Junior Deans
- College Nurse
- External Health and Safety Consultant

The following topics will be included as required on the Agenda.

- Accident Investigations
- Health and Safety Inspection Reports
- New / updated Risk Assessments
- New / updated policies and procedures
- Any planned changes to the workplace or work activities which may impact on health and safety
8. Individuals Requiring Special Assistance

This procedure is concerned with individuals who may require additional consideration to ensure their health or safety for a variety of reasons. The condition suffered may be temporary or permanent, and may be visible or hidden.

It is important that employees make their Head of Department aware of problems they may be experiencing to ensure that their safety, and that of those around them is not compromised. Heads of Department will treat all information as confidential, and will seek advice from the Health & Safety Officers, and if necessary the Health & Safety Advisor will be consulted on what action is required.

Specific Groups for Consideration

- Disabilities and Limited Mobility
  
  Where employees or students suffer from a disability or limited mobility special consideration should be given to ensure that their safety, and that of those around them, is not compromised.

- Health Complaints
  
  Any individual suffering from a health complaint that could either be affected by the way in which they work, or which might impact on the College and other employees.
  
  This also includes health conditions which do not necessarily affect the individuals work, but could be relevant if the individual was involved in an accident.

- Young Persons
  
  Any persons working for the College between the ages of 16 to 18 are considered by law to be ‘young persons’. (This includes work experience placements).
  
  Due to their inexperience and potential immaturity special considerations and, in some instances, restrictions should be placed on them.

- New & Expectant Mothers
  
  Newly pregnant employees and mothers with new-born babies must be given special consideration to ensure that no harm comes to mother, foetus, or new-born as a result of work or the College environment.

Heads of Department Action

Should any of the groups outlined be identified then the following action is required.

- Risk Assessment
A Risk Assessment must be conducted for the individual, taking into account the specific nature of the condition, the way in which it may affect the individual in the College environment, and also the way in which it could impact on others around.

For help and advice on conducting a risk assessment the Health and Safety Officer should be contacted, and assistance may be required from the Health & Safety Advisor.

The assessment must be reviewed at appropriate intervals, which will be determined by the specific circumstances.

- **Personal Emergency Evacuation Plan (PEEP)**

  If the individuals condition means in any way that they may be disadvantaged in an emergency situation (for example unable to exit quickly, or unable to hear the fire alarms) then the Head of Department must complete a PEEP, with the help of the Health & Safety Officers, Academic Registrar and Disability Fellow.

  The PEEP will identify the assistance, systems and equipment which must be put in place to ensure a safe evacuation for the individual in the event of an emergency.

  This PEEP must be brought to the attention of the Fire Marshalls, if special assistance in the event of an evacuation is required.

  The PEEP must be reviewed annually or sooner if required.

- **Fitness to Work**

  Where an employee is signed off work by a GP they must ensure they are fully fit before returning to work.

  If they are returning on ‘light duties’ then these should be fully agreed and understood beforehand.

  If an employee wishes to return to work during the period they have been ‘signed off’ by the GP then they must revisit the GP and be certified as fit to return to work.

  It is the Heads of Department’s responsibility to ensure that the employee is safe to return, if they have any doubts regarding this they can request that the individual remain away from the workplace, and if necessary they may request written certification from a GP to indicate an individual is fit to work.
9. General Workplace Safety

Welfare Related Issues

- **Washing Facilities**
  Adequate washing and toiletry facilities are provided for staff.

- **Eating and Drinking**
  The College has provided a dining area where employees and students have access to hot drinks and meals in a clean environment. Drinking water is readily available at all times. Staff have local equipment, such as kettles and microwaves, to allow them access to hot food and drinks.

Health Related Issues

- **Lighting**
  Artificial lighting is provided in order to achieve an adequate level of lighting to allow the tasks at hand to be completed.

- **Ventilation**
  The ventilation levels in the College are suitable and maintained through natural methods. Ventilation Assessments are conducted by a combination of Self-Assessment, by those in control of the area, and assisted assessments for communal areas, bookable rooms, and more complex areas in which cases the College Surveyor will provide assistance.

- **Temperature**
  The aim is to maintain a reasonable temperature in the working environment which will vary in between areas depending on the type of activities being conducted.
  - **Indoor Temperature**
    Should the temperature in other areas, where staff are doing more sedentary work, fall below 16 degrees Celsius, then advice will be sought from the Health & Safety Advisor.
  - **Outside Working**
    Staff working outside should be given consideration, especially in adverse or extreme weather conditions.
  - **Hot / Humid Weather**
    Staff should be advised about the dangers of prolonged exposure to the sun, and the long term effects. They should be allowed opportunities to take rest breaks in an area where they can cool down, and have cold drinks. Consideration should be given to the risks associated with heat fatigue and heat stress.
  - **High Winds**
Manual handling of materials outside could be adversely affected by high winds. This could potentially result in an injury to the individual conducting the manual handling task, or to others should the load blow out of control.

The College relies on employees to assess whether or not the activity is safe to undertake, considering the conditions and the surroundings at the time.

- Cold / Wet Weather

Employees working outside for significant periods during cold / wet spells will be provided with suitable protective clothing. It is recognised that cold weather can cause muscle fatigue, general fatigue and loss of dexterity and in periods of adverse weather employees will be given increased opportunities to warm up and have hot drinks.

- Waste and Cleanliness

The College will be cleaned on a regular basis, and waste will not be allowed to accumulate.

Safety Related Issues

- Maintenance

The College will be maintained in a good state of repair. Any defects must be reported to the Buildings Office at the earliest opportunity.

- Pedestrian and Traffic Routes

These will be kept in good condition and as far as possible free from potholes, obstructions and tripping hazards.

- General Traffic Rules

- Visiting Cars

There is limited parking available for visitors. This must be pre-booked with the Lodge, and visiting drivers must report to the Lodge on arrival and obey all site rules.

- Deliveries

All delivery vehicles must report to the Lodge on arrival and the Porters will be responsible for directing the deliveries to the appropriate area, and ensure that they are parked and unloaded in a safe manner.

- Bicycles

There is plenty of storage space provided for bicycles. Bicycles must not be ridden on site, or left blocking entrances.

Electric scooters shall not be ridden within College grounds or buildings

- Pedestrians
Pedestrians should be aware of vehicles manoeuvring in those areas where limited parking is provided.

- **Housekeeping**
  
  It is the responsibility of all employees to ensure that good housekeeping practises are maintained at all times.

  Slip and trip hazards should not be allowed to occur, and obstructions should never be left in walkways or fire exits. Spills should be cleared up immediately, and rubbish and waste must be placed in the containers provided.

- **Work Equipment**
  
  There is a separate procedure outlining all the requirements surrounding work equipment.

  Work equipment can be defined as any tool or piece of equipment provided to aid employees fulfil their work duties, including laptops, mobile phones, etc.

  All work equipment must be maintained in a safe state and good working order, and any defects must be reported to the Maintenance Manager.

- **Office Safety**
  
  There are a number of risks associated with office work. The following rules must be adhered to at all times:

  o Floors and walkways must be kept clear at all times.
  o No trailing cables allowed.
  o Anything heavy or awkward should be lifted (contact the Health & Safety Officers for advice)
  o Filing cabinets should not be overfilled, and must be left in a closed position.
  o Any faults or defects must be reported to the Buildings Office immediately, and faulty equipment taken out of use.
  o Good housekeeping must be practised at all times.

  For further information on office safety refer to the Display Screen Equipment Procedure.

- **Safety Signs**
  
  Safety signs are displayed around the college as necessary. There are five main types of safety sign:

  Mandatory signs – these are blue circles depicting a white pictogram and display an instruction that must be followed (for example, ‘Fire Door - Keep Closed’ signs.)

  Hazard Signs – These are yellow triangles depicting a black pictogram of a hazard, to raise the awareness of those in the area (for example, ‘Wet Floor’ signs.)

  Prohibition Signs – these are red circle and diagonal cross with a white background and a black pictogram and display something which is prohibited (for example, ‘No Smoking’ signs.)
Safety Signs – these are green rectangles and display a white pictogram, and describe a safe condition, (for example a first aid kit or an emergency exit.)

Fire Safety signs – these are red rectangles with white pictograms and are used for fire safe (for example to mark the location of a fire extinguisher.)

- Smoking
  Smoking is strictly forbidden in all college buildings. Smoking is only allowed in designated outside areas.
  All smokers must dispose of their cigarette butts in a safe and responsible manner.

Health and Safety Inspections
Department Heads will conduct a health and safety inspection of their area annually. This will be recorded on the Workplace Inspection Form.
The Health & Safety Officers will also randomly inspect all areas annually.

Reporting Faults and Defects
All faults and defects must be reported immediately to the Buildings Office.
10. Display Screen Equipment

Definitions

- Display Screen Equipment (DSE) includes all computers, laptops, CCTV monitors, and other display equipment.
- User: Any employee who habitually uses DSE for a significant part of their working day.
- Workstation: An individual’s immediate working area, including desk, chair, work surface and any other equipment in the immediate vicinity.

Eye & Eyesight Tests

DSE users are entitled to an eye and eyesight test at the College’s expense. This can be conducted during normal working time. DSE users are entitled to further tests at intervals specified by the optician, or if they begin to experience difficulties with their eyes which may be reasonably considered to be associated with DSE work. Employees should use the Eye Test Form for claiming this.

Where an optician recommends corrective lenses specifically (and solely) for DSE work, then the College will fund the cost of basic frames and lenses. The College is not required to contribute to the cost of prescription glasses that are required for a general sight defect (i.e. commonly referred to as short or long sightedness).

Activity Changes

Long spells of DSE work should be broken up by changes of activity, or mini breaks. It is commonly acknowledged that frequent short spells away from the DSE is better that infrequent longer breaks.

The follow activities constitute activity change:

- Answering the telephone
- Making handwritten notes
- Reading documents
- Filing
- Having a sip of water

In practice, an activity change relates to anything that involves looking away from the screen, no matter how fleeting.

Information

Guidance on DSE health risks and how to avoid these by correctly setting up your workstation is provided at the same time as the Workstation Self-Assessment Forms are distributed.

DSE Assessments
• Workstation Self Assessments

All DSE users must complete the Workstation Self-Assessment Form. These forms are then collated by the Head of Department and reviewed. All forms must be sent to the Health & Safety Director.

If any unresolved issues remain the Health & Safety Director may seek the advice of the Health & Safety Advisor.

These forms should be reviewed annually, or more frequently if they become invalid (i.e. user becomes pregnant, moves desks, develops a problem, etc.)

Heads of Department are responsible for ensuring all users complete a form annually.

• Specialist Workstation Assessment

Should a DSE user identify a problem or raise a health concern then the Health & Safety Advisor will conduct a Specialist Workstation Assessment – this will be arranged by a Health & Safety Officer.

• Reporting problems / defects

All problems and defects should be reported to the Head of Department as soon as they occur- who will either rectify the issue or contact a Health & Safety Officer.
11. Student Safety

It is the responsibility of the College to ensure that the health and safety of students is not adversely affected by the College’s undertakings.

Consideration of Risks

In the event of setting tasks or projects that are out of the ordinary for students to complete the college staff must ensure that they consider any specific risks which may be associated. It is important that all risks are identified and that appropriate precautions are put in place to eliminate, reduce or as a minimum control these risks.

If the risks identified are significant then a risk assessment must be conducted. For help and advice on this please refer to the Risk Assessment Procedure, or contact the Health & Safety Officers for advice and guidance.

Residential Safety

The accommodation provided meets all relevant safety and fire standards, and is provided with clear signage and instructions for residents. These areas are cleaned on a regular basis and provided with adequate welfare facilities.

Transport on Site

Bicycles are not allowed to be ridden on site, and must be stored in the areas provided. Pedestrians should be aware that cars are operating on the college grounds, and care should be taken. Students are not allowed to bring cars on site, including College annexes.

Welfare Facilities

The following Facilities have been provided for students use:

- Toilet & washing Facilities
- Kitchen areas
- Laundry areas
- First Aid Facilities (Contact 01865 276844)

If there is a problem with any of the facilities these must be reported to the Lodge at the earliest opportunity.

These facilities have been provided around the campus and must be respected and left in a clean and hygienic state.

Residential Rules

- Housekeeping
It is important that students practise good housekeeping at all times. Scouts are required to clean all areas on a regular basis and should not be put at risk.

Scouts will report dangerous and unhygienic conditions to the Domestic Bursar, who will inspect the rooms as required and take appropriate action.

As a guide, students must ensure the following:

- Never leave trailing cables around
- Always ensure floors are clear of debris and obstructions
- Place all rubbish in bins provided
- Do not leave food stuffs or unwashed plates, etc, in your room
- Dirty washing should not be allowed to accumulate
- Ensure that electrical sockets are not overloaded.
- Heaters must be free from obstructions.
- Rooms should be regularly cleaned and aired.

- **Electrical Equipment**
  
  To meet legislation electrical appliances must be tested for safety by a competent electrician before they are installed. It is the responsibility of students to ensure that this is carried out before arrival and that any later additions are similarly checked.

- **College Buildings**
  
  College buildings must be respected at all times, and must only be used as intended.

  Students are strictly forbidden access to roof areas, and maintenance areas. These are clearly marked with prohibition signs.

  Noise levels must be kept to a minimum at all times and neighbours must be respected.

  College buildings are cleaned on a regular basis.

  Any defect or problem should be reported to the Buildings Office at the earliest opportunity.

- **Student Behaviour**
  
  All students are expected to behave in a safe manner at all times and not put themselves or anyone else at risk.

- **Smoking**
  
  Smoking is strictly forbidden in all College buildings.

  Smoking is allowed outside in designated areas, and smokers must dispose of cigarette ends in a responsible manner.

- **Alcohol**
  
  Alcohol consumption is permitted on site however students are requested not to over indulge and must always behave in a responsible manner.
• Drugs
  Illegal drugs are strictly prohibited.

• Fire Safety
  Many precautions have been put in place to ensure fire prevention, and in the unlikely event of a fire occurring, that staff and students are protected.
  All students are asked to familiarise themselves with the actions to take in the event of an emergency.
  No one shall interfere with any fire safety measures – such as fire alarms, detectors or extinguishers. All fire doors must be kept shut, unless self-closing and all fire exits must be kept free from obstructions at all times.

• Safety Devices
  It is a criminal offence to interfere with or intentionally misuse anything provided in the interests of health and safety.

• Open Kitchen Areas
  Open kitchen and break out areas have been provided for both staff and students to use in the College buildings.

• Kitchen Equipment
  All equipment is subject to regular maintenance and PAT testing where required.
  No unauthorised equipment should be introduced to these areas without the prior consent of the Health & Safety Officers.

• Fridges and food
  Fridges must be maintained in a clean and hygienic condition. Consumables that are passed sell by dates must be removed and disposed of.
  Food types should be kept separate and raw meat must always be wrapped or contained.
  Cooking food must never be left unattended.

• Cleanliness and Hygiene
  The kitchen area should not be abused and must be left in a clean and tidy condition after each use.
  All students are responsible for doing their own washing up.
  All rubbish must be disposed of in the bins provided.

Reporting Defects
Any faults or defects should be reported immediately to the Buildings Office.

Accidents
All accident should be reported to the Porters at the Lodge.

Health
The College Nurse is employed during term time – please contact her directly for any issues arising.

Help and advice
Help and advice can be sought from the Dean.

Other Useful Publications
The Information for Members booklet is produced by the College each year and contains information useful to students.
12. Visitors

Reporting to Lodge

All visitors to the College must report to The Lodge and work-related visitors will be directed or escorted to their host.

Visitors Behaviour

Whilst on site visitors are expected to conduct themselves in a safe manner at all times.

They must consider the way in which their behaviour or activities may affect the health and safety of College Staff and Students.

Host Responsibilities

It is the responsibility of the Host to escort the visitor around the site.

If the visitor is going to be left unattended then the host must ensure the following information has been communicated:

- How to get first aid assistance
- What to do in the event of an emergency
- Information regarding any specific hazards and risks the visitor may be exposed.
13. Work Equipment

Selection of Work Equipment

When selecting work equipment consideration will be given to ensuring that it is both suitable for the intended use, compatible with other equipment and work processes, and safe for use at work.

Installation / Introduction to the workplace

When installing fixed work equipment into the workplace an assessment will be conducted to ensure that consideration is given to all relevant factors, for example barriers/gates, lighting, space, noise, operational requirements, etc.

When introducing any work equipment into the workplace (fixed or otherwise) an assessment will be conducted to ensure that it will not place employees, or others, at risk. This risk assessment shall be organised by the Head of Department, who may request additional help from the Health & Safety Officers if required.

Training

Adequate training will be provided on all work equipment to ensure that employees are aware of how to use, store and maintain equipment in accordance with manufacturer’s guidelines.

Training may be provided internally or through an external organisation, depending on the nature and extent of risk involved.

Employees will be deemed competent to use work equipment –based on training, experience and knowledge.

Use

Employees are only allowed to operate equipment that they have been trained and authorised to use.

When operating equipment employees must do so in accordance with their training and the manufacturer’s instructions. This extends to any aftercare, cleaning down and storage of such equipment.

Employees should never interfere with or misuse work equipment. This includes making any alterations to it, defeating safety devices, and/or conducting any repairs or maintenance (unless specifically authorised to do so.)

Maintenance

All work equipment will be maintained in accordance with manufacturer’s recommendations. Maintenance activities will be conducted by competent persons – with the relevant knowledge and skill to maintain the equipment in a safe state.
Inspection
All equipment will be inspected on a regular basis to ensure that faults do not develop, and that any defects are resolved before they pose a risk to health or safety.

Reporting Defects
Any defects should be reported immediately, and action should be taken to ensure that the faults are remedied.
14. Personal Protective Equipment

Provision of PPE

Personal protective equipment (PPE) is regarded as the last resort when controlling risks, however it is recognised that at times PPE can be used to complement other control measures and precautions.

Where the requirement to use PPE is identified (through risk assessment) it will be provided free of charge.

When providing PPE consideration will be given to its appropriateness, suitability, compatibility and durability.

The Health & Safety Officers (with the support of the Health & Safety advisor) are responsible for advising on PPE – but Heads of Department are responsible for identifying when PPE may be needed, and supplying it.

Use of PPE

Where PPE has been provided employees have a duty to use it where specified and in accordance with any training and guidance that they have been given.

- Selection
  
  It is the Heads of Department’s responsibility to identify when PPE is required, and exactly what is required. All items of PPE must meet minimum British and European Safety Standards.

- Issue
  
  PPE will be issued as and when required by the Heads of Department. It will be recorded on the PPE Issue Form.

- Use
  
  The Heads of Department must ensure that the employee knows when and where the PPE is required, and how to correctly use it.
  
  The Heads of Department is also responsible for ensuring compliance with PPE rules.

- Storage
  
  PPE should be stored properly- to ensure that it doesn’t become damaged. Lockers have been provided for this purpose.

- Maintenance
  
  PPE should be maintained in accordance with the manufacturer’s instructions, and in accordance with any training or instruction given to the employee.

- Information, Instruction and Training
  
  Employees should be trained in the use of PPE, including how to store and properly maintain and clean it.
Defects

All defects should be reported to your Head of Department as soon as they occur. Defective equipment will either be repaired or replaced.
15. Lone Working

Lone working may be described as:

- Being the only person on the premises
- Working separately from others (i.e. out of sight and sound)
- Working outside normal hours

Where an employee usually works alone in an office, and during the course of their day has regular contact with other people (via telephone or face to face) they will not be classed as a lone worker.

For help determining whether or not an individual may be a Lone Worker advice should be sought from a Health & Safety Officer.

Heads of Department Responsibilities

- Identification of Lone Workers
  
  It is the Heads of Department responsibility to identify Lone Workers and ensure the following action is taken.

- Risk Assessment
  
  Where lone working cannot be avoided the Lone Worker Risk Assessment form should be completed.

  Additional risks created by the lone working should be identified. An assessment should pay particular attention to:

  - Communication
  - The Individual (in particular their health)
  - The Workplace
  - Emergencies

- Arrangements
  
  Arrangements should be made to ensure that adequate precautions are put in place to protect the lone worker. These precautions will probably be focused around the following areas:

  - Communication equipment
  - Pre-work inspections
  - Check in arrangements
  - Suitable information, instruction & training

Help and Advice

For help and advice on Lone Worker Risk Assessments please contact a Health & Safety Officer and, if necessary, the Health & Safety Advisor will be contacted for advice.
16. Manual Handling

Avoidance

Manual handling operations that pose a significant risk of injury should be avoided if a reasonable alternative exists.

Where the College has provided employees with an automated or mechanised alternative to avoid manual handling then this must be used.

Manual Handling Assessments

Where manual handling cannot be avoided an assessment will be conducted, aiming to identify potential problems and put appropriate precautions in place. The assessment will focus on four main areas:

- Task
- Individual
- Load
- Environment

Heads of Department should conduct Manual Handling Assessments for activities that pose a risk, help may be sought from the Health and Safety Officer.

Assessments must be communicated to the employees undertaking the activities.

Information, Instruction and Training

Employees carrying out manual handling activities will be given the appropriate instruction and training – to ensure that they use correct techniques and do not expose themselves to the risk of injury.

Where possible, they will also be given information on the nature of the loads – including weight.

Reporting Defects

Where manual handling aids are provided these should be well maintained. If faults or defects occur they should be reported to your Head of Department immediately.
17. Asbestos Management

All College premises and out buildings have been subject to a detailed survey and management plan, provided by an approved specialist contractor, which identifies the location and type of asbestos.

Where materials are confirmed as containing asbestos they are removed – and full records are maintained.

Control of Asbestos

The College Surveyor is responsible for the ensuring the following take place.

- Asbestos Register
  
  All identified occurrences of asbestos appear in a central register, detailing location, type and condition of the asbestos. This is kept up to date and available at all times.

  When maintenance work is planned reference is made to the register to ensure that the location of asbestos in the area is known and that no disturbance will take place.

- Risk Assessment

  A risk assessment has been conducted for all asbestos, and depending on the outcome the following action is taken:

  - Removal by an HSE approved contractor
  - Encapsulation
  - No Action
  - Ongoing monitoring of its condition
  - Marking of its location

- Ongoing Inspection

  Asbestos that is left in place will be subject to ongoing inspections to ensure that its condition does not deteriorate and pose a risk.

  The frequency of the inspection is decided by the risk assessment.

  The results are recorded on the Asbestos Inspection Record.

Disturbance of Asbestos

Should it be necessary to disturb asbestos containing material HSE approved contractors will be used to remove the asbestos.

Risk assessments and method statements will be received from the contractors prior to the commencement of work, and full safe systems and precautions will be put in place.
18. Control of Substances Hazardous to Health

A Substance Hazardous to Health can be identified as any of the following:

- Any substances with a hazard warning symbol
- Any substance used excessively with potentially adverse effects
- Any substance that has been identified in the HSE’s EH40 publication
- Excessive airborne dust

Safe Use and Storage of Substances Hazardous to Health

- **Storage**
  
  Quantities of chemicals stored in the workplace will be kept to a minimum.
  
  Chemicals will be stored as per their instructions, and all storage containers will be suitable and appropriately labelled.
  
  Flammable liquids will be stored in flameproof cabinets and quantities will be limited. Other hazardous chemicals will be stored securely, in a bunded area.

- **Safe Use**
  
  Where chemicals are used in the workplace employees will be given instructions for safe use, including information on the risks involved, good hygiene practises, emergency information and disposal instructions.

SDS and Register

Heads of Department must hold Safety Data Sheets (SDS) all hazardous substances used in their area, and a Register of Substances used and quantities stored will be kept.

CoSHH Assessments, Controls and Monitoring

Where substances are used that could pose a risk to the health and safety of the employees full CoSHH assessments will be conducted by the Heads of Department, with the help of the Health & Safety Officers and the Health & Safety Advisor, if necessary.

The assessment will focus on trying to eliminate the risk at source, and if that is not possible then appropriate control measures will be implemented and monitoring will be conducted to ensure their effectiveness.

PPE will only be used as a last resort when deciding on suitable controls.

- **Workplace Exposure Limits (WEL)**
  
  Certain substances are assigned a WEL in the HSE publication EH40 – where this is the case it is clearly identified on the MSDS.
The college will ensure that WELs are not exceeded and that appropriate controls are put in place.

- Monitoring
  Monitoring will take place to ensure that the Controls implemented are adequately reducing or controlling exposure. The type of monitoring required will be dependent on the specific circumstances.

- Health Surveillance
  Where the need is identified through risk assessment appropriate health surveillance will be introduce for the relevant employees.
19. Control of Contractors

Selection of Contractors

Whilst the Health & Safety Officers have ultimate responsibility for Contractor Control Arrangements - the Head of Department bringing the Contractor on site is responsible for controlling them, and any risks they create.

When selecting Contractors, health and safety should be a major consideration.

It is important to establish the following are in place:

- Employers Liability and Public Liability Insurance
- Health and Safety Policy
- Competent Staff
- Access to appropriate equipment / skills / expertise
- Relevant Licenses where applicable

Risk Assessments and Method Statements

All contractors must provide risk assessments, and for larger projects method statements, before work commences on the College premises.

Information for Contractors

The Head of Department bringing the Contractor on site will ensure that contractors are provided with the following:

- Emergency Arrangements
- How to obtain first aid assistance
- Details of welfare facilities available
- Information relating to any specific hazards or risks that may be encountered.
- Key contact details
- Clear scope of work and area of operation

Contractors are required to sign the Contractors Health and Safety Induction record – which forms part of the Contractors Health and Safety Agreement Form.

The above exchange of information should happen prior to the commencement of the work.

Contractors Health and Safety Agreement

This form should be completed for all day-to-day regular contractors.

Completion of this form will meet most documentation, risk assessment, and information exchange requirements. However, for higher risk activities, specific risk assessments and method statement will need to be developed before work commences.
The form can accommodate signatories for Contractors’ employees who have already received inductions – and this section can be added to when new staff visit the College.

Working Rules

- **Signing In**
  All contractors must visit the Lodge on arrival and sign in. They will be issued a Contractors Badge which must be worn visibly at all times.
  Contractors must return this badge and sign out on completion of work.

- **Vehicle and Transport**
  Vehicles are only allowed on site with prior authorisation.

- **Tools & Equipment**
  Any tools and equipment brought onto College premises for use must be in a safe condition, and stored securely when not in use.

- **CoSHH**
  Only small quantities of chemicals may be brought on site. It is the contractor’s responsibility to use and store these safely, and ensure that they are removed from site at the end of each day, along with any empty containers.

- **Waste**
  Contractors must remove all their waste at the end of each day, and ensure it is responsibly disposed of.

- **Suspension of Work**
  If for any reason work has to be suspended (for example due to not having correct parts) it is vital that contractor notifies the Head of Department and leaves the work area in a safe condition.

- **Completion of Work**
  The contractor should notify the Head of Department on completion of the work.
  It is important that the work area has been left safe and tidy and that all waste, chemicals and equipment are removed from the site.

**CDM Notifiable Projects**

CDM refers to the Construction Design and Maintenance Regulations, and is a phrase that is often applied to project which are deemed to be notifiable under these regulations.

CDM notifiable projects are construction work which will last longer than 30 days or incorporate more than 500 man days. In these instances, the HSE must be notified on form F10.
Major Projects are managed by the Head of Buildings and Projects, small and intermediate projects are managed by the College Surveyor.
20. Electrical Safety

Reporting Defects

Any faulty electrical equipment must be taken out of service immediately and the defect reported to the Buildings Office.

Inspections

- Visual Inspections
  
  Users of electrical equipment should carry out a visual check to ensure that the equipment is free from faults. The Main areas for attention are as follows:
  
  o No visible mechanical damage
  o No signs of sparking or burnt casing
  o All wires and connections in good condition
  o Plug in good condition and free from defect

- Portable Appliance Testing (PAT)

  The Buildings Office is responsible for ensuring all College owned or provided portable electrical equipment is PAT tested on an annual basis.

Electrical Equipment

Electrical equipment purchased for use at the College should incorporate the following features:

  o CE Marking
  o Adequate strength and capability
  o Properly insulated
  o Earthing, or have other appropriate safety devices.
  o Suitable connections
  o Means of protection form excess current (correctly rated fuse)
  o Incorporate a safe means of isolation
  o Be safe to maintain.

All maintenance, testing and inspection will be conducted by a competent person. No other person is allowed to interfere with electrical equipment or systems.

It is important that electrical systems are never overloaded. Multi-plugs with a lead are allowed where needed, however the type that plug directly into the socket are not to be used on College premises.
21. Noise

Noise as a Nuisance

In normal circumstances noise levels in the College are low and unlikely to impact on health or safety.

Where nuisance noise (for example from printers, or similar equipment) is identified then this should be reduced to avoid causing interruption or stress to the employees affected. This is usually easily achieved by careful placement of equipment, or the use of screens in the workplace. Should you believe noise to be a problem in your area you should contact the Health & Safety Officers for advice.

Loud Equipment for Short Duration Use

There are certain items of equipment that produce high levels of noise, but these are only used for short durations.

To avoid health problems these pieces of equipment have been identified and users are required to wear hearing protection - which is provided.

Identifying and Controlling Noise Problems

- On Purchase

  When purchasing new machinery or equipment attention should be paid to the noise levels emitted.

  The Manufacturer or Supplier will be able to supply you with the noise data.

  You must aim to purchase the quietest equipment available, and where ever possible the noise levels produced must be below the Lower Exposure Action Value (see below).

- On Installation / Use

  The following guidelines can be used to help evaluate whether or noise is a problem when equipment or machinery is in use:

  ➢ You have to shout to be heard at a 2 metre distance.
  ➢ Your employees complain of ears ringing after leaving the noisy area.

  If either of the above is the case then a Noise Assessment must be conducted, and you should contact the Health & Safety Officers.

- Controlling Noise Problems

  Where noise problems exist, the following hierarchy will be applied when tackling them:

  o Elimination of the noise source
  o Reduction of the noise level, or the amount of exposure time
  o Engineering Controls such as silencers, laggings, anti-vibration mounts, etc
Hearing Protection will be the last resort considered – and is very limited as it only protects the individual wearing the protection.

Noise Action Levels
The Control of Noise at Work Regulations lays out differing levels of noise that trigger remedial action. These Regulations should be consulted as necessary.
22. Working at Heights

Avoiding Work at Height

Where ever it is reasonable to do so working at height should be avoided.
Where it is not possible to avoid working at height the following guidance should be followed.

Planning Work at Height

The work at height must be properly planned by the Head of Department, and this planning may involve a Health & Safety Officer or the College Surveyor.

- Working at Heights Assessment
  A Risk Assessment must be undertaken by the Head of Department, and as a result suitable precautions should be identified and implemented.
  The risk assessment may need to be revisited on a regular basis, depending on changing weather, lighting and temperature conditions.

- Training
  All personnel involved in the working at height activity must be suitable trained and informed regarding the hazards and safe systems of work that have been implemented.

- Access and Safety Equipment
  When choosing the appropriate means of access, the following hierarchy should be applied:
  - Equipment that prevents a fall occurring to all in the area (e.g. Barriers)
  - Equipment that prevents a fall occurring to the individual (e.g. Running Lines)
  - Equipment that minimises the consequences or distance of a fall to all in the area (e.g. Safety Nets)
  - Equipment that minimises the consequences or distance of a fall to the individual (e.g. Safety Harness)

- Working Platforms
  Wherever possible an appropriate working platform will be provided for those working at height.
  This will be of suitable construction, and provided with all associated safety requirements – such as barriers, anchorage points, etc.

- Ladders and Steps
  Ladders and steps may be used for short duration activities, and in areas where other access equipment is not suitable.
  Ladders must be of sound construction and checked for defects on each use.
  Personnel using ladders should be trained in the key elements of ladder safety.
• Restrictions to the surrounding area

When work at height is being conducted the immediate area surrounding and below must be restricted to prevent unauthorised personnel entering the area.

Where possible, work at height will be carried at times of low occupancy.
23. Statutory Inspections

The Head of Buildings & Projects has overall responsibility for ensuring the following statutory inspections.

- **Lifting Equipment and Accessories**
  
  Lifts, and all associated lifting accessories and equipment, will be subject to a thorough examination every 6 months by a competent person. This is managed by the Buildings Office.

- **Ladders**
  
  All ladders are to be visually inspected before use. Any defective ladders are to be quarantined immediately. Ladders are also subject to a 6 monthly formal inspection regime and tagging system. This is managed by the Buildings Office.

- **Fire Detection, Alarm and Lighting**
  
  - **Fire Detection**
    
    To be tested by a competent engineer on an annual basis. This managed by the Buildings Office.
  
  - **Fire Alarm**
    
    The fire Alarm will be subject to a weekly test conducted by the Buildings Office.
    
    This will also be serviced and maintained on an annual basis by a competent engineer. This managed by the Buildings Office.
  
  - **Fire Extinguishers**
    
    An engineer will service and as necessary replace the fire extinguishers on an annual basis. This managed by the Buildings Office.
  
  - **Emergency Lighting**
    
    The emergency lighting will be tested monthly and subject to a thorough test on an annual basis by a competent engineer. This is managed by the Buildings Office.

- **Fixed Electrical Installations**
  
  Fixed electrical installations will be subjected to a 5 yearly inspection by a competent engineer. This is managed by the Buildings Office.

- **Asbestos**
  
  As per the Asbestos Procedure – asbestos will be proactively managed, and subject to inspections at prescribed intervals. This will be conducted by a member of the maintenance team. This is managed by the Buildings Office.

- **Control of Water Systems**
  
  Water systems are treated and inspected quarterly to ensure no bacteria is allowed to develop. This is managed by the Buildings Office.
Boilers

Will be subject to an annual inspection and service by a competent engineer. This is managed by the Buildings Office.
24. Event Management

On occasions when the College organises or hosts events which involve either large numbers or unusual activities extra consideration must be given to ensure the safety of College staff and participants, and any visitors to the event.

Planning

It is the responsibility of the Head of Department organising the event to ensure that risk assessments are completed prior to the event and all controls are put in place. If additional assistance is required the Health & Safety Officers may be consulted.

- Risk Assessment
  A risk assessment must be conducted – and take into consideration the following key factors:
  - Numbers expected
  - Recognition of vulnerable groups (such as children or the elderly)
  - Event timing and duration
  - The time of year and weather conditions
  - The risk of gate-crashers
  - Alcohol consumption
  - Provision of information for crowd control
  - Emergency procedures

- Fire Safety
  The maximum number of people allowed in the main areas of the College site and entertaining rooms must not be exceeded.

  Should the general ‘use’ of an area be changed, or new equipment or activities introduced it may be necessary to review the fire risk assessment and take advice from the College Fire Safety Advisor.

- Communicating Information
  It is important that the results of the risk assessment and planning stage are communicated to all staff involved in the management and control of the event.

  The following information will need to be communicated to visitors of the College attending the event:
  - Emergency Procedures
  - How to obtain first aid assistance
  - Information on any specific risks present

  This information should be presented in a format that may be easily understood by the attending guests.
25. Kitchen Safety

Open Kitchen Areas

Open kitchen and break out areas have been provided for both staff and students to use in the College buildings.

- **Equipment**
  
  All equipment is subject to regular maintenance and PAT testing where required.
  
  No unauthorised equipment should be introduced to these areas.

- **Fridges and food**
  
  Fridges must be maintained in a clean and hygienic condition. Consumables that are passed sell by dates must be removed and disposed of.

- **Cleanliness and Hygiene**
  
  The kitchen area should not be abused and must be left in a clean and tidy condition after each use. All rubbish must be disposed of in the bins provided.

College Managed Kitchen

- **Food Hygiene**
  
  Good hygiene will be practised at all times. The Catering and Front of House Services Manager has implemented a series of procedures and working practices that ensure that best practice is the norm in the kitchen environment.
  
  All staff are aware of personal hygiene requirements and have completed a basic Food Hygiene course.

- **Hot Surfaces**
  
  Care must be taken when working near hot food, liquids, surfaces and appliances.

- **Slips Trips and Falls**
  
  Spillages are to be cleaned up immediately and signs warning of slippery surfaces are available if required.
  
  No trailing cables or obstructions are allowed in the kitchen area.

- **Sharps**
  
  All knives and sharps are to be used safely and returned to storage after use.

- **Manual Handling**
  
  Care must be taken when manual handling hot and awkward loads. In the case of a kitchen environment the weight of the load is unlikely to cause injury, but extra care must be taken when handling hot or liquid loads.
26. Work-related Travel

This procedure applies to staff travelling on College related business – and includes anything from walking to another College to overseas travel.

This procedure lays out some basic guidelines for ensuring health and safety.

- Risk Assessment

  Should the travel activity pose a significant risk the Head of Department must conduct a risk assessment (General Risk Assessment Form)

  The risk assessment should consider the following:
  - Risks associated with the travel
  - Travel times
  - Lone Working
  - Journey Planning & Comprehensive Itinerary
  - Emergency Arrangements (e.g. dealing with breakdowns, or being stranded in a foreign country)
  - Communications (means of communicating, and up to date contact lists)
  - Local Information relating to their destination (e.g. maps, taxi numbers, contacts, etc)

- Driving

  Should staff wish to use their own vehicles to travel on College related business then their Head of Department must ensure the following is held on file, and also a copy must be sent to the HR Manager:
  - Driving Licence
  - Insurance Certificate
  - Valid MOT

  The employee is responsible for ensuring that their vehicle is maintained in a safe and road worthy condition.

  The employee is also responsible for ensuring that they are fit to drive, not suffering from fatigue, illness, or taking any medication which could affect their driving capabilities.

  For significant journeys the Head of Department and employee must consider journey planning and ensure that adequate time is available for breaks and rest periods – where appropriate overnight stay must be encouraged.

  The employee is representing the College when on the roads, and must drive in a safe and considerate way, observing the Highway Code and appropriate to the weather and road conditions.

  Always make sure someone knows where you have gone, and if you change your destination or return time make sure you let your Head of Department know.
Walking

When walking between sites on College business individuals should be aware of their surroundings at all times.

Whilst Oxford is deemed to be a safe city, and is familiar to the staff this should not be allowed to breed a false sense of security and some basic rules should always be applied:

- Always ensure that your Head of Department or Colleagues are aware of where you are going and when you are expected to return.
- Avoid backstreets and less occupied areas of the city.
- If carrying cash or valuables make sure these are not on display.
- Be aware of your surroundings and if you feel uneasy use a taxi.
- Avoid walking alone in hours of darkness, if possible.

Always make sure someone knows where you have gone, and if you change your destination or return time make sure you let your Head of Department know.

Cycling

The same precautions as outlined above apply to cycling.

In addition, members of the College must follow the Highway Code and are expected to ride in a safe manner, not putting themselves, or anyone else, at risk.

Public Transport

Public transport (such as buses and trains) is often the preferred choice of travel. Journeys should be planned appropriately, and where possible travelling alone in hours of darkness should be avoided, or the risks mitigated by the use of taxis to connect the journey.

When the employee is travelling to unfamiliar places then they should be equipped with maps and local information relevant to their visit.

International Travel

International travel should be properly planned, and the planning should include the following:

- Advice from the Foreign Office (if applicable)
- Lone Working
- Journey Planning & Comprehensive Itinerary
- Emergency Arrangements (e.g. dealing with breakdowns, or being stranded in a foreign country)
- Communications (means of communicating, and up to date contact lists)
- Local Information relating to their destination (e.g. maps, taxi numbers, contacts, etc.)

Where there is a significant risk a Risk Assessment must be completed.
27. Roof Garden Anniversary Building

This procedure applies to the access of the Roof Garden, and the use and booking of the rooftop bookable spaces in the Anniversary Building.

These measures have been adopted to ensure the safety or all involved and in attendance at roof top events:

- Access to the roof garden is limited to designated persons only.
- If you take a group of students or visitors into the roof garden you are responsible for their safety at all times, and you, or a designated representative must remain present throughout.
- There must be no more than 75 persons present on the rooftop (including rooftop rooms) at any time.
- You must ensure that no persons enter the outside roof garden in inclement weather conditions (especially in high winds) except in an emergency.
- Anyone who appears to be under the influence of alcohol, or any other substances, may be asked to leave the roof garden for their own safety.
- Guests must remain behind the safety railings at all times.
- Guests must not climb or sit on the safety railings.
- Any children must be closely supervised at all times.
- If any children under the age of 12 are likely to be present, a specific (not generic) Risk Assessment must be completed prior attendance
- Objects must not be placed on the edge of the building.
- You must and carry out a check to ensure that all guests/attendees have vacated the area at the end of the event.
- You must ensure that all doors and windows that may allow access to the rooftop area are closed and locked when you leave.
- You must report any concerns or unauthorised guests to the Lodge.
- You will be asked to sign an acceptance of these conditions to this effect.

In addition to the measures outline here a generic risk assessment for use of this area has been completed.

Any person booking or accessing this space must receive and review a copy of this risk assessment in advance of the event.

It is the responsibility of the person making the booking to ensure that all rules, precautions stated and standards of behaviour expected are maintained at all times.

If any event/being held on the roof garden happens to fall out of the scope of the generic risk assessment then a specific risk assessment will need to be completed, and authorisation for the event will need to obtained from the Bursar or the Domestic Bursar.