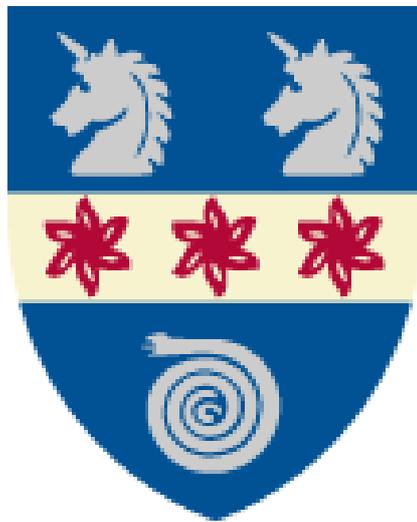


St Hilda's College

Staff Health & Safety Handbook



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Introduction

St Hilda's College takes its health and safety responsibilities very seriously, and has strived to achieve a safety management system that is robust and specific to the needs of the College, its staff, students, and visitors.

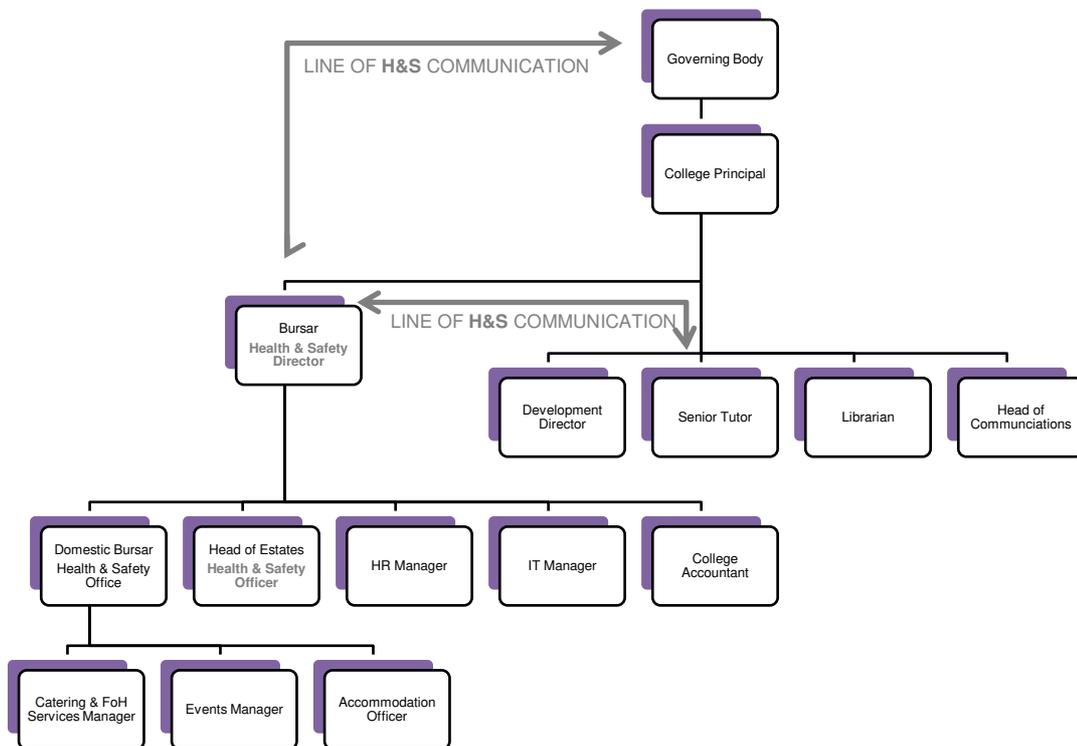
Health and Safety Policy

The Health and Safety Policy is a comprehensive document detailing the College's approach to health and safety. The Policy is split into three sections: the Statement of Intent sets out the College's high level commitment to abide by health and safety law and best practice, and is signed by the Principal on behalf of the Governing Body; the Organisation and Responsibilities section which lays out specific duties and responsibilities in relation to health and safety; and the Arrangements section which outlines the detailed arrangements that are required to ensure health and safety standards are maintained.

In this Staff Health and Safety Handbook you will find an overview of the Health and Safety Policy and its associated documentation – we ask you to familiarise yourself with the actual Policy document (available to all College staff via the intranet.)

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.



Staff Responsibilities

In the Organisation and Responsibilities section of the Health and Safety Policy you will find a detailed account of the specific health and safety duties and responsibilities assigned to the following roles:

- ◇ Governing Body
- ◇ Bursar (Health & Safety Director)
- ◇ Head of Estates and Domestic Bursar (Health & Safety Officers)
- ◇ Heads of Department
- ◇ Staff
- ◇ Health and Safety Committee Members
- ◇ Fire Marshals
- ◇ First Aiders
- ◇ Porters and Caretakers
- ◇ External Health & Safety Consultant
- ◇ University Fire Safety Officer
- ◇ College Nurse

The Governing Body holds ultimate responsibility for health and safety within the College.

The Bursar holds the responsibility of Health & Safety Director. The Head of Estates and the Domestic Bursar hold the responsibility of Health & Safety Officers.

All Managers are responsible for the health and safety of the Staff, location, activities and equipment that fall under their responsibility.

The following is an extract from the Policy and outlines the health and safety duties and responsibilities placed on all staff.

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.*
- *Cooperate 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 any 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 all defects in workplace and equipment to their Manager.*
- *Inform their Manager of any of the following:*
 - *Pregnancy.*
 - *Health conditions which may have an impact on work.*
 - *Medication prescribed which may have an impact on work.*
 - *Any disabilities (permanent or temporary) which may have an impact on work.*

NB - this is 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.

Practical Health and Safety Arrangements

This section of the Staff Health and Safety Handbook gives some brief details of the key arrangements for ensuring health and safety – for full details please refer to the Health and Safety Policy Arrangements Section

First Aid

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

Accidents

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.

Fire & Emergencies

Action on Discovering a Fire

- Immediately raise the alarm.
- Evacuate the area.
- Assembly points are located on Hall Lawn and JdP Lawn.
- 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.

If you are concerned about any fire safety measures, or unsure of what to do in an emergency, please talk to your Manager.

Risk Assessment

Managers conduct risk Assessments for work activities, tasks, locations and equipment that give rise to significant risk. These risk assessments are reviewed annually (or sooner if changes occur), and must be clearly communicated to staff.

Please make sure you familiarise yourself with the risk assessments relevant to your role. If you have any questions or concerns please raise these with your Manager.

Communication & Consultation

The College is committed to effective communication and consultation on health and safety matters. The College's Health and Safety Committee meets termly.

In the first instance, please direct any Health or Safety queries or concerns to your Manager.

Display Screen Equipment

Staff using Display Screen Equipment (DSE) will be required to complete the Workstation Self Assessment Form annually. These staff members will also be able to claim back the cost of Eye and Eyesight tests, and the recover the cost of corrective lenses when these are supplied specifically for use with DSE work.

Please raise any concerns you may have regarding DSE work and potential health implications with your Manager.

Individuals Requiring Special Consideration

Certain individuals may require additional assistance generally at work, and / or specifically in an emergency scenario.

If you fall into this category please talk to your Manager- who will treat all information as confidential, and will work with you to develop a plan that meets your needs.

Work Equipment and Personal Protective Equipment (PPE)

Only use work equipment that you have been trained and authorised to use. Any faults or defects occurring must be reported immediately to your Manager.

If you have been issued with PPE, you must wear it as and when you have been directed to, and follow all instructions you have been given. Please report any lost or damaged items to your Manager immediately.

General College Rules

Please see below some general College Rules:

- Smoking (including e-cigarettes) is only allowed in designated outdoor areas. Cigarette ends and other paraphernalia must be disposed of responsibly.
- Bicycles must not be ridden on site. There are ample storage facilities provided.

- Cars may only be brought on site with prior authorisation. All site rules and speed limits must be adhered to.
- Walkways and corridors must be maintained free from obstructions and trip hazards.
- Good housekeeping standards must be applied to all areas at all time.
- Faults, defects and / or hazards must be notified to your Manager immediately.

Animals

No animals, other than assistance dogs as defined in the Equality Act 2010, fish or livestock may be brought onto College premises without the prior permission of the Principal, Bursar, or Senior Tutor (whichever shall be the ultimate line manager of the relevant member of staff). Please do not feed any animals or livestock found on College premises.

Should a member of staff wish to bring an assistance dog (as defined in the Equality Act 2010) onto College Premises, that member of staff is asked to contact the Principal, Bursar, or Senior Tutor (whichever shall be the ultimate line manager of the relevant member of staff) in advance to ensure that any necessary adjustments or preparations can be made.

Local Health and Safety Familiarisation

As part of your Health and Safety Induction, you Manager will familiarise you with the following:

- Risk Assessments relevant to your role
- Local Fire & Emergency Arrangements
 - Actions to take in event of fire.
 - Local fire exit routes, location of fire extinguishers, assembly points
- First Aiders and First Aid Facilities
- Location of your nearest Health and Safety Noticeboard
- Location of the Health and Safety Policy
- Workstation Self-Assessment Form
- Local Welfare Facilities

Staff Sign Off

Please sign below to indicate that you have received the Staff Health and Safety Handbook and that you have understood and agree to adhere to all health and safety precautions and systems.

| | | |
|--------------|--------------|--------------|
| PRINT NAME: | SIGNATURE: | DATE: |
| | | |