

**Statement of best practice endorsed by  
Conference of Colleges Meeting in May 1999**

**Health And Safety At Work etc. Act 1974  
Management of Health and Safety Regulations 1999**

**OBLIGATIONS OF COLLEGE GOVERNING BODIES**

Obligations are imposed upon the governing bodies of colleges, partly by virtue of their status as employers. The Health and Safety at Work etc. Act 1974 and related legislation ('relevant statutory provisions') impose general and specific requirements upon college Governing Bodies.

Breaches of health and safety legislation, including any failure to implement a 'risk management strategy', are criminal offences and command unlimited sentences at Crown Court and/or unlimited fines.

In the context of a college, the policy itself and the means of implementing it should be adopted at the highest level within that organisation: the Governing Body. Implementation should encompass all employees i.e. non-academic staff, academic staff including Fellows: whether members of the Governing Body or not.

College officers may be tasked with implementation of defined requirements, but overall responsibility for Health and Safety cannot be delegated. Whatever arrangements are made for delegating implementation, it is the Governing Body which will be answerable in the case of proceedings.

The most effective way to achieve compliance is through what has come to be known as a risk management strategy. Compliance could be achieved by Governing Body oversight of relevant college officers and/or by the appointment of a competent external person (i.e. a Health and Safety auditor) providing a report not less frequently than annually.

Governing Bodies need to be able to demonstrate that health and safety is being managed effectively. This is a specific requirement of the Management of Health and Safety Regulations 1999. These regulations require Governing Bodies (as employers, but in respect of students, staff, visitors, contractors and members of the public) to:

- carry out a written risk assessment procedure
- put in place preventative and protective measures
- have arrangements for the 'effective planning, organisation, control, monitoring and review of the protective and preventative measures'.

The above deals with an institution's obligations under relevant criminal law. Requirements under civil law are based on the duty of care owed to those affected by the institution's activities.

Among the regulations currently relevant to Health and Safety are:

St Antony's College

The Management of Health and Safety at Work Regulations 1999  
The Workplace (Health, Safety and Welfare) Regulations 1992  
The Provision and Use of Work Equipment Regulations 1998  
The Manual Handling Operations Regulations 1992  
The Health and Safety (Display Screen Equipment) Regulations 1992  
The Personal Protective Equipment at Work Regulations 1992  
The Control of Substances Hazardous to Health Regulations 2005  
The Noise at Work Regulations 2006  
The Electricity at Work Regulations 1989  
The First Aid Regulations 1981  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Safety Representatives and Safety Committee Regulations 1977  
The Furniture and Furnishings (Fire) Safety Regulations 1988/1989  
The Fire Regulatory Reform Order 2005  
The Health and Safety (Consultation with Employees) Regulations 1996  
The Working Time Regulations 1998 and 1999

**St ANTONY'S COLLEGE**

**HEALTH AND SAFETY POLICY AND  
PROCEDURES**

**PREPARED BY PENINSULA BUSINESS SERVICES LIMITED**

**INTRODUCTION**

1. The Health and Safety at Work etc. Act 1974, along with other Regulations, contain the most important provisions for business, their organisations and employees.
2. The general objectives within the scope of the above act and regulations are:
  - a. To secure the Health, Safety and Welfare of employees at work.
  - b. To protect people other than employees at work against risks to their Health and Safety arising out of work activities.
  - c. To control the keeping and use of explosive or highly flammable or otherwise dangerous substances and generally prevent people from unlawfully having and using such substances.
  - d. To control the release into the atmosphere of noxious or offensive substances from premises, which also may come within the scope of the environmental protection legislation.
  - e. To identify hazards in the workplace and carry out risk assessments and introduce such control measures as necessary.
3. The Health and Safety at Work etc. Act 1974 places general duties on:
  - a. the employer.
  - b. the self-employed (e.g. contractors).
  - c. the manufacturers, suppliers, designers and importers of articles and substances for use at work.
  - d. the people in control of premises and all people at work.

These legal requirements apply to all types of work.
4. The scope of the legislation is comprehensive and is designed to encourage employers and employees to take a wide-ranging view of their role and responsibilities. Some duties imposed by the legislation are absolute and must be complied with and this Health and Safety Policy and Procedures manual has been designed to meet all the legal requirements and obligations.

# ST ANTONY'S COLLEGE

## HEALTH AND SAFETY POLICY

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# ST ANTONY'S COLLEGE

## AMENDMENT CONTROL SHEET

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Section/Page	Rev No	Date	Description	By	Approved
Whole Policy	1.0	May 2008	Whole Policy review to reflect working practices in College	PR/JEK	

St Antony's College

# **ST ANTONY'S COLLEGE**

**Policy Statement**

# ST ANTONY'S COLLEGE

## Health and Safety Policy Statement

The Governing Body regards Health and Safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The Governing Body considers Health and Safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that persons not in the College's employment are not exposed to risks which may arise from the College's activities.

The Governing Body is resolved to provide and maintain equipment and systems of work which are so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim.

The Governing Body will provide such resources as may be necessary to enable it and its employees to meet their Health and Safety responsibilities.

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the College by:

- a) following instructions in the safety rules or notices displayed on College property.
- b) complying with any code of practice or guidance which may apply to their work or workplace.
- c) taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or omissions at work.

The Governing Body stresses its commitment to Health and Safety to the extent that, where disregard of safe working practice by an employee seriously puts at risk the Health and Safety of him or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

The policy will be reviewed annually and amended as circumstances and as legal requirements change.

Signed ..... Date .....

Position .....

# ST ANTONY'S COLLEGE

## DISTRIBUTION LIST

1. The Warden
2. The Governing Body  
[to be held in the Domestic Bursar's Office for the benefit of all members of Governing Body]
3. The Domestic Bursar
4. The Head Porter
5. The Steward
6. The Chef
7. The Housekeeper
8. The IT Manager
9. The Maintenance Engineer
10. The Development Director
11. The College Accountant
12. The College Registrar
13. Librarian
14. The Director of the Nissan Institute
15. The Director of European Studies Centre
16. The Director of Middle East Centre
17. The Director of African Studies Centre
18. The Director of Latin American Centre
19. The Director of Asian Studies Centre
20. The Director of Russian and Eurasian Studies Centre
21. An Additional Reference Copy for the benefit of other College members [Held in the Domestic Bursar's office].

### Note

A summary of relevant parts of this policy will be given to the Consultant Clerk of Works.

# **ST ANTONY'S COLLEGE**

**Organisation & Responsibilities**

# ST ANTONY'S COLLEGE

## Section E

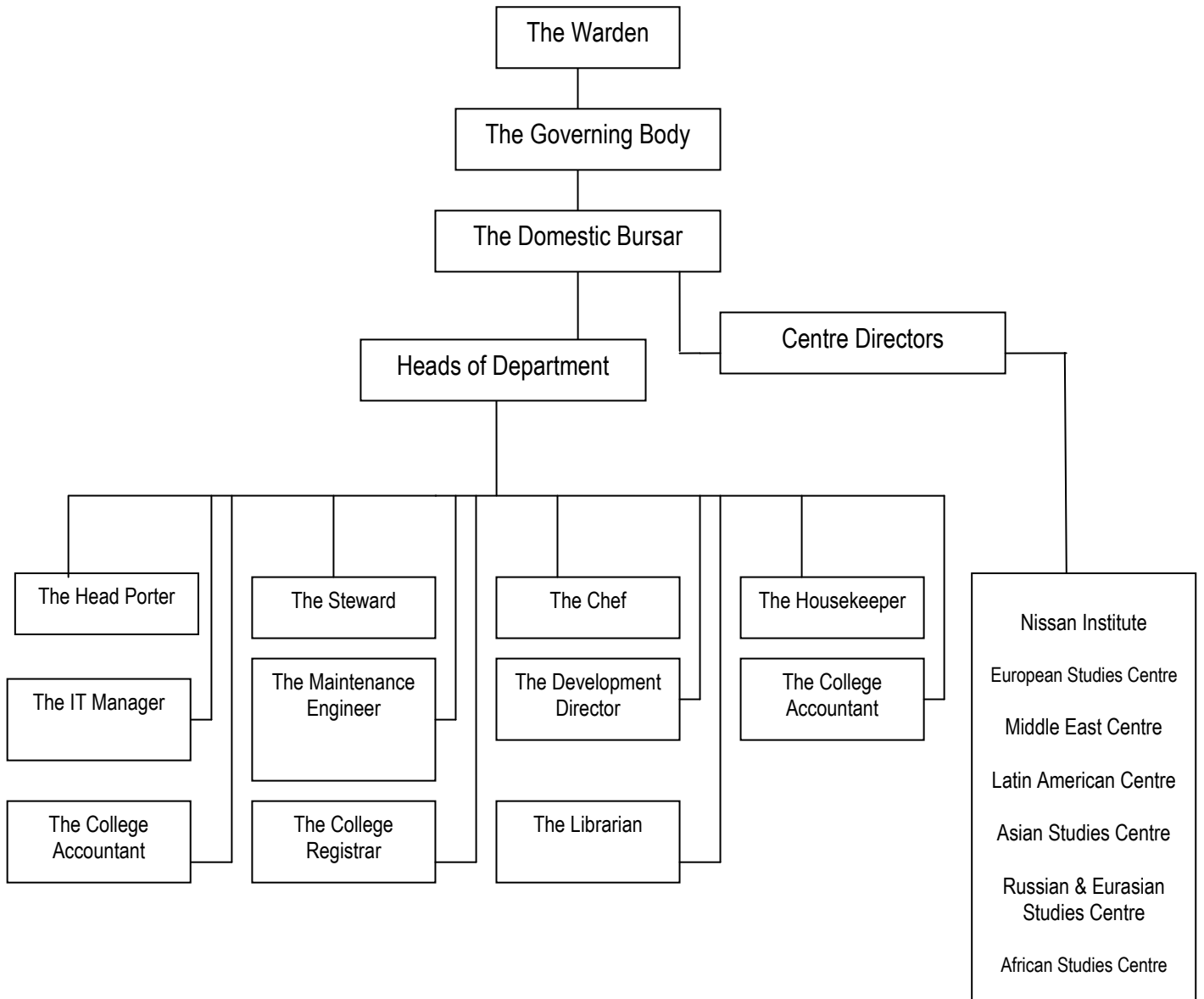
Organisation

College Organisation Chart

### **Responsibilities**

1. Governing Body
2. The Domestic Bursar
3. The Head Porter
- 4/4a. Heads of Department/Centre Directors
5. Employees

**HEALTH & SAFETY ORGANISATION CHART FOR ST.ANTONY'S COLLEGE**



**Responsibilities**

**1. The Governing Body**

- 1.1 The Governing Body takes ultimate responsibility for Health and Safety and for ensuring that this policy is for the benefit of its employees and others who are affected by College activities.
- 1.2 The Governing Body will annually review this Health and Safety policy and authorise the incorporation of those proposed amendments of which it approves.
- 1.3 The Governing Body requires an annual report on Health and Safety to be tabled for its consideration. The report will cover the following for the previous twelve months:
  - A list of all reportable accidents and diseases to employees, students or others affected by the College's activities.
  - Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to Health and Safety.
  - Any prosecutions taken out against the College by any of the enforcing authorities.
  - Any major incidents such as a fire or other event of significance affecting employees, students or others
  - Any significant failings in Health and Safety reported by the Health and Safety Officer, Enforcement Officer, Insurance Company Representative or Health and Safety Advisor.
- 1.4 The Governing Body accepts responsibility for ensuring that the College allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations and the standards set out in this policy.
- 1.5 The Governing Body will receive termly minutes of the proceedings of the Health and Safety Committee.

**Responsibilities**

**2. Domestic Bursar**

- 2.1 The Domestic Bursar will be responsible to the Governing Body for all Health and Safety matters, as designated under the responsibilities, in section 3.
- 2.2 The Domestic Bursar in conjunction with the Head Porter will be responsible for liaising with the HSE Factory Inspector, Fire Officers, Insurance Assessors and other officials in relation to Health and Safety matters.
- 2.3 The Domestic Bursar will be responsible for disciplinary matters regarding any serious breach of safety after consultation with the necessary parties.
- 2.4 The Domestic Bursar will present the health and safety concerns of the College to the Governing Body, as appropriate for their consideration
- 2.5 Unless otherwise determined by the Governing Body, the Domestic Bursar will normally deal with Health and Safety on a day-to-day basis. In the Domestic Bursar's absence the Head Porter will fulfil the duties of the Domestic Bursar relating to Health and Safety.
- 2.6 The Domestic Bursar will be responsible to the Governing Body for all Health and Safety matters, including:
  - organising, at least termly, a Health and Safety Committee meeting.
  - Ensuring Heads of Department inspect their area of responsibility at least termly, to ensure that the current Health and Safety regulations and standards are being maintained and that this policy is being followed.
  - responding to complaints or queries from Heads of Department or other staff.
  - In conjunction with the Head Porter appointing sufficient first aiders and ensuring that they are given adequate training which is periodically updated.
  - In conjunction with the Head Porter appointing sufficient staff to deal with emergencies and ensuring that they are given adequate training, particularly in emergency evacuation procedures.
- 2.7 The Domestic Bursar will encourage and support all Heads of Department and staff in maintaining high standards of Health and Safety.
- 2.8 The Domestic Bursar will have overall responsibility for managing, updating and reviewing the College Health and Safety Policy whenever circumstances dictate, but at least on an annual basis.
- 2.9 The Domestic Bursar will review and approve departmental and generic risk assessments and make appropriate recommendations to the Governing Body as required.

**Responsibilities**

**3. The Head Porter**

- 3.1 The Head Porter will fulfil the duties of the Domestic Bursar in the Domestic Bursar's absence.
- 3.2 The Head Porter will support the Domestic Bursar in the required health and safety responsibilities.
- 3.3 The Head Porter in conjunction with the Domestic Bursar will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible.
- 3.4 The Head Porter will be responsible for ensuring that the College accident book is kept up to date and accident procedures and investigations are completed. The Head Porter in conjunction with the Domestic Bursar will be responsible for ensuring any reportable accidents (or diseases) are reported on form F2508 or F2508A to the Health and Safety Executive in accordance with current national reporting procedures.
- 3.5 The Head Porter in conjunction with the Domestic Bursar will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible.

**Responsibilities**

**4. Heads of Department**

- 4.1 Shall be responsible for Health and Safety within their area of control. Heads of Department will ensure that all employees under their control comply with the policies and procedures set out in this document.
- 4.2 Shall ensure that, on a day-to-day basis, Health and Safety standards are maintained and that employees are not placed at risk. Where they are in doubt they should seek advice from the Head Porter or Domestic Bursar.

In particular Heads of Department will be responsible for:

- ensuring that their staff\* use the correct procedures including guards or control measures.
  - ensuring that their staff\* wear the appropriate personal protective clothing.
  - keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
  - adequately supervising staff\* to ensure that they do not exceed their experience, knowledge and training.
  - giving appropriate instruction and training to their staff\* in relation to Health, Safety and Welfare.
  - answering promptly queries from staff\* or referring the matter to the appropriate person.
  - ensuring that equipment used by staff\* is maintained in a safe condition.
  - setting an example to staff\* in all matters relating to Health and Safety.
- 4.3 Shall notify the Head Porter and the Domestic Bursar in the case of a serious accident or a circumstance which could necessitate normal proceedings being suspended.
- 4.4 Shall be responsible for the Health, Safety and Welfare of employees within his/her area of control. The Domestic Bursar will be responsible for disciplinary matters regarding any serious breach of safety after consultation with the necessary parties.
- 4.5 Shall regularly consult employees\* as and when necessary to identify matters relating to their Health and Safety that need to be addressed.

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- 4.6 Shall inform and instruct their assistants\* to ensure that they are capable of identifying hazards and risks to Health and Safety and dealing with accidents and complaints and taking preventative action.
- 4.7 Shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.
- 4.8 In carrying out the above duties Heads of Department will apply to the Head Porter in the first instance for the necessary training and information to fulfil their own and Staff responsibilities.
- 4.9 Shall complete risk assessments and assist in the review of the assessments by the Domestic Bursar relating to their responsibilities, in accordance with the "Management of Health and Safety at Work Regulations 1999" (Regulation 3).
- 4.10 Shall, in conjunction with the Head Porter and Domestic Bursar be responsible for dealing with officials from the Health and Safety Executive, Fire Authority, Insurance Companies in relation to Health and Safety in their areas.
- 4.11 Shall assume any appropriate additional Health and Safety responsibilities determined by the College.

\* *If they have responsibility for staff; if not then these provisions shall apply solely to the Head of the Department.*

## St Antony's College

In fulfilling the responsibilities detailed below Centre Directors or their nominees will be able to call upon and will receive the support and advice of the Domestic Bursar and the Head Porter, or any other appropriate and qualified person.

Centre Directors or their nominees:

- 4a.1 Shall be responsible for Health and Safety within their area of control. Centre Directors or their nominees will ensure that all employees under their control comply with the policies and procedures set out in this document.
- 4a.2 Shall ensure that, on a day-to-day basis, Health and Safety standards are maintained and that employees are not placed at risk. Where they are in doubt they should seek advice from the Head Porter or Domestic Bursar.

In particular Centre Directors or their nominees will be responsible for:

- ensuring that their staff\* use the correct procedures including guards or control measures.
  - ensuring that their staff\* wear the appropriate personal protective clothing.
  - keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
  - adequately supervising staff\* to ensure that they do not exceed their experience, knowledge and training.
  - giving appropriate instruction and training to their staff\* in relation to Health, Safety and Welfare.
  - answering promptly queries from staff\* or referring the matter to the appropriate person.
  - ensuring that equipment used by staff\* is maintained in a safe condition.
  - setting an example to staff\* in all matters relating to Health and Safety.
- 4a.3 Shall notify the Head Porter and the Domestic Bursar in the case of a serious accident or a circumstance which could necessitate normal proceedings being suspended.
- 4a.4 Shall be responsible for the Health, Safety and Welfare of employees within his/her area of control. The Domestic Bursar will be responsible for

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disciplinary matters regarding any serious breach of safety after consultation with the necessary parties. The Centre Directors are responsible for their departmental disciplinary procedures but advice may be sought from the Domestic Bursar with matters relating to Health and Safety.

- 4a.5 Shall regularly consult employees\* as and when necessary to identify matters relating to their Health and Safety that need to be addressed.
- 4a.6 Shall inform and instruct their assistants\* to ensure that they are capable of identifying hazards and risks to Health and Safety and dealing with accidents and complaints and taking preventative action.
- 4a.7 Shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.
- 4a.8 In carrying out the above duties Centre Directors or their nominees will apply to the Head Porter in the first instance for the necessary training and information to fulfil their own and Staff responsibilities.
- 4a.9 Shall complete risk assessments and assist in the review of the assessments by the Domestic Bursar relating to their responsibilities, in accordance with the "Management of Health and Safety at Work Regulations 1999" (Regulation 3).
- 4a.10 Shall, in conjunction with the Head Porter and Domestic Bursar be responsible for dealing with officials from the Health and Safety Executive, Fire Authority, Insurance Companies in relation to Health and Safety in their areas.
- 4a.11 Shall assume any appropriate additional Health and Safety responsibilities determined by the College.

\* *If they have responsibility for staff; if not then these provisions shall apply solely to the Centre Director.*

St Antony's College  
**Responsibilities**

**5. Employee Responsibilities**

- 5.1 Employees have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, employees have a responsibility under their contract of employment.
- 5.2 The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities will be covered at induction and in further training. They are reproduced in full beneath.

**“HASAWA Section 7: General duties of employees at work. It shall be the duty of every employee while at work**

- (a) to take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with.”

**“MHSWR regulation 12 Employees duties -**

- (1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided by them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.
- (2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the Health and Safety of their fellow employees -
- (a) of any work situation which a person with the first mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to Health and Safety; and
- (b) of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's arrangements for Health and Safety.

**in so far as that situation or matter either affects the Health and Safety of that first mentioned employee or arises out of or in connection with their own activities at work, and has not previously been reported with this paragraph.**

- 5.3 Employees are required to have regard to their own Health and Safety and equally to look after the Health and Safety of others who might be affected by what they might or might not do.
- 5.4 Employees in particular are required to:
- follow the arrangements and information contained in this safety policy and any other guidance or training given by the College.
  - observe and have regard to the various signs and notices displayed on the College premises.
  - use personal protective equipment provided by the College.
  - in cases of doubt seek guidance from his or her Head of Department/ Centre Director, Head Porter or Domestic Bursar.
- 5.5 Comply with any control measures laid down within the risk assessments appropriate to their areas of work.
- 5.6 Report any hazards or defects to his or her Head of Department / Centre Director immediately.

# ST ANTONY'S COLLEGE

## Section F

### Risk Assessment

#### (Management of Health and Safety at Work Regulations 1999)

### Policy

1. This safety policy forms part of the College's risk assessment strategy and details the main prevention and protective measures required to reduce risks so far as is reasonably practicable.
2. The ways in which risks can be reduced are many but start with the College's intention to comply with the Health and Safety at Work etc. Act 1974 and its supporting Acts and Regulations, in particular the Management of Health and Safety at Work Regulations 1999.
3. Generic hazards identified, arising out of the College's activities, include:
  - a) Fire
  - b) Slips, Trips and Falls in public areas
  - c) Working at Heights in public areas
  - d) Noise in public areas [in conjunction with other parties as required]
  - e) Motor Transport/car parking for College Events
  - f) Activities Involving Persons Under the Age of 18 [in conjunction with other parties as required]
  - g) Lone Working
  - h) Stress
  - i) Crowds [in conjunction with other parties as required]
  - j) Work activities associated with Pregnancy [in conjunction with other parties as required]

Departmental Hazards identified arising out of departmental activities, include

- a) Machinery and Equipment
- b) Hazardous Substances [COSHH]
- c) Slips, Trips and Falls
- d) Working at Heights
- e) Noise
- f) Manual Handling
- g) Vibration
- h) Display Screen Equipment
- i) Personal Protective Equipment
- j) Activities Involving Persons Under the Age of 18
- k) Lone Working
- l) Food Hygiene
- p) Electricity/Gas
- q) Asbestos

4. The risk associated with the various hazards identified depends on the employee's particular task. However, as some tasks are allocated only to certain workers (normally those trained to carry out the tasks), exposure to the hazards associated with those tasks will be limited to those employees who have the knowledge, skill and experience to understand the hazards and guard against them.
5. Each of the hazards identified above is addressed in a later chapter within this safety policy.
6. In general terms risks will be reduced by the following policies and arrangements:-
  - 6.1 A positive attitude towards Health and Safety from Senior Members of the College, supported by the statements made in Section A of this policy.
  - 6.2 The College managing Health and Safety on a structured basis, including a formal Health and Safety organisation, with employees nominated to undertake certain Health and Safety responsibilities and tasks.
  - 6.3 The establishment of formal arrangements for self monitoring and inspection of the College's premises, systems, machinery, equipment, etc. and of a system of reporting to the Domestic Bursar, Heads of Department or Centre Directors
  - 6.4 Removing the hazard by substitution.
  - 6.5 Combating risks at source.
  - 6.6 Adapting work where possible to suit the individual employee.
  - 6.7 Exploiting technological developments to improve and make safer the College's working practices.
  - 6.8 Progressively examining and identifying means of reducing risks which cannot be altogether prevented.
  - 6.9 Giving priority to measures which protect the whole workplace and all those who work in it.
  - 6.10 By training employees in Health and Safety awareness with respect to their own tasks and responsibilities.
  - 6.11 By an active Health and Safety culture.
7. In addition to approving general measures designed to identify hazards and reduce risk, the Governing Body will seek the advice when necessary of a

St Antony's College

competent person or authority in order to determine and assess hazards and to carry out particular risk assessments.

8. Health and Safety awareness is to be integrated within the College's overall management arrangements and includes the following four main elements:
  - a) Planning
  - b) Organisation
  - c) Control
  - d) Monitoring
9. The College expects the active support and co-operation of its employees in the implementation of this Health and Safety policy.

**Procedure**

10. A detailed Risk Assessment will be carried out by the Domestic Bursar for generic risks associated with the general activities of the College [listed at paragraph F3 using the approved documentation], and the appropriate Head of Department will carry out risk assessments for departmental hazards [listed at paragraph F3 using the approved documentation].
11. The education and training of employees with respect to Risk Assessment awareness and control measures will be the responsibility of the appropriate Head of Department/ Centre Director in accordance with Regulation 10 (MHSWR) 1999.
12. Detailed compliance with the Risk Assessment will be the responsibility of the appropriate Head of Department/ Centre Director.
13. In accordance with Regulation 4 of the MWSWR 1999, all employees will comply with the control measures outlined within the detailed Risk Assessment.
14. When carrying out the detailed Risk Assessment, appropriate provision will, at all times, be made for the safety of others who may be affected by the activity involved.
15. If the Risk Assessment procedure suggests that a more detailed assessment is required, the Head of Department /Centre Director should refer to:

G5.1	COSHH
G18.1	Manual Handling / Materials Handling
G24.1	Personal Protective Equipment/Clothing
G34.1 and G34.2	Display Screen Equipment (DSE)

St Antony's College

# **ST ANTONY'S COLLEGE**

**Risk Assessments**

**SAMPLE FORM F1**

St Antony's College

INSERT COLLEGE RA FORM 2007

St Antony's College

**ST ANTONY'S COLLEGE**

**Health and Safety Arrangements**

**Section G**

**Arrangements**

1. Accident Reporting and Investigation (RIDDOR)
2. Alcohol, Drugs and Solvents
3. Asbestos
4. Control of Policy
5. Control of Substances Hazardous to Health (CoSHH)
6. Crowds
7. Electrical Safety
8. Employee Dress
9. Disabled Persons
10. Fire
11. First Aid
12. Food Hygiene
13. Gas Safety
14. Hand Tools
15. Housekeeping
16. Lone Working
17. Machinery and Equipment
18. Manual Handling/Materials Handling
19. Motor Transport
20. Noise
21. Non-Statutory Inspections
22. Office Safety
23. Permit to Work Systems
24. Personal Protective Equipment/Clothing
25. Pregnancy
26. Premises
27. Purchasing Policy
28. Review and Communication of Policy
29. Safety Committees
30. Slips, Trips and Falls
31. Statutory Inspections
32. Stress
33. Training
34. VDU's (Display Screen Equipment)
35. Vibration
36. Visitors and Contractors
37. Working at Height
38. Workshops
39. Registers and Records
40. Hot Liquids and Substances
41. Violence at Work

## **1. ACCIDENT REPORTING AND INVESTIGATION (RIDDOR)**

- 1.1 All accidents, injuries, diseases and dangerous occurrences involving employees, students or others on College premises must be reported immediately. The College is required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and HSE guidance HS (R) 23 "A Guide to RIDDOR". Employees are encouraged to make themselves aware of accidents and disease reporting.
- 1.2 All such reports will be recorded in the College accident book [held in the Head Porters office] which will detail the person's name and give details of the accident including dates, times, location and description of the events of the accident. All accidents will be investigated as soon as practicable by the Head of Department and/or the Head Porter using the standard forms.

**Employees must report all such accidents/incidents immediately to their Departmental Manager/ Centre Director or First Aider.**

**Departmental Managers/Centre Director must notify the Head Porter of all serious accidents/incidents as soon as they are informed.**

- 1.3 All fatalities, major injury accidents and dangerous occurrences must be reported to the enforcing authority (normally HSE) by the Domestic Bursar immediately by telephone – 0845 300 9923. The telephone report will be followed by the submission of official report form F2508 within 10 days of the accident.
- 1.4 The official form F2508 shall be sent to the Enforcing Authority for all accidents to employees who, as a result of an accident, are absent from normal work for more than 3 days following the accident.
- 1.5 All employees will report any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified on official form F2508A.
- 1.6 Examples of accident form are included in section 11 of this Policy.
- 1.7 Accidents and cases of ill health will be investigated to endeavour to identify the cause of the accident or ill health. Measures for prevention will be devised wherever possible, in order to attempt to prevent recurrences.
- 1.8 Full co-operation is required from all employees during any investigation by the College, insurers or enforcing authority inspectors.
- 1.9 All entries in the accident book will be checked by the Domestic Bursar with the aim of noting recurrences or trends.

## **2. ALCOHOL, DRUGS AND SOLVENTS**

- 2.1 The Governing Body is concerned that employees should not expose themselves or other persons to risks to their Health and Safety and that employees should be, so far as is reasonably practicable, fit and well for work at all times.
- 2.2 No person will be allowed to be at work if they are under the influence of alcohol, drugs, solvents or medication which will affect their judgement.
- 2.3 Any employee who is aware of any person who is at work and under the influence of drugs, alcohol, solvents or such medication must report the matter immediately to their Head of Department, Centre Director or Domestic Bursar.
- 2.4 Employees who are taking medication or prescribed drugs which may affect their actions or reactions at work should inform their Head of Department/ Centre Director. The Head of Department in conjunction with the Domestic Bursar or the Centre Director will determine if redeployment is necessary (for example to non-hazardous working).
- 2.5 To use alcohol, uncontrolled drugs or solvents whilst at work or under their influence whilst at work is considered by the Governing Body to be a very serious matter and subject to the same disciplinary action as any act of gross misconduct.

### **3. ASBESTOS**

- 3.1 The Governing Body aims to comply with the Control of Asbestos at Work Regulations 1987 (as amended) and the Asbestos (Licensing) Regulations 2002.
- 3.2 The College shall ensure that a suitable survey is undertaken of all College premises to determine where asbestos is present in accordance with current legislation.
- 3.3 All types of asbestos can be dangerous if disturbed. The danger arises when fibres as a very fine dust become airborne and are breathed in. Exposure can cause diseases such as lung cancer.
- 3.4 It is possible that asbestos exists in some areas of the College. If it is discovered, it should not be disturbed or touched, the area affected should be sealed and the discovery reported to the Maintenance Engineer, Clerk of Works or the Domestic Bursar.
- 3.5 The remedies - permanent sealing or removal - are not to be undertaken by employees. The Clerk of Works in conjunction with the Domestic Bursar will arrange for a qualified contractor to undertake whatever work is necessary in the shortest timescale possible.

#### **4. CONTROL OF POLICY**

- 4.1 It is the legal responsibility of the College to provide and maintain this Health and Safety policy.
- 4.2 The Domestic Bursar, Heads of Departments or Centre Directors are responsible for the day-to-day operation of this policy and the local arrangements which form part of the policies and procedures within each department.
- 4.3 The Domestic Bursar will be responsible for the accuracy and relevance of the policy and make a copy of the Policy readily accessible to all staff. Heads of Department or Centre Directors will be issued with departmental copies and staff will also be provided with any Health and Safety information which is relevant to their employment, whether it derives from this policy or any other source.
- 4.4 The Domestic Bursar will monitor the policy and recommend amendments to the Governing Body.
- 4.5 A competent person or authority designated by the Domestic Bursar will inspect the College's compliance with this policy and ensure that the law, guidance, codes of practice relating to Health and Safety, and the Governing Body's duty of care, are being fulfilled.
- 4.6 All employees have a responsibility for reporting defects or failings and for full involvement in Health and Safety matters. Employees should report any defect to their Head of Department / Centre Director in the first instance, but are entitled to right of direct access to the Domestic Bursar.
- 4.7 The Domestic Bursar will be responsible on a day-to-day basis for dealing with Health and Safety matters.
- 4.8 The Governing Body requires a Health and Safety committee consisting of the Domestic Bursar, an appointed Fellow; the Head Porter; two nominated Heads of Department or Centre Director; two nominated employees and a nominated JCR representative to meet at least termly to consider Health and Safety issues.
- 4.9 The annual review of policy will consider the appropriateness of risk assessments; feedback both from individual employees and from the Health and Safety Committee and reports from HSE Inspectors, Fire Officers, Insurance Advisors and other officials. Recommendations for policy amendment will be made to the Governing Body. All non-policy amendments to risk assessments and local guidance will be approved by the Domestic Bursar.

## **5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

- 5.1 The Governing Body recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of, storage and other factors, the environment, exposure and chemical make-up.
- 5.2 The College will comply with all legislation in relation to hazardous substances in particular the Control of Substances Hazardous to Health Regulations 2005 (COSHH) and the Codes of Practice and guidance issued by the HSE.
- 5.3 It is important that all employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions which are needed to prevent or reduce any risks to Health and Safety. The College will identify all hazardous substances and assess the risks associated with their use to identify preventative measures which will be brought to the attention of all employees.
- 5.4 The procedures for dealing with hazardous substances will be as follows:
- a) All potentially hazardous substances will be identified and include all those substances classified as HARMFUL, TOXIC, VERY TOXIC, CORROSIVE OR IRRITANT.
  - b) In addition to the above, all substances which are classified as having a workplace exposure limit (WEL) will be included. Reference should be made to the latest edition of HSE EH/40. Combinations of substances can become hazardous if mixed.
  - c) All such substances identified above will be marked with an appropriate warning label. Substances will be stored in a safe manner and their use restricted to designated personnel.
  - d) To identify hazardous substances the College will:
    - Use information supplied with the product, etc.
    - Use product data sheets.
    - Observe warning notices.
    - Have regard to HSE guidance and other guidance from trade associations, consultants or other competent persons.
    - Use information gathered from experience in the use of substances.
    - Refer to technical publications.
  - e) All hazardous substances identified will be subject to a risk assessment as required under regulation 6 of the Control of Substances Hazardous to Health Regulations 2005. All employees need to be aware that substances include not just liquids but also

dusts, fumes, solids and any composition which can be hazardous to health.

- f) Assessments will be carried out only by those persons deemed to be competent and trained to do so. Assessments will be suitable and sufficient and will include:
- An assessment of the risks to health
  - The steps which need to be taken to achieve adequate control to the exposure (in accordance with regulation 7) and
  - Identification of other actions that may be required (by virtue of regulations 8-12)
- g) Assessments will be carried out using the proforma (see Attachment G5.1). Assessments will consider the following:
- Which substances employees are exposed to.
  - What effects the substances may have, including the sources and means of entry into the body including absorption, injection, and ingestion.
  - Where the substances are present and in what form.
  - The ways in which and the extent to which any employee or groups of employees are at risk, taking into account the nature of the work, processes, environment and any other factors.
  - An estimate of exposure.
  - Where valid standards exist, representing adequate control, comparison of the estimate with these standards.
- h) If comparison shows that control is likely to be or to become inadequate, the assessment will also determine the steps or further steps that need to be taken to gain and maintain adequate control.
- i) The assessment may require sampling or other measurement to determine the maximum sensible exposure. If appropriate, 8-hour personal sampling will be undertaken.
- j) The records of assessment will be kept in the Health and Safety file and will also be available where the product is stored or used, whichever is the more appropriate.
- k) All employees will be trained in the use of any such substances identified as hazardous and in accordance with the assessment. All such training will be recorded.
- l) Assessments will be reviewed whenever there is evidence to suspect that the assessment is no longer valid or circumstances have changed substantially.

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- 5.5 The Head of Department/ Centre Director will ensure that, as a result of the assessment, exposure is adequately controlled. **Control will, wherever possible, be by methods other than by the use of personal protective equipment (PPE) which will be the last resort.** The Domestic Bursar will provide technical support for COSHH assessments if required.
- 5.6 Exposure to substances that have a WEL will be kept to the lowest level reasonably practicable below the WEL.
- 5.7 Substances used by employees which are contained in the list of WEL's will be reduced to at least that standard.
- 5.8 The following methods of preventing or controlling hazardous substances will be considered and followed where appropriate:
- Elimination of the use of the substance
  - Substitution of the substance with a less hazardous one

For controlling exposure:

- Enclosing processes and the substance.
  - Using engineering and process systems which reduce exposure.
  - Partial enclosure and local exhaust ventilation (LEV).
  - General ventilation.
  - Reduction in the number of employees exposed.
  - Reduction in the length of exposure time.
  - Regular cleaning, maintenance and disinfection.
  - Provision of safe and suitable storage.
  - Suitable and effective disposal.
  - Suitable personal protective equipment.
  - Prohibition of eating, drinking and smoking where hazardous substances are used or stored and used.
  - Provision of adequate welfare arrangements.
- 5.9 The selection of PPE will be determined after considering the following:
- a) The ability of the material to resist penetration by a substance where the risk is by absorption.
  - b) The adequacy of the design of the clothing and whether it is suitable for its intended use.
  - c) The environment in which it will be worn.
  - d) When dust is a hazard, dust-release and the dust release characteristics of the material.
- 5.10 The Head of Department/Centre Director will endeavour to ensure that control measures, PPE and other measures are properly used or applied, and that

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each employee will make full and appropriate use of any control measure, PPE, etc. and report any defect in the measures or PPE.

- 5.11
- a) An appropriately detailed COSHH Assessment will be carried out by the Head of Department / Centre Director for specific chemicals and other substances used both on and off site, using Attachment G5.1.
  - b) All approved control measures, will be implemented without delay.
  - c) Training in COSHH Assessments will be the responsibility of the Head of Department/ Centre Director
  - d) Detailed compliance with COSHH Assessments will be the responsibility of the appropriate Head of Department/ Centre Director. In addition all employees are expected to be accountable for their own actions in relation to the substances they are using during the course of their work.
  - e) It is College policy that employees will use hazardous substances only in accordance with the information and instruction that they have been given.
- 5.12 In order to comply with the requirements of the HSE's 'L8 Approved Code of Practice for the control of legionella in water systems', the College will:
- a) Employ a competent contractor to carry out the necessary risk assessments, sampling and biological testing, who will then produce a report detailing the findings of the assessment.
  - b) Carry out such remedial work as is required to remove the hazard of legionella, if identified, from any parts of the water systems.
  - c) Carry out periodic temperature checks on designated points in hot and cold water systems to ensure that the water temperatures are being maintained at the levels specified in the Approved Code of Practice
  - d) Clean and de-scale shower heads periodically.
  - e) Employ a competent contractor to carry out the required 3-monthly and annual tests on the water systems, as laid down in the Approved Code of Practice
  - f) Maintain a record of the results of any sampling of the water system, as well as the results of the periodic checks carried out.



**COSHH SUBSTANCE INFORMATION SHEET**

**Form COSHH/SIS**

<p><b>This information sheet links to Risk Assessment Reference Number:</b></p>	<p>NAME OF PRODUCT / SUBSTANCE:</p>	
	<p>MANUFACTURER'S NAME:</p>	
<p>USE / EXPOSURE (DETAILS OF THE WAY IT IS USED):</p>	<p>DATE OF MSDS SHEET:</p>	
	<p>LOCATION OF MSDS SHEET:</p>	
<p>IS THE HAZARDOUS SUBSTANCE GENERATED AS A RESULT OF A PROCESS?</p> <p style="text-align: center;">YES / NO</p>	<p>HAZARD WARNING SYMBOL ON CONTAINER LABEL: (circle)</p>	
<p><b>Workplace Exposure Limit (WEL):</b></p>		
<p>POTENTIAL HARM OR ILL EFFECTS: (state what harm may occur)</p>	<p><b>ACTION TO BE TAKEN IN CASE OF EMERGENCY:</b></p> <p>FIRST AID ARRANGEMENTS:</p>	
	<p>SPILLAGE RELEASE ACTION:</p> <p>MANAGEMENT (contact in case of emergency): Name: Telephone No:</p>	
<p>WORK METHOD: (including precautions and controls to be implemented)</p>		
<p>Date of Review:</p> <p>Name of Assessor:</p> <p>Position</p>	<p>Date of Review:</p> <p>Name of Assessor:</p> <p>Position</p>	



## 6. CROWDS

- 6.1 Overcrowding can lead, in emergency, to congestion of evacuation routes, panic, trampling and fatality.
- 6.2 For special events in College, involving large numbers (including public events in the Hall, generic Risk Assessments have been developed.
- 6.3 For other events, specific Risk Assessments will be developed by the Domestic Bursar or Centre Director, or those in charge of the event where the crowd will assemble [JCR events], and if necessary, liaison will be with the Head Porter or the Domestic Bursar.
- 6.4 All such Risk Assessments will draw on specialists' advice and will consider the following:
  - a) Numbers, including maximum safe numbers.
  - b) Vulnerable groups such as children, disabled.
  - c) Additional equipment required for the event and additional safety measures required.
  - d) Event timing and duration.
  - e) Are gatecrashers possible?
  - f) Is alcohol to be consumed?
  - g) Parallel events.
  - h) Provision of concise information for crowd control.
- 6.5 The relevant Risk Assessment will form part of the event planning briefing. Refer to the HSE publication IND (G) 142L "Managing Crowd Safety in Public Venues".

## 7. ELECTRICAL SAFETY

- 7.1 The Governing Body aims to comply with the Electricity at Work Regulations 1989 and the guidance form contained in HS (R) "Memorandum of Guidance of the Electricity at Work Regulations 1989". In addition the College will also comply with other codes of practice, guidance and the current edition of the IEE Regulations (16<sup>th</sup> Edition).
- 7.2 Electrical work and installation will be carried out only by those persons deemed to be competent to do so.
- 7.3 Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The College will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular testing and inspection.
- 7.4 Staff who use electrical equipment must report any fault or defect immediately to their Head of Department/Centre Director. **Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.**
- 7.5 As soon as staff become aware of any defect they should stop using and isolate the equipment by removing the power source. They should then report the defect. All staff will be given documented training to ensure that this procedure is followed.
- 7.6 Portable Appliance Testing (PAT)
- All electrical work equipment will have a PAT test at least once per year. Routine inspection and preventative maintenance are essential if accidents are to be avoided. All College-owned portable apparatus, including extension leads, will be recorded in a register. The frequency of the recall will depend on the type and use of the apparatus based on an assessment of risk.
- 7.7 In relation to electrical equipment, Heads of Department/Centre Director and employees must have regard, in particular, to the following:
- a) Strength and capability of the equipment.
  - b) Adverse or hazardous requirements or circumstances.
  - c) Insulation protection and placing of conductors.
  - d) Earthing and other precautions.
  - e) Integrity of reference conductors.
  - f) Connections.
  - g) Means of protection from excess of current.
  - h) Means of cutting off the supply and for insulation.
  - i) Precautions for work on equipment made dead.
  - j) Work on live conductors.
  - k) Work space, access and lighting.
  - l) The competence of users to prevent danger and injury.

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- 7.8 An abstract of the Electricity at Work Regulations 1989 will be posted in the College Workshops.
- 7.9 In addition to the above the College will have regard to guidance given by HSE as follows:
- GS27 Protection against electrical shock
  - GS37 Flexible leads, plugs, sockets, etc.
  - GS38 Electrical test equipment for use by electricians
  - GS44 Electrical working practices
  - HG (G) 13 Electrical testing
- 7.10 Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately and entered into the accident book.
- 7.11 A permit to work must be issued before a contractor is authorised to work on a College-based electrical supply. The permit to work must be signed off before a College employee uses the supply following any contractual work.
- 7.12 Wherever possible electrical tools and equipment should be rated at 110v. This significantly reduces the risk of harm from electrocution that occurs when 240v appliances are used.
- 7.13 Although the risks of harm are reduced, care must still be taken to ensure that plant, transformers and tools are properly maintained, inspected and tested at regular intervals.
- 7.14 Care must be taken to ensure that correct voltage routings are used and that 110v equipment is not connected directly to a 240v supply.

## 8. EMPLOYEE DRESS

- 8.1 All employees must dress in such a manner that is appropriate for their job having regard to section G24 – “Personal Protective Equipment and Clothing”.
- 8.2 Employees must not wear any jewellery, including dangling chains which are liable to cause danger or increase the risk of injury. Employees should be aware of the dangers of wearing any loose, baggy or hanging clothing which can become trapped or entangled causing injury. Long hair should be tied back when using equipment where entanglement is possible.

**Sensible footwear should be worn at all times.** Safety footwear will be worn where risk assessment has deemed that it is appropriate.

- 8.3 Where appropriate, items of PPE (personal protective equipment), must be worn whilst the task for which the PPE has been provided is being carried out. All PPE must be maintained in a clean and serviceable condition.

**9. DISABLED PERSONS**

- 9.1 The Health & Safety at Work Act 1974 requires employers to exercise a general duty of care towards their employees. The Disability Discrimination Act 1995 came into effect on 2<sup>nd</sup> December 1996.
- 9.2 The College aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through full and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for re-training if appropriate.
- 9.3 The College's Health & Safety policy has been prepared to ensure a safe and healthy environment for all employees, students and visitors.
- 9.4 The College will undertake full disability access audit of its premises.

**10. FIRE**

- 10.1 The College will be provided with fire protection in accordance with the Fire Regulatory Reform Order 2005 and associated regulations. Recommendations made by the local Fire Brigade, who will have jurisdiction over the Colleges' Fire Officer, therefore this needs to be taken into consideration. Regard shall also be given to the risk assessment and consequential preventative measures.
- 10.2 Fire fighting equipment, means of escape and warning systems will be maintained at all times on the premises. Fire alarm activators and sounders will be tested by the Lodge, following a pre-arranged schedule, and a minimum of annually by a competent contractor who will test all call points within the College and other College owned properties.
- 10.3 Fire-fighting equipment will be provided in all areas of College. Appropriate fire signs will indicate the position of extinguishers. Extinguishers that are appropriate to the circumstances will be provided. All staff will be made aware of the position of fire extinguishers.
- 10.4 Means of escape in case of emergency will be clearly marked. All staff will be required to be aware of the exits in their area and the location of their assembly point.
- 10.5 ***All means of escape must be available for use at all times.*** Access to the means of escape must be kept clear and unobstructed at all times. All staff are responsible for maintaining escape routes and reporting any defects or obstructions.
- 10.6 On discovering a fire, staff should raise the alarm by activating the nearest break-glass point.
- 10.7 As part of staff training, all staff must be made aware of the following:
1. General fire prevention principles
  2. Action to take on discovering a fire
  3. Means of raising the alarm and the position of alarms
  4. Action to take on hearing the alarm
  5. Stopping work procedures
  6. Location of fire fighting equipment
  7. Means of escape
  8. Assembly points
- 10.8 The College fire and evacuation procedures, are detailed within Attachment G10.1.
- 10.9 A fire procedure log will be maintained in the Porters' Lodge.

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- 10.10 The Lodge will inspect the premises at agreed intervals to ensure that the fire arrangements are being maintained. Fire-fighting equipment will be checked annually by a competent person or organisation.
- 10.11 Appropriate notices and signs will be displayed throughout the College.

**G10. Fire**

**SCOPE OF POLICY**

- 10.1 The College will be provided with Fire Protection in accordance with the Fire Safety Order, (previously referred to as the Regulatory Reform (Fire Safety) order 2005), associated regulations and recommendations made by the Local Fire Prevention Officer, who (in this matter) will have jurisdiction over the College's Fire Officer and/or appropriate Responsible Person or Persons (refer to **E3**, **E4** and **G21.5**). Regard shall also be given to the Fire Risk Assessments and recommended Action Lists. For further details on the Fire Safety Order, refer to Fire Documentation Folder (section 5).
- 10.1(a) The Fire Risk Assessments shall be reviewed by the College H&S Committee (refer to **G29.1**) or Responsible Person(s) to ensure that
- (1) recommended actions are completed within the period indicated in the Action List.
  - (2) any change of use or layout of any property shall result in a review of the Fire Risk Assessment, in line with **Appendix D** of British Standards PAS 79 : 2007.
  - (3) A review of the Fire Risk Assessment shall take place no more than 36 months from the date of the current Assessment. Such a review to be in line with **Appendix D** of British Standards PAS 79 : 2007. This period should be amended in light of any particular risk or requirement indicating more frequent review (often 12/24 months).
- 10.2 The College will implement preventive measures in accordance with the following 'principles of prevention':
- Avoiding risks;
  - Evaluating risks that cannot be eliminated;
  - Combating risks at source;
  - Adapting to technical progress;
  - Replacing the dangerous with less dangerous or that without danger;
  - Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
  - Giving collective protective measures precedence over individual protective measures;
  - Giving appropriate instruction and training to employees.

## **FIRE SAFETY EQUIPMENT**

- 10.3 Fire fighting equipment, means of escape and warning systems will be maintained at all times on the premises. As per **G31.2**, the Domestic Bursar (or Responsible Person(s)) shall ensure such maintenance is carried out by a competent person. This is also a responsibility under clause **G7.2**.
- 10.3(a) Fire alarm systems shall be tested on a weekly basis following a pre-arranged schedule. Such a test to be as per British Standards 5839, part1, 2002, section 6 (Maintenance), clause 44.2 (Recommendations for weekly testing by user). For further details, refer to Fire Documentation Folder (section **2**).
- 10.3(b) The Domestic Bursar and Head Porter shall generally comply with the requirements of British Standards 5839, Part1, 2002, section 7 (User Responsibilities) in relation to all fire alarm systems. For further details, refer to Fire Documentation Folder (section **1**).
- 10.3(c) Similar undertakings on behalf of the Domestic Bursar and Head Porter shall apply to any property that may come under the control of the College at a later date, that may be a *dwelling* covered by fire protection complying with British Standard 5839, part 6, 2004.
- 10.4 Fire fighting equipment will be provided with the advice of College Fire Officer, Domestic Bursar and Head Porter and in line with the Action List of the Fire Risk Assessment. Appropriate fire signage will indicate the position of extinguishers, their type and intended category of fire use. Extinguishers that are appropriate to the circumstances will be provided. All staff will be made aware of the position of fire extinguishers.
- 10.5 Extinguishers should only be used by those staff who have been trained in their correct use. The College shall include a statement to this effect in any induction training intended for new staff and all current staff notified in writing. For further details, refer to Fire Documentation Folder, (section **3**).

## **MEANS OF ESCAPE**

- 10.6 Means of escape in case of emergency will be clearly marked. They will also be appropriately protected and illuminated (see **G10.3**). All staff will be aware of the exit routes in their area and the location of their assembly point.
- 10.7 **All means of escape must be available for use at all times.** Access to the means of escape must be kept clear and unobstructed at all times. All staff are responsible for maintaining escape routes and reporting any defects or obstructions to the building's Domestic Bursar or Head Porter. A record of any such report will be kept by them as per normal report/review in Health & Safety procedure.

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- 10.8 On discovering a fire, staff should raise the alarm by activating the nearest Manual Call Point of the fire alarm system. That member of staff should then walk directly to the assembly point (refer to evacuation procedure **G10(a)** and **G10(b)**).
- 10.9 As part of staff training (to be held on induction and every 36 months from then on), all staff must be made aware of the following:
- General fire prevention principles, fire risks in the premises & fire safety measures.
  - Action to take on discovering a fire.
  - Means of raising the alarm and the position of Manual Call Points.
  - Action to take on hearing the alarm.
  - Stopping work procedures.
  - Location and use of fire fighting equipment & identity of persons nominated to use them.
  - Assembly points, reporting to Fire Marshall and importance of not re-entering building until cleared by Fire Marshall. Identity of persons nominated to assist with evacuation.
- 10.10 Anyone identified as Fire Marshall has additional responsibilities and their training may be more extensive than basic training requirements. The College fire and evacuation procedures are detailed within attachments **G10(a)** and **G10(b)** respectively.

## **FIRE SAFETY MANAGEMENT**

- 10.11 A fire procedure log (“incident book”) will be maintained in the Porters Lodge. This is part of the standard Health & Safety procedure and should not be confused with the Fire Log Book which is produced for each building individually. Any event should appear in the fire procedure log, but those events specifically including fire alarm, emergency lighting or fire extinguishers must also appear in the relevant buildings Fire Log Book.
- 10.11(a) The Fire procedure (“incident book”) will be reviewed regularly by the Domestic Bursar and will be reviewed by the HSC in the event of a Health & Safety Committee meeting (refer to G29.1). As per normal Health & Safety procedure, any event or near miss will be reviewed with the intention of introducing improvements to existing practise to reduce or remove the likelihood of such an event being repeated. It is also intended that the improvement should reduce or remove any risk or damage in the situation where such an event may be repeated, if unavoidable.
- 10.12 The Domestic Bursar, Head Porter and nominated, relevant Heads of Department will inspect the premises at agreed intervals to ensure that the fire arrangements are being maintained, (refer to **G31.1**). Fire fighting, fire safety and fire detection and alarm equipment will be checked by a competent person or organisation(s) at intervals specified by the relevant British Standards. For a schedule and further recommendations, refer to Fire Documentation Folder, (section **4**).
- 10.13 Appropriate notices and signs will be displayed throughout all College properties.

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### **Notes on Training provision and Fire Drills.**

#### **Fire Training**

All staff should undergo an element of fire training as part of their induction into the organisation.

The extent of the training is dictated by whether they are to be a member of staff nominated to act as a Fire Marshall or not.

Basic fire training is expected to cover minimum specific subjects. In Health and Safety, and Fire Risk Assessments, the expected list is :

- 1) General fire prevention principles (understanding the fire triangle, fuel / air / ignition sources), fire risks in the premises (what to look out for) and fire safety measures (what to do to minimise risk of damage by fire).
- 2) Action to take on discovering a fire (as opposed to 4, below)
- 3) Means of raising and alarm and the location of Manual Callpoints
- 4) Action to take on hearing the alarm
- 5) Stopping work procedures
- 6) Location and use of fire fighting equipment and identity of persons nominated to use them.
- 7) Assembly points, reporting to the Fire Marshall and importance of not re-entering building until cleared by Fire Marshall. Identity of persons nominated to assist with evacuation.

Training should also take place no longer than 36 months from last session. All training sessions should be recorded on a Fire Training Log (sample form enclosed).

#### **Fire Drills**

Evacuation drills are required a minimum of twice per term, i.e. six times per annum. There is often discussion about whether these should be announced in advance, but a common compromise is to advise that a test may take place within a certain time period (often the following week). Some organisations require fire drills to be undertaken without notice.

The drill is a check of evacuation time, the aim for which is three minutes, familiarity with procedure for those nominated, and to identify problems with procedure and individuals.

Every drill must be logged (sample form enclosed) and any problems identified and reported back to the Domestic Bursar for review at the HSC meeting. In the event that an individual fails to comply with the exercise, the only action required is to note this incident (individual's details) and pass it on to the HSC for action.

## 11. FIRST AID

- 11.1 The College, in making adequate arrangements for first aid, will comply with the Health and Safety (First-Aid) Regulations 1981 and HSE Approved Code of Practice L74 "First Aid at Work".
- 11.2 The College will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times. The names of all first aiders are to be displayed throughout the premises. **All first aiders will be chaperoned when dealing with casualties.**
- 11.3 The Head Porter will be responsible for recording names and location of first aiders and will file first aid certificates with date of initial training and refresher training.
- 11.4 Training of first aiders will be in accordance with the HSE-approved list of courses and course providers.
- 11.5 The prime aim of any employee dealing with an injured or ill person is to sustain life and if possible to stabilise the condition until professional assistance arrives. In the case of an emergency, an ambulance will be called in the first instance. In the case of minor injuries, where hospital treatment is considered appropriate, the person will be taken to hospital by car with a driver and a first aider in attendance. It is the responsibility of the first aider (or appointed person) to call for an ambulance where it is deemed necessary.
- 11.6 The overall responsibility to maintain the first aid kits and their materials lies with the Head Porter (each kit to be inspected at least once per term), and first aid cabinets will be checked and replenished regularly by the Lodge.
- 11.7 **No medicine, drugs or other medications will be administered by any member of staff other than the College Doctor or the College Nurse.**
- 11.8 Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials and personnel.

### Procedure for Accidents and Injuries

#### 1. First Aiders

All First Aid treatment provided by the First Aiders shall be recorded on form AR1- Accident Report Form [yellow form], which shall be kept with each Head of Department/ Centre Director or in College houses and with the nominated first aiders.

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The Head of Department or First Aider shall ensure that the Accident Report Form AR1 is passed AS SOON AS POSSIBLE to the Head Porter in order that further investigations can be made.

Information recorded in the accident book by the Head Porter shall include:

- Employee's / College Member / Visitor details
- Date and time of accident
- The injuries sustained
- Any treatment received

**2. Head Porter or his nominated representative.**

On receipt of the Accident Report Form - AR1, the Head Porter or his nominated representative shall complete the College Accident Book.

The Head Porter or his nominated representative shall forward form AR2 Accident Investigation Report to the appropriate Head of Department/ Centre Director.

**3. Head of Department**

On receipt of form AR2 the Head of Department will complete this form as fully as possible and submit this to the Head Porter within a maximum of 5 days of the incident [including weekends].

**4. Head Porter or his nominated representative.**

Following an investigation of the accident by the Departmental Manager, the Head Porter shall:

- Complete F2508 or F2508A forms if required
- Provide help and advice and assistance to Heads or Department to ensure measures are taken to prevent a reoccurrence.
- Inform the Domestic Bursar of all reportable incidents.
- In the case of more serious accidents the Head Porter and Domestic Bursar shall carry out a separate investigation. Where required notify the Enforcing Authority under RIDDOR.

**Note** - The Head of Department/Centre Director must inform the Head Porter or Domestic Bursar if the employee is unavailable for work for more than three days (including non work days).

Following a reportable accident, the completed Accident Report form and other supporting documentation shall be passed to the Head Porter, who shall ensure that all details and proposed actions are suitable and sufficient.

**NOTE:** Peninsula Business Services Limited will supply the necessary advice and documentation required in such incidents.

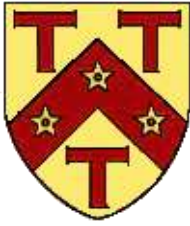
**ST ANTONY'S COLLEGE**

**Reportable Items Checklist**

1. Death of an employee.
2. Major injuries to an employee, eg most fractures, loss of consciousness, amputation, etc.
3. Violence in the workplace.
4. Injuries to non-employees, eg visitors, customers etc. if hospital treatment is required.
5. Workplace injury causing an employee to be absent for more than three consecutive days after the day of the accident.
6. Injuries to non-employees whilst in attendance on hospital premises.
7. Incidents relating to materials or substances causing injury or death to an employee and/or non-employees involving road vehicles.
8. Incidents involving the collapse, overturning or failure to any load-bearing part of lifting machinery, eg cranes, hoists, fork lifts, etc.
9. Failure of pressure systems.
10. Unintentional contact with overhead electric lines.
11. Electrical short circuit or overload resulting in fire or explosion and causing stoppage of plant for more than 24 hours or having the potential to cause a fatality.
12. Any incident concerning uncontrolled use of explosives.
13. Release of biological agents which are likely to cause severe human infection or illness.
14. Malfunction of radiation generators, etc.
15. Malfunction of breathing apparatus.
16. Failure of any freight container via its load-bearing parts while it is being raised, lowered or suspended.
17. Failure of diving equipment endangering of diver's life, eg malfunction of lifting equipment and breathing apparatus.
18. Collapse, complete or partial, of scaffolding.
19. Uncontrolled or accidental escape of substances from a pipeline or pipeline works.

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20. Accident/incident involving carriage of dangerous substances by road, eg overturned tanker, collision with another vehicle causing the release of a dangerous substance.
21. Unintended collapse or partial collapse of building or structure, floor or wall, or false-work (temporary works).
22. Where explosion or fire causes stoppage of work on the premises for more than 24 hours.
23. The sudden, uncontrolled release of flammable substances either internally or in external conditions.
24. The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.
25. Gas incident causing death or injury (including gas containers).
26. Gas incident liable to cause death or injury, i.e. faulty appliance, defective pipework, etc.
27. Occupational diseases as certified by a medical practitioner and as such relating to the workplace.



**ACCIDENT REPORT FORM**  
**PLEASE COMPLETE ALL SECTIONS**

***SECTION A – Location of Accident***

Name of Casualty \_\_\_\_\_

Contact Details \_\_\_\_\_

Telephone Number \_\_\_\_\_ Post Code \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Place of Accident \_\_\_\_\_

St Antony's College Member/Employee      Contractor      Visitor      Other  
(Please circle where appropriate)

***SECTION B – Description of Accident***

\_\_\_\_\_  
\_\_\_\_\_

**SECTION C – Advice or Treatment Given?**

\_\_\_\_\_

***SECTION D – Action***

(Please circle where appropriate)

Minor accident/incident:    Yes    No                      Major accident/incident:    Yes    No  
(Domestic Bursar to be notified if "yes")

Ambulance summoned:    Yes    No                      Police summoned                      Yes    No

Hospitalised:                      Yes    No                      If yes, where: \_\_\_\_\_

Next of kin informed:            Yes    No                      If yes, who: \_\_\_\_\_

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PLEASE COMPLETE SECTIONS A, B, C, AND D OF THIS FORM BEFORE SIGNING BELOW

**Signed:** \_\_\_\_\_ Department Head / Centre Director /  
First Aider

**Full Name:** \_\_\_\_\_ (Print in capital letters)

**Date & Time of Form Completion:** \_\_\_\_\_

FOR OFFICIAL USE ONLY

***REPORTING***

**College Accident Book :**      **Yes**      **No**

(Please circle where appropriate)

College Nurse Informed \_\_\_\_\_

RIDDOR (HSE): \_\_\_\_\_

Outcome : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date received by Head Porter : \_\_\_\_\_ Report: \_\_\_\_\_

**THIS FORM MUST BE SENT TO THE HEAD PORTER AS SOON AS POSSIBLE**

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**ACCIDENT REPORT**

Attachment AR2

(To be completed by Head of Department/Centre Director and forwarded to the Head Porter)

College Name and Address	Employee's Name and Address	Works No: Department:
		Job Title: Years of Service: Sex:           Age: N.I. No.: Date Started Employment:
Time and Date of Accident:	Time:..... am/pm	Date: .....
<b>Exact Location of Accident:</b>		
<b>Witnesses to Accident:</b>		
1.     What was the employee actually doing at the time of the accident?		
2.     Was the employee authorised to do this?		
3.     Had the employee been adequately trained to carry out the task?		
4.     Had the injured person or other person acted in an unsafe manner, is so, how?		
5.     Were safety devices, if provided, being used, if not, why?		
6.     Was protective clothing and equipment, if applicable, available and being used?		
7.     If machinery was involved, please state:  a)     Name of machine: b)     Part of machine causing injury: c)     Was the machine in motion: d)     Was any fault found with the machine:		
8.     If not machinery, please state tool, object or substance being used:		

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9. What were the circumstances immediately prior to the accident?  
(i.e. did anything occur that may have led to the accident?)

10. What was the probable cause of the accident?

11. What action is being taken to avoid reoccurrence?

Signed.....

Position.....

Date.....

## **12. FOOD HYGIENE**

- 12.1 Contamination caused by disease, inadequate procedures, poor personal hygiene, pest infestation or chemicals, can lead to illness and, in extreme cases of food poisoning, to death.
- 12.2 The College's kitchens and kitchens in the College accommodation areas and processes may be inspected at intervals by Oxford City Council's Environmental Health Officers or other regulatory authorities.
- 12.3 All employees who handle food must have a Basic Food Handling certificate.
- 12.4 All staff must be COSHH trained and attend regular refresher training.
- 12.5 Food is purchased only from approved sources which can satisfy the College food hygiene audit trail.
- 12.6 In all College kitchen areas [as detailed above], the food temperature and installation monitoring is undertaken and recorded as required.
- 12.7 Food Hazard Analysis and Critical Control Points (HACCP) assessments will be carried out for all food preparation activities. All food preparation staff will be instructed upon the outcomes of HACCP assessments.

### **13. GAS SAFETY**

- 13.1 The risks associated with the use of gas depend on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- 13.2 It is Governing Body policy to comply with the Gas Safety (Installation and Use) Regulations 1994, which are designed to achieve safety in relation to gas installations, servicing and use of fittings and appliances.
- 13.3 All gas-related work shall be carried out only by a competent person or persons. Normally these would be approved by HSE, i.e. CORGI registered.
- 13.4 Gas fittings will be of correct construction, material, strength and size and should be regularly maintained by a competent member of staff or contractor.
- 13.5 Employees, unless competent and authorised to do so, must not interfere in any way with any gas appliances or fitting.
- 13.6 Any employee who smells gas should initiate evacuation procedures (as for fire).
- 13.7 Any fault or defect in any gas appliance or fitting must be reported immediately to the appropriate Head of Department/Centre Director, who will take appropriate action.
- 13.8 A permit to work must be issued before a contractor is authorised to work on a College-based gas supply or fitting. The permit to work must be signed off before a College employee uses the supply following any contractual work.

## 14. HAND TOOLS

### Ref - Provision and Use of Work Equipment Regulations 1998

- 14.1 Hand tools are classed as work equipment and, as such, need to be considered in line with section G17 – “Machinery and Equipment”.
- 14.2 All hand tools must be used for the job for which they are intended. Where none that are suitable are provided, employees should request the purchase of appropriate hand tools through their Head of Department/Centre Director.
- 14.3 Employees must use hand tools in a safe manner and in accordance with any training given in their use.
- 14.4 Hand tools must be maintained in an efficient working condition. Any defects must be reported and repaired.
- 14.5 Electrically-powered hand tools are to comply with BS2769 (1964) and, unless marked ‘all insulated’, shall be effectively earthed (also see section G7).
- 14.6 Hand tools must be stored appropriately and not be subject to substances or articles which will affect their safe use.
- 14.7 When using hand tools employees must take appropriate care not to expose themselves or others to undue risk. Any employee who is unsure of the correct use of hand tools should consult his or her Head of Department / Centre Director or request training (see section G32).

## 15. HOUSEKEEPING

- 15.1 The general tidiness and cleanliness of the premises is a key factor in the promotion of Health and Safety and can contribute greatly to reducing risks and accidents.
- 15.2 **All employees** are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste material in the containers provided and must not allow accumulations of waste material.
- 15.3 All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately using appropriate materials and observing the relevant warning signs during and after the operation.
- 15.4 No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object which is likely to affect safe movement through them.
- (Employees will be responsible for clearing away any and all mess or surplus material of which they are the cause and for placing it in the relevant containers.)**
- 15.5 Although accumulations of dirt or waste should be reported by employees to their Head of Department/Centre Director, it is stressed that general cleanliness and hygiene is the responsibility of all employees, not just those designated as Scouts.

**16. LONE WORKING**

- 16.1 Where possible, lone working should be avoided, because the lone worker has no immediate recourse in the event of attack, illness or accident.
- 16.2 Avoid lone working when possible. All potential lone working situations will be subjected to Risk Assessment before work commences.
- 16.3 Medical fitness for lone working will be considered before employment and on other occasions as required i.e. return to work following a period of sickness or pregnancy.
- 16.4 Heads of Department/Centre Director should contact lone workers periodically. Lone workers should leave, with the Lodge or nearest contact, their whereabouts and expected cease-work time.
- 16.5 Where they are available, and effective, mobile telephones and/or personal attack alarms should be utilised.

## 17. MACHINERY AND EQUIPMENT

- Ref:**
- **Provision and use of Work Equipment Regulations 1998**
  - **Machinery Directive (CE Marking)**
  - **Lifting Operations and Lifting Equipment Regulations 1998**

- 17.1 The Governing Body's aim is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health. The College will therefore satisfy the requirements of all legislation in relation to equipment and in particular the Provision and Use of Work Equipment Regulations (PUWER) 1998, guidance on the regulations produced by HSE, the Machinery Directive (91/368/EEC) and associated Regulations and information.
- 17.2 The College will endeavour to ensure that the right equipment is purchased. Prior to use, equipment will be checked and any manufacturer's guidance will be considered. Information, instruction and training will be given to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing which is required to be worn.
- 17.3 Employees must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 17.4 Employees must report any damage, malfunction or unsafe equipment to their Head of Department. Employees must not interfere with or repair any equipment unless competent and authorised to do so.
- 17.5 All equipment will be maintained in efficient working order. Particular items of equipment will have a routine and planned maintenance programme. Any equipment which requires legal testing or maintenance will be entered in the relevant register or log and such maintenance kept up to date by the Maintenance Engineer.
- 17.6 Proper and safe procedures will be adopted for maintenance of equipment, including the isolation of sources of energy.

**Note:** See also Sub-Section 14 – "Hand Tools".

- 17.7 The following general principles will be applied in line with B.S. 5304:1988 "Code of Practice for Safety of Machinery" and PUWER 1998.
- a) Identifying the hazard - The main risks associated with equipment are; contact; entanglement; being struck by ejected particles; trapping; burns through friction contact; and from being struck by materials being machined.

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- b) Eliminating or reducing the hazard - Using enclosed areas by guarding; using recognised manufacturers; filling in any gaps, etc.
- c) Using safeguards - Trip devices; electrosensitive systems; two hand control devices; and mechanical devices using interlocks.
- d) Using safe working practices - Physical safeguards reduce risk, however, safe systems of work must be adopted including planning, setting, use, adjustment and maintenance.

17.8 Particular requirements and regulations apply to certain machinery and will be complied with appropriately, e.g.

Grounds Maintenance Machinery  
Workshop Machinery  
Lifts [personnel or goods]

## 18. MANUAL HANDLING/MATERIALS HANDLING

**Ref: - Manual Handling Operations Regulations 1992**

- 18.1 The Governing Body accepts that there are risks of injuries to employees from manual handling operations; to prevent and reduce those risks, it will comply with the requirements of Manual Handling Operations Regulations 1992 and guidance given by the HSE.
- 18.2 As a starting point, no employee will be expected to, and therefore must not, move any load which they think is liable to cause injury. Employees should have regard to good manual handling techniques and follow the approved systems of work including the use of any manual handling aids provided.
- 18.3 Employees who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.
- 18.4 The College will identify all manual handling operations by the means of Risk Assessments (See Section F) and this includes pushing, pulling, lifting, carrying and supporting a load. The College will use a competent person [normally the Head of Department/College Director] to assess the risks from manual handling operations identified.
- 18.5 In the first instance, if the task can be avoided then it should be. If the task can be automated or mechanised it will be assessed to reduce the risks to the lowest level reasonably practicable.
- 18.6 All remaining manual handling operations which involve a risk of injury and can not be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.
- 18.7 Assessment Procedure

Manual handling assessments will be carried out by the Head of Department/Centre Director if qualified, and/or in conjunction with the Head Porter or Domestic Bursar using the appropriate form (Attachment G18.1). These assessments will examine the manual handling operations and determine the measures that need to be put into place to prevent or reduce the risk. These Risk Assessments and the preventative and protective measures will be made available to all employees who need them and will be kept by the Head of Department/ Centre Director.

## 18.8 Good Lifting and Handling Practice - Advice to Employees

The safest and best way of lifting and loading will vary depending on the size, shape and weight of the object you need to move. However, there are a few general principles that will help you ensure good practice.

### Stop and Think

The first and probably the most important step in lifting safely is to stop for a moment and think. Think about the object you are going to lift, how you are going to lift it and what you need to do once you have lifted it. At this stage you should identify any hazards that may be involved in the operation. Remember, you are assessing the risks to your own Health and Safety. Some of the most important things to consider are:

#### Assessing the load

- What is the weight of the load?
- Is the weight evenly distributed, is it unstable or unbalanced?
- Is it sharp or are there other hazards (e.g. hot, cold, oily, etc). Do you need protective equipment?
- Does the size or shape make it difficult to handle safely?

#### Assessing the Task

- Are there any mechanical aids that can be used to assist with the job?
- Do I need help with the load (even light loads may need two people to lift them safely if they are large or bulky)?
- Is the working area clean and tidy or are there any obstructions, tripping or slipping hazards that need to be removed first?

Don't forget that manual handling is not just about lifting loads, they also have to be moved. It's just as important to check the route you're going to be taking as it is to check the area you're lifting in. Again remember to look for slipping and tripping hazards along the route. If you need to carry the load for any distance consider the need to stop to take short rests or adjust your grip. If you do need to stop, try to find somewhere to place the load that is about waist height rather than on the floor, because when you start off again the lift is much safer. Just a little forward planning can help make your job much safer and a lot easier at the same time.

## Adopt a Good Posture

A good posture is essential to ensure safe manual handling and any good posture must start with a firm and stable base. So, make sure you're wearing suitable footwear and not lifting from a slippery or unstable position. Start the lift with the feet slightly apart (around the width of your shoulders is about the right spacing). Where the size of the load allows, it's best to position your feet either side of it with your leading leg as far forward as you feel comfortable with. If you need to separate your feet much wider than the width of your shoulders, you should think about getting someone to help, even though the load may be fairly light. Now bend your knees so that your grip on the load is as near to level with your waist as possible. Don't kneel or bend your knees beyond the point where it gets difficult to straighten them up again. Remember, keep the back straight (you may find tucking your chin in slightly helps). Keep your shoulders level and facing in the same direction as your hips, don't twist to one side.

## Get a Firm Grip

Lean forward a little over the load if it helps you to get a good grip. The best type of grip to use depends on the sort of object you will be lifting, but the most important thing is to make sure the load isn't going to slip.

Use gloves wherever they help improve your grip and always use them if the objects are sharp or hazardous. If you find you have to vary or adjust your grip during the move make sure you do it as smoothly as possible.

You will find that a hook type of grip is far less tiring than keeping your fingers straight and trying to grip the side of an object.

## Don't Snatch or Jerk

All lifting and moving operations should be carried out as smoothly as possible. Snatching or jerking the load produces a strain on your body that is much higher than it would be if the operation were carried out in a smooth continuous movement. Remember that this advice also applies to tasks where you need to push or pull objects as well. If you find you need to reposition the load or change your grip after the initial lift, consider resting the load on a bench or table to do this.

Further information regarding Manual Handling are available from the Domestic Bursary

**Manual Handling Assessment**

**Attachment G18.1**

**A) PRELIMINARY**

1. Do the operations involve a significant risk of injury? Yes/No  
 If 'yes' go to A2. If 'no' the assessment ceases at this stage.  
 If in doubt, answer 'yes'.
2. Can the task(s) be avoided/mechanised/automated at reasonable cost? Yes/No  
 If 'no' go to A3. If 'yes' proceed and then check that the result is satisfactory.
3. Can you easily identify the features necessary for safe manual handling in the task(s) concerned in the assessment? Yes/No  
 If 'no', carry out section D of the checklist overleaf. If 'yes' proceed to section B.

**B) OVERALL ASSESSMENT OF RISK**

What is your overall assessment of the risk of injury? Insignificant/Low  
Medium/High

If not 'insignificant' go to section C. If 'insignificant' the assessment can be terminated.

**C) REMEDIAL ACTION**

1. What remedial steps should be taken, in order of priority?
  - a.
  - b.
  - c.
  - d.
  - e.

<b>Summary of Assessment</b>	
<b>Task(s) to be carried out</b>	<b>Priority category for remedial action:</b> <b>Nil/Low/Med/High (delete as appropriate)</b>
<b>Typical locations:</b>	<b>Remedial action necessary:</b>
<b>Personnel involved:</b>	
<b>Date of assessment:</b>	<b>Date by which action is necessary:</b>
<b>Assessor's Name:</b>	<b>Date for re-assessment:</b>
	<b>Signature: _____</b>

**D) MORE DETAILED ASSESSMENT WHERE NECESSARY**

<b>Questions to consider:</b>  (if the answer to a question is 'yes' place a tick against it and then consider the level of risk)	Yes	Level of risk (tick as appropriate)			Possible remedial action (make rough notes in this column)
		low	med	high	
The tasks - do they involve:-  holdings loads away from trunk? twisting? reaching upwards? large vertical movement? long carrying distances? strenuous pushing or pulling? unpredictable movement of loads? repetitive handling? insufficient rest and recovery? a work rate imposed by a process?					
The loads - are they:-  heavy? bulky/unwieldy? difficult to grasp? unstable/unpredictable? intrinsically harmful (e.g. sharp/hot)?					
Working environment - are there:-  constraints on posture? poor floors? variations in levels? hot/cold/humid conditions? poor lighting conditions?					
Individual capability - does the job:-  require unusual capability? endanger those with a health problem? endanger those who are pregnant? call for special information/training?					
Other factors:  is movement or posture hindered by clothing or personal protective equipment					
<b>Total</b>					

**Deciding the level of risk will inevitably call for judgement. The guidelines may provide a useful yardstick. When completed, go back to B and C.**

## **19. MOTOR TRANSPORT/DRIVING ON MAIN COLLEGE PREMISES**

- 19.1 The Bevington Road Car Park and the Winchester Road delivery drive experience continual heavy pedestrian use, particular care must be taken when manoeuvring private cars, contractors' vans, motorised trolleys or trucks within the premises.
- 19.2 To control the extent of traffic and parking on the site, all vehicles, including contractors' motorised trolleys or trucks need authority to enter the Main College premises. Operators of authorised motorised trucks or trolleys must be specifically briefed about hazards before they are authorised to operate on the site.
- 19.3 At the start and end of terms, and occasionally in the conference season, any visitor entering the Bevington Road Car Park will be issued with a parking permit. This must be displayed in vehicle windscreens whilst on site.
- 19.4 All drivers must confine their speed to a normal walking pace and whenever possible should seek assistance in manoeuvring by a member of staff.
- 19.5 The interaction of vehicles and pedestrians will be subjected to regular Risk Assessment with outcomes communicated to relevant staff.

## 20. NOISE

**Ref:** - **Control of Noise at Work Regulations 2006**

**Note:** **Note: Whilst it is not envisaged that excessive noise will be a problem at St Antony's College, this section may need to be applied when refurbishment or construction is being carried out.**

20.1 Exposure to noise at work can cause irreversible hearing damage. It is one of the most common health problems and can be difficult to detect as the effects build up gradually over time and there is a natural degeneration due to age.

20.2 The new Control of Noise at Work Regulations came into force in April 2006. This requires employers to take a modern risk management approach to noise in the workplace.

The new Control of Noise at Work Regulations require employers to prevent or reduce risks to health and safety from exposure to noise at work. Employees also have duties under the Regulations. The Regulations require employers to

- assess the risks to their employees from noise at work
- take action to reduce the noise exposure that produces those risks
- provide their employees with hearing protection if they cannot reduce the noise exposure enough by using other methods
- make sure the legal limits on noise exposure are not exceeded
- provide employees with information, instruction and training
- carry out health surveillance where there is a risk to health

Employers in the music and entertainment sectors have until 6 April 2008 to comply with the new Noise Regulations. Meanwhile they must continue to comply with the previous Noise at Work Regulations.

20.3 The new Control of Noise at Work Regulations require employers to take specific action at certain action values. These relate to the levels of exposure to noise of their employees averaged over a working day or week; and the maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- **Lower Exposure Action Values:** – daily or weekly exposure of 80 dB; peak sound pressure of 135 dB;
- **Upper Exposure Action Values:** – daily or weekly exposure of 85 dB; peak sound pressure of 137 dB.
- **Exposure Limit Values** - There are also levels of noise exposure which must not be exceeded which are:  
daily or weekly exposure of 87 dB; peak sound pressure of 140 dB.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

Controlling noise can be achieved by:

- **Engineering controls**
- **Orientation and location**
- **Enclosure**
- **Use of silencers**
- **Lagging**
- **Damping**
- **Screens**
- **Absorption treatment**
- **Isolation of workers**
- **Personal protection**

The risk assessment should:

- identify where there may be a risk from noise and who is likely to be affected
- contain a reliable estimate of your employees' exposures, and compare the exposure with the exposure action values and limit values – this would normally be done by commissioning a noise survey from a competent person
- identify what you need to do to comply with the law, e.g. whether noise control measures or hearing protection are needed, and, if so, where and what type
- identify any employees who need to be provided with health surveillance and whether any are at particular risk - it is essential that you can show that your estimate of employees' exposure is representative of the work that they do. It needs to take account of:
  - the work they do or are likely to do
  - the ways in which they do the work
  - how it might vary from one day to the next

Your estimate must be based on reliable information, e.g. measurements in your own workplace, information from other similar workplaces, or data from suppliers of machinery.

Review your risk assessment if circumstances in your workplace change and affect noise exposures. Also review it regularly to make sure that you continue to do all that is reasonably practicable to control the noise risks. Even if it appears that nothing has changed, you should not leave it for more than about two years without checking whether a review is needed.

- 20.4 St Antony's College will ensure that competent people complete any noise assessments.

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- 20.5 St Antony's College will ensure that Health Surveillance is carried out for employees where deemed appropriate.
- 20.6 Health surveillance is not specifically mentioned in the previous Regulations but is recommended in the Guidance to the Management of Health and Safety at Work Regulations.

Health surveillance usually entails:

- Regular hearing checks in controlled conditions and keeping records.
- Informing employees about the results of their hearing checks.
- Encouraging employees to seek further advice from a Doctor where hearing damage is suspected.

## 21. NON-STATUTORY INSPECTIONS

- 21.1 The respective Heads of Department/Centre Directors and the Domestic Bursar are responsible for the periodic Inspection of processes, equipment and materials which are detailed in this policy. Some of these inspections are not required by law but will be undertaken in order to maintain the highest standards of Health and Safety. See Attachment 21.1
- 21.2 The premises will be inspected in accordance with section G31 by the Domestic Bursar.
- 21.3 First aid kits will be checked regularly and replenished, then and after known use, by the Head Porter.
- 21.4 **All staff will be responsible for examining any equipment or machinery before they use it.**
- 21.5 The Head Porter will arrange for the inspection of fire-fighting equipment and means of escape, by suitably qualified and competent persons, and will arrange for alarms to be tested in accordance with section G10.
- 21.6 Services, electricity, gas etc. will be inspected regularly by competent persons.
- 21.7 Lighting, heating, ventilation and welfare facilities will be inspected periodically to ensure their continued adequacy.

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**HEALTH AND SAFETY CHECKLIST**

Attachment 21.1

## 22. OFFICE SAFETY

**Note: It must be remembered that St Antony's College consists of old buildings and therefore presents greater potential risk than traditionally safe working areas.**

- 22.1 There are a number of risks associated with working in an office and, although such areas are generally of low risk, the following points should be borne in mind:
- Floors and aisles should be kept clear at all times.
  - Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall.
  - Anything heavy or awkward which is likely to cause injury should not be lifted
  - Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets etc. Filing cabinets must be of the type which allows only one drawer to be opened at any one time.
  - Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately
  - Guidance or instructions on notices or signs should be followed
  - Fire exits should be kept clear at all times
- 22.2 There are particular risks associated with the use of display screen equipment (DSE) that can be avoided. These are dealt with separately in section G34.
- 22.3 Office staff must make themselves familiar with the arrangements for dealing with emergencies, including fire. (See section G10).
- 22.4 Employees are required to keep their own work areas clean and tidy at all times. Employees must not smoke on College premises.
- 22.5 Employees must not use anything other than stepladders or other specifically designed aids to reach high shelves or other areas out of reach from the ground, eg files on shelves.
- 22.6 Any hazardous materials or substances used in the office must be treated as any other as per section G5 dealing with the Control of Substances Hazardous to Health. Assessments will be carried out and made available as appropriate.
- 22.7 Effective cable management procedures must be implemented where electrical equipment is in use.

### **23. PERMIT TO WORK SYSTEMS (PTW)**

- 23.1 The assessment of risks will identify processes or procedures that require the issue of permits to work (PTW). These processes or procedures are listed on Attachment G23.1 and a specimen permit to work at Attachment G23.2.
- 23.2 In all cases the permit to work system must specify:
- The member of St Antony's College staff responsible for the PTW
  - The period of time for which the PTW is valid
  - The sub-contractor representative responsible for signing the permit
  - How the PTW is to be recorded
  - The responsibilities of those involved in the PTW
  - The warning signs and notices which are required for the PTW
  - The details of any locking off or other system to prevent defeating the PTW
  - The procedures and necessary precautions to be followed.
- 23.3 The Domestic Bursar or person nominated by the Domestic Bursar will approve all PTW systems.
- 23.4 PTW systems will be constantly monitored and reviewed at least annually to assess their effectiveness.
- 23.5 **Only competent and designated employees or contractors will be permitted to undertake a process involving a PTW.**
- 23.6 All employees involved in the PTW system must receive adequate training in the PTW and be deemed competent before work can commence.
- 23.7 Until a permit is cancelled it supersedes all other instructions.
- 23.8 There must be communication and liaison between those involved in the PTW and others who may be affected by it or in the vicinity.
- 23.9 Once the work is complete the PTW document should be cancelled and returned to the College person responsible for that PTW.
- 23.10 Employees uncertain in relation as to what is required regarding a PTW should ask the Domestic Bursar.

**PROCESSES REQUIRING PERMITS TO WORK**

1. Work involving the interruption of or amendment of a College electrical supply.
2. Work involving the interruption of or amendment of a College gas supply.
3. Work involving the interruption of or amendment of a College water supply.
4. Hot work (including welding operations).
5. Work at height [where there is significant risk to Health and Safety due to the height or situation in which the work is carried out], including roof work; use of scaffolding; high level tree work and felling.
6. Work involving asbestos.



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Burning/ Welding	Is Permitted	Not Permitted	N/A	
Residual Hazards		Other Relevant Doc		Has the work been successfully completed:-
Gas/Fume		Details	<b>Issued</b>	
Liquid/ Effluent		Risk Assess		
Dust/Solid		Method State		
Hot		COSHH		Has there been any unforeseen difficulties:-
Flammable		Confined PTW		
Toxic		Safety Signs		
Corrosive		Isolation/Tag		
High Pressure		Fire Extinguisher		
Confined Space				
Other Hazards				
				Signature:-

**24. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT**

**Ref: - Personal Protective Equipment at Work Regulations 1992**

- 24.1 The Governing Body aims to fully meet the requirements of the Health and Safety (Personal Protective Equipment) Regulations (PPE) 1992 and requires employees to be provided with suitable and effective personal protective equipment (PPE) and clothing. Such provision will be specified by the relevant Risk Assessments. The College recognises that PPE is a last resort in reducing and preventing risk.
- 24.2 **Employees must co-operate with the College in the use of PPE and must wear such PPE if instructed to do so.** Employees will receive training in the correct use of PPE including the reasons for it being worn.
- 24.3 Employees must abide by the rules in relation to PPE and must not misuse or damage any PPE. Employees must report any damaged, worn or defective PPE immediately to their Heads of Department/Centre Director. Failure to comply with the PPE requirements will lead to disciplinary action.
- 24.4 PPE which is provided to be worn within the College must be stored within the College in the areas provided. PPE is provided free of charge on the basis that it is used only for the purpose for which it is provided. Damaged, worn or defective PPE will be replaced by the College as soon as it is reported.
- 24.5 PPE will be provided in accordance with European Standards and carry the EC mark for PPE. A list of such standards are contained overleaf.
- 24.6 Head protection should generally be worn where there is a risk of a head injury due to falling objects or in confined spaces where there is a risk of hitting the head.
- 24.7 Eye protection will be provided in accordance with the PPE Regulations 1992 and for any situation where there is a risk of eye injury, particularly the use of machinery which can transmit hazardous particles or for areas where hazardous substances are used.
- 24.8 Any employees who require eye protection should ensure that they use the correct protection to the task, the risks involved and that task training is given in the use of the PPE.

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- 24.9 Hearing protection will be provided to employees in designated areas and in accordance with section G20 - "Noise". Employees who wish to wear ear protection in other areas may do so if it does not affect Health and Safety in any other way and by permission of the employee's Head of Department/ Centre Director.
- 24.10 Respiratory protection will be provided only to nominated employees for specific situations; the appropriate instruction and training in its use will be given.
- 24.11 Safety footwear will be provided for those employees whose work involves a significant risk of injury to the foot. All employees need to be aware of the importance of wearing strong footwear with a good grip to prevent slips on the floor). See G8 - "Employee Dress".
- 24.12 Protective clothing will be provided for those staff who work outdoors in inclement weather.
- 24.13 Protective gloves will be provided to a variety of employees for various tasks. The particular type will be decided by means of Risk Assessment.
- 24.14 Further information on PPE is enclosed - see attachment G24.1, a specimen Supplementary Risk Assessment.
- 24.15 Where PPE is provided to protect the employee against hazardous substances, the College retains the responsibility for the cleaning of the items. Employees are not to take such items home for cleaning.

**PERSONAL PROTECTIVE EQUIPMENT/CLOTHING PPE REGULATIONS 1992**

**1. Protective Clothing**

BS 697	:	1986	Specification for rubber gloves for electrical purposes
BS1651	:	1986	Specification for industrial gloves
BS2653	:	1955	Protective clothing for welders
BS5426	:	1987	Specification for work wear

**2. Protective Footwear**

BS1870	:		Safety Footwear
Part 1		1986	Specification for safety footwear other than all rubber and all plastic moulded types
Part 2		1976	Lined rubber safety boots
Part 3		1981	Specification for PVC moulded safety footwear

**3. Head Protection**

BS4033	:	1966	Specification for industrial scalp protectors
BS5240	:	1987	Part 1 Industrial safety helmets specification
BS4033	:	1968	Bump caps (work in confined spaces)

**4. Face/Eye Protection**

BS679	:	1989	Filters for use during welding, etc.
BS1542	:	1982	Equipment for eye, face and neck protection during welding, etc.
BS2092	:	1987	Specification for industrial eye protectors

**5. Respiratory Protection**

BS4275	:	1974	Recommendation for the selection, use and maintenance of respiratory protective equipment (RPE)
BS4667	:		Specification breathing apparatus 1974 parts 1, 2 and 3 and 1982 part 4
BS5343	:	1986	Gas detector tubes
BS4555	:	1970	Specification for high efficiency dust respirators
BS4558	:	1970	Specification for positive pressure, powdered dust respirators
BS2091	:		Respirators for protection against harmful dust, gases, etc.

**6. Miscellaneous**

BS1397	:		Safety belts and harness
--------	---	--	--------------------------

7. It should be noted that whilst PPE still carries a BS number current regulations require that all PPE conforms to CE standards. Where an item of equipment does not carry a "CE" mark then it may not be supplied as PPE and an alternative must be found.

**PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT**

Attachment 24.1

**PPE ASSESSMENT CHECKLIST**

Form PPA

Name of Employee: \_\_\_\_\_ Task/Activity: \_\_\_\_\_

The Risks	PARTS OF THE BODY AT RISK										
	Head	Ears	Eyes	Lungs	Face	Hands	Arms	Legs	Feet	Skin	Whole body
Falls from a height											
Blows, cuts, impact											
Crushing											
Stabs, cuts, grazes											
Vibration											
Slipping, falling over											
Scalds, burns											
Cold											
Immersion											
Non-ionising radiation											
Ionising radiation											
Dusts											
Fumes											
Vapours											
Harmful bacteria											
Harmful viruses											
Noise											
Electrical											

**NOTE:** Please note that all Personal Protective Equipment issued must carry the CE mark.

**Accommodation and Maintenance of PPE**

Has appropriate provision been made in order to fulfil the following requirements:-

- |                           |                          |                          |   |
|---------------------------|--------------------------|--------------------------|---|
|                           | Yes                      | *No                      |   |
| ◆ maintenance/inspection? | <input type="checkbox"/> | <input type="checkbox"/> | <b>Refer to Safety Register and Records</b> |
| ◆ cleaning?               | <input type="checkbox"/> | <input type="checkbox"/> |   |
| ◆ repair/replacement?     | <input type="checkbox"/> | <input type="checkbox"/> |   |

**NOTE:** Specific maintenance requirements will apply to certain types of PPE e.g. self-contained breathing equipment.

\* Where 'No' is given, **action** is required.

Assessor: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

**PPE ISSUE**

**Form PPI**

**NAME OF PERSON RESPONSIBLE FOR ISSUE OF PPE ITEMS:**

Employee's name (receiver of PPE)	Description of PPE issued	Date of issue	Training received in use & maintenance (dates)	PPE & training received by (employee's signature)

**PPE RECEIPT**

Form PPR

I confirm that I have received the following personal protective equipment (PPE) and that I have been given and clearly understand instructing information and training in:-

- ◆ the purpose for which PPE has been provided
- ◆ the risks that it will protect against
- ◆ the correct method of use
- ◆ the responsibilities in ensuring that PPE remains in an efficient state, properly working and in good repair

I will report any defect or loss.

List of personal protective equipment eg	Specification of equipment - BS - EN
Gloves	
Boots/shoes/safety wellingtons	
Goggles/visors	
Glasses	
Safety helmet	
All weather clothing	
Respiratory equipment	

I understand that I am obliged to use and take reasonable care of the PPE as instructed by my employer.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:

**25. PREGNANCY**

**Ref: - Management of Health and Safety at Work Regulations 1999  
Pregnant Workers Directive**

- 25.1 The Governing Body aims to meet the requirements of the Management of Health and Safety at Work Regulations 1999 and will ensure that sufficient and appropriate Risk Assessments relating to pregnant employees and nursing mothers are carried out and maintained on file awaiting notification of pregnancy by an employee.
- 25.2 Where a risk to a pregnant employee, the foetus or (in the case of pregnancy that has come to term) the mother and child is identified then every step possible will be made to remove the risk. In the event that the risk cannot be removed then the employee will be relocated to a job that is free of such risks. In the event that neither course of action is possible then the employee will be suspended from work on full pay.
- 25.3 It is the duty and responsibility of the employee to notify the college in writing that she is pregnant and to provide medical proof of the pregnancy.
- 25.4 Once notified of a pregnancy, the Head of Department/Centre Director will undertake specific Risk Assessments relating to the pregnant worker's work tasks. These will be discussed with the pregnant worker and any alterations necessary to her work schedule will be agreed.
- 25.5 No employee who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the foetus or new born baby at risk of harm.
- 25.6 Risk Assessments relating to pregnancy will be carried out by the Head of Department/Centre Director with the assistance of the College doctor or nurse. The risk assessments on forms PRA1 will be used for Pregnancy Assessments

# **RISK ASSESSMENT FOR PREGNANT WORKER**

**NAME**

**EMPLOYEE NUMBER**

**DEPARTMENT**

**HEAD OF DEPARTMENT**

**DATE OF NOTIFICATION - VERBAL**  
**- WRITTEN**

**DATE OF RISK ASSESSMENT**

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**JOB TASK**

<b>JOB/TASK</b>	<b>IDENTIFIED HAZARD</b>	<b>PRECAUTION</b>
	•	
	•	
	•	
	•	•
	•	•
	•	•

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	•	•
	•	•
	•	•

**Additional Information**

This risk assessment will be subject to regular reviews throughout the pregnancy to ensure the health safety and welfare of both mother and child. If circumstances change between these review dates the Management must be informed immediately so that all appropriate steps can be taken. This includes any problems relating to the job or any other issue including changes to health of the employee e.g. Diabetes, difficulty doing job – swollen feet, specific advice given by a medical practitioner etc.

Any other information relevant to risk assessment, must include details of concerns and precautions to be in place



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**Monthly check / Additional Notes**

Month	Date	Notes	Signature Mother	Signature Head of Dept.
1				
2				
3				
4				
5				
6				
7				
8				
9				

## 26. PREMISES

- 26.1 All College premises will be maintained in a condition which, so far as is reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age and structural features of the buildings.
- 26.2 All employees have a responsibility to maintain the premises and not to do anything to damage the College. Employees must report any defects or damage to their Head of Department/Centre Director.
- 26.3 The Head of Department/Centre Director will inspect their area of responsibility periodically (at least termly) and record the findings of the inspection on an audit sheet (See "Procedure" below). Any action will be considered by the Head of Department/ Centre Director and/or the Domestic Bursar.
- 26.4 The following are a list of general rules for employees to follow (most are included in various parts of this policy):
- do not cause obstructions
  - do not run
  - do not leave cables trailing on the floor
  - do not attempt to interfere with or repair any equipment or machinery unless you are authorised and competent to do so
  - report all defects, damage or dangerous conditions or system of work
  - dispose of rubbish and refuse promptly and in accordance with approved practice
  - use appropriate ladders to gain access to heights
  - do not move any load liable to cause injury
  - do not obstruct fire exits
  - observe all signs
  - on leaving work ensure it is left in a tidy and clean state and ensure that materials are stored away
  - follow approved procedures, instruction and training at all times
- 26.5 Sufficient heating, lighting and ventilation will be provided and maintained by the College where practicable.
- 26.6 Notices designed to protect the Health and Safety of employees will be displayed on the College premises. Such notices will be positioned in conspicuous places and employees are required to comply with them. Employees must not interfere with, remove or deface any signs or notices.
- 26.7 In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the College will maintain adequate welfare facilities, toilets, drinking water, washing and drying facilities.

**Procedure**

- 1) The Head of Department / Centre Director will carry out a periodic detailed inspection of their area of responsibility.
- 2) The inspections will take place using a standardised form.
- 3) Once the inspections are completed, any remedial action required is detailed on the audit form - and is handed to the Domestic Bursar for action.
- 4) Any long term remedial action required will be referred to the Domestic Bursar.

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**HEALTH AND SAFETY CHECKLIST**

Attachment 26.1

**HEALTH AND SAFETY CHECKLIST**

Department:

Date of Inspection:

**1. Notice Board**

Health and Safety at Work Policy	On display	Y/N
Public Liability Insurance		Y/N
List of First Aiders/First Aid Boxes		Y/N

**2. First Aid Boxes**

Full	Y/N
------	-----

**3. Fire Precautions**

Extinguishers	At every designated point	Y/N
Fire blankets	At every designated point	Y/N
Fire exits	Unlocked	Y/N
Fire escape signs	Adequate numbers	Y/N
Fire Action signs	In every room	Y/N
Escape routes	Clear of obstacles	Y/N
Fire doors	Doors closed (not wedged open)	Y/N
Inflammables	Correctly stored	Y/N
Combustible materials	Minimised	Y/N

**4. Documentation**

Health and Safety Handbook	Available	Y/N
Subsidiary manuals	Available	Y/N
Incident books	Used	Y/N
Fire logs	Used	Y/N
Stock of AR1s	Adequate	Y/N
Stocks of Works Request Forms	Adequate	Y/N
All new members of staff properly inducted?		Y/N

**5. Authorisations**

Individual records	Up-to-date	Y/N
--------------------	------------	-----

**6. Personal Protective Equipment**

Protective Clothing	Worn	Y/N
---------------------	------	-----

**7. Heating Systems**

Able to function	Y/N
------------------	-----

**8. Ventilation**

Satisfactory	Y/N
--------------	-----

**9. Wash Areas and Lavatories**

Condition	Satisfactory	Y/N
Soap and hand driers/towels	Available	Y/N

**10. COSHH**

Chemicals	Properly safeguarded	Y/N
Information on hazards	Available	Y/N

**11. Doors**

Closures	Operative	Y/N
Emergency lighting	Installed	Y/N
Smoke Alarms	Installed	Y/N

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**12. Stairways/Balconies**

Handrails		Adequate	Y/N
Grilles	Satisfactory	Y/N	
Stair treads		Good condition	Y/N

**13. Plant and Equipment**

Maintenance logs	Up-to-date	Y/N	
Safety devices		Fitted/Used	Y/N
Overall condition	Appears complete and safe	Y/N	
All new electrical equipment risk assessed?			Y/N

**14. Floors**

Condition		Not slippery	Y/N
Hazard Warning notices	Available	Y/N	
Are there trip hazards?			Y/N

**15. Overall Departmental Tidiness**

Trailing cables?		Y/N	
Departmental risk assessments up-to-date and approved		Y/N	

***Recommendations***

Signature: .....

Copy to: File    Domestic Bursar

**27. PURCHASING  
POLICY**

- 27.1 It is the Governing Body's policy only to buy articles or services which will meet the Health and Safety standards expected by the College or the standards set by official bodies, including the European Community (EC) and British Standards (BS).
- 27.2 In purchasing any articles or services, regard shall be given to Health and Safety and relevant Quality standards.
- 27.3. Any tender for contracts will include adequate clauses on Health and Safety and must be consistent with the relevant contractor's Risk Assessments and St Antony's College's Health and Safety Policy.
- 27.4 No piece of machinery shall be purchased unless it meets the requirements and specifications of the Provision and Use of Work Equipment Regulations 1998.
- 27.5 When any equipment or article is purchased, the purchaser must seek adequate Health and Safety information.
- 27.6 Before the purchase of any equipment or article, the appropriate Head of Department/Centre Director will make suitable assessment to ensure that all equipment is suitable for use and gives due consideration to the Health and Safety of the users and all other persons affected by the equipment.
- 27.7 Any substance purchased from a supplier will be required to include the Material Safety Data Sheet (MSDS) specifying the ingredients etc. of the substance, in order to assist the College in producing a relevant CoSHH Assessment.
- 27.8 When purchasing any article or substance, the College will endeavour to acquire items presenting least risk in terms of Health and Safety and environmental protection.
- 27.9 When purchasing articles or substances regard shall be given to the need for examination, testing, inspection and maintenance.

## **28. REVIEW AND COMMUNICATION OF POLICY**

- 28.1 In so far as it affects their actions, this policy and any related guidance, information, instruction and training must be communicated to all employees and visitors to the College premises.
- 28.2 Copies of this policy will be distributed in accordance with an agreed distribution list (see section D).
- 28.3 The "Policy Statement" (section C) will be displayed in a prominent place.
- 28.4 Appropriate aspects of this policy will be covered in the induction of all new employees in the form of the Employee Safety handbook with the general College risk assessments and departmental risk assessments. All employees are to have access to the full policy either from Head of Department, Centre Directors the Domestic Bursar.
- 28.5 Employees will be trained in those elements of the policy which relate to their responsibilities and will be required periodically to demonstrate their understanding of the procedures.
- 28.6 Any employees who can contribute to the policy and its improvements should do so through their Head of Department, the Centre Director or Domestic Bursar.
- 28.7 The policy is a working document and will change constantly as employees, materials, equipment and system change. It will be formally reviewed once per year by the Domestic Bursar and submitted to the Governing Body for revision and reapproval.
- 28.8 All employees will be made aware of any changes of significance which have been made as a result of the review process.
- 28.9 Consideration in any review will be given to recommendations of HSE, Fire Authority and other recognised agencies.
- 28.10 The College has taken on the services of a Health and Safety Consultancy (Peninsula Business Services Limited). An annual review of the College documentation [with the exception of food hygiene documentation] will be carried out by the Consultants to ensure that the text and references to legislation and regulations are kept up to date.

## 29. SAFETY COMMITTEES

- 29.1 The College has established a Health and Safety committee. The Health and Safety committee shall consist of the Domestic Bursar, an appointed Fellow; the Head Porter; two nominated Heads of Department or Centre Director; two nominated employees and a nominated JCR representative to meet at least termly to consider Health and Safety issues.
- 29.2 The Committee shall meet at least once per term. The dates of the meetings shall be set at the beginning of each term by the Domestic Bursar and disseminated to Committee members.
- 29.3 The Domestic Bursar shall issue an agenda paper to the members before each meeting. The agenda should include:
- review of previous minutes
  - review of the accident statistics made over the period, noting any accident, injury or disease trends, and making recommendations to avoid a recurrence
  - the Health and Safety internal audits, survey reports and recommendations
  - Health and Safety issues notified by Committee members or their employees.
  - Update on Training provided or planned.
- 29.4 The function of the Committee is to ensure the effective management of Health, Safety and Welfare within the College.
- 29.5 The Chairman or his/her representative shall arrange for minutes to be written and distributed; with details of action required. Copies of the minutes will be posted for general information on the appropriate notice boards, and Minutes and Action Points will be submitted annually to the Governing Body.

## **30. SLIPS, TRIPS AND FALLS**

- 30.1 Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.
- 30.2 The Governing Body therefore requires strict observance of the Workplace (Health, Safety and Welfare) Regulations 1992 which specified that floors must be suitably surfaced, in good condition and free from obstructions.
- 30.3 Employees are encouraged to report to their Head of Department, Centre Director or the Domestic Bursar any obvious hazards to safe movement, including:
- ◆ Spillage of wet and dry substances
  - ◆ Trailing cables
  - ◆ Miscellaneous rubbish
  - ◆ Loose rugs or mats
  - ◆ Slippery surfaces
  - ◆ Poor Lighting
  - ◆ Smoke/steam obscuring view
  - ◆ Unmarked changes of level or slopes
- 30.4 Notices are to be prominently displayed when floors are being cleaned and floor cleaners are to wear appropriate footwear.
- 30.5 Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- 30.6 Unavoidable ground-level obstructions are to be cordoned off.
- 30.7 Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

## **31. STATUTORY INSPECTIONS**

- 31.1 Statutory inspections which need to be carried out on the College premises are listed below:
- Boilers
  - Fire detection / alarm / lighting
  - Lifts / lifting equipment
  - Fixed electrical Installations
  - Asbestos
  - Control of Water systems
- 31.2 It is the responsibility of the Domestic Bursar to ensure that all statutory inspections are carried out by competent persons, within the time-scale and a record kept of the result of the inspection.
- 31.3 Any inspection which identifies any unsafe equipment or practice will lead to the decommissioning of the equipment or suspension of the practice until the required standard can be achieved.
- 31.4 Lifts and lifting equipment are covered by specific statutory regulations that require regular inspection and testing of the lifts and the lifting mechanisms (chains, motors, pulleys etc.) by a competent person.

## 32. STRESS

- 32.1 Workplace stress is of increasing concern for both managers and workers. It is still a poorly understood area. It can be caused by harassment, excessive workload, inadequate training or the unsuitability of the individual for his / her duties and can be compounded by illness or personal problems. It can lead to poor performance, reduced awareness of hazards, absenteeism and illness and is a condition that the College would not wish its employees to suffer.
- 32.2 This section is designed to increase awareness at all levels of the problem and to make recommendations for the approach to be taken in the workplace to monitor and control stress. This procedure/code of practice will form part of the routine safety management programme and will be documented in the Safety Statement.
- 32.3 The Management of Health Safety and Welfare Regulations 1999 states that all employers must identify and safeguard against all risks to Health and Safety.
- 32.4 All places of work must have a safety programme written down in the Safety Statement. The potential hazard of stress must be addressed when compiling a Safety Statement. The College takes seriously their responsibility for the Health, Safety and Welfare of their employees and pride themselves on their Health and Safety provisions, attributing no small measure of success to their employees.
- 32.5 It is our policy to ensure:
1. Monitoring of employee performance
  2. Open door policy for employees to discuss problems
  3. Procedures in place for dealing with employees displaying characteristic stress indications.
- 32.6 Control of stress is as important as control of any other, less abstract, hazard. In aiming to protect the mental, as well as physical, well-being of the college workforce we will attempt to:
1. Identify potential problems.
  2. Assess, and where possible, alleviate, risk areas.
  3. Implement a stress policy for all staff.
  4. Continually monitor, evaluate and upgrade the stress policy in line with legislation and to promote staff welfare and efficiency.
  5. Implement safeguards against stress, with continuous monitoring and evaluation of the said safeguards to check effectiveness and reliability.
- 32.7 Where practicable coping mechanisms will be identified, introduced and monitored, suited to the individual, the environment and the College stress policy guidelines.

32.8 Coping mechanisms adopted by people under stress may include all or some of the following:

- 1 Avoidance tactics - where the problem is unresolved due to a refusal to acknowledge that a stress situation exists.
2. Passive response - when an acceptance of the status quo is adopted rather than or attempting to resolve a problem.
3. Subsumation or palliative response - where the problem is 'hidden' and unresolved or attempting to alleviate a problem by other methods, eg smoking, increased drinking, torpor, lethargy or drug abuse.
4. Active response - where there is an attempt at resolution on either an emotional level, or a substantive attempt to deal with and fully resolve the stress inducers, or even both these levels juxtaposed.

32.9 In solving stress- related issues the College and its employees must consider the following issues:

1. Identification of the problem and all relevant data.
2. Identification of suitable solutions to the problem.
3. An analytical evaluation of possible alternatives with outcomes / solutions determined.
4. Implementation of action plans, furtherance of policy, monitor and review schedules put in place.

32.10 Joint consultation and an 'open-door' policy will be operated to promote and sustain a healthy, productive working environment for the benefit of all. Any employee who feels that he / she is suffering from stress, whether this is caused by their responsibilities at work or by other factors, is strongly encouraged to discuss the problem in the first instance with his / her Head of Department, and /or the Centre Director and /or the Domestic Bursar to give consideration to any concerns raised.

32.11 The College will aim to identify and monitor health problems, including stress, as part of the general welfare arrangements in place in each department.

### 33. TRAINING

- 33.1 The Governing Body recognises the importance and value of Health and Safety training and is committed to providing adequate information, instruction and training. Training will be given in accordance with the requirements under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 33.2 The Governing Body will ensure that all new employees receive induction training as soon as is reasonably possible after commencing employment with the College. The induction training will cover the following in so far as each item is relevant to the employee's tasks and responsibilities.
- a) The location of the College Health and Safety Policy
  - b) Accident, diseases and reporting
  - c) Fire arrangements
  - d) Emergency arrangements
  - e) First aid treatments
  - f) Electrical safety
  - g) Manual handling safety
  - h) Machinery and equipment
  - i) Safe use of display screen equipment
  - j) Safe use of hazardous materials
  - k) Protective and preventative measures adopted as a result of the risk assessments
  - l) Use of personal protective equipment and clothing
  - m) Employee responsibilities

New employees will be escorted around the College to familiarise them with key features such as fire escape routes, fire-fighting equipment and assembly areas.

All employees will receive a copy of the Employee Safety Handbook.

- 33.3 Information relevant to an employee's particular tasks or job will be provided by the relevant Head of Department.
- 33.4 Employees will be made aware during induction and continuation training of those elements of the College's Health and Safety policy which relate to their own responsibilities and tasks. The policy will be made available for on site reference by the Domestic Bursar, Centre Director or Head of Department to any employee on request.
- 33.5 All staff training will be recorded.

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- 33.6 The College will continually review the Health and Safety training needs of employees and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who requires further information, instruction or training appropriate to their job role should seek this in the first instance from the appropriate Head of Department.
- 33.7 Employees must not attempt any task that they are not trained or competent to perform. Heads of Department/Centre Directors should first satisfy themselves that employees are adequately trained before allocating tasks to them.
- 33.8 Whenever appropriate, notices will define whether special procedures, training or arrangements are required for the conduct of task. Employees must have regard to such notices and must not remove or deface notices.
- 33.9 The College will ensure that managers receive adequate training, instruction and information to ensure that they can properly manage their Health and Safety responsibility and exercise due care in relation to the employees under their control.

**34. VDU's (DISPLAY SCREEN EQUIPMENT (D.S.E.))**

- 34.1 The College will endeavour to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the H.S.E.
- 34.2 There are a number of potential risks from using D.S.E., but these are preventable if the equipment is used correctly. The I. T. Manager or other competent person will assess each workstation in association with the user, taking into account:
- the display screen equipment
  - the desk and work surfaces
  - chair
  - environment
  - type of work
  - user
  - the screen graphics
- 34.3 The Assessments and results will be made using the appropriate forms (see attachment G34.1 and G34.2).
- 34.4 All employees (including any who are not in direct employment e.g. agency staff) who are classed as users will receive training in the Health and Safety aspects of using their workstations, and the best postural positions to adopt.
- 34.5 Where a problem arises in the use of display screen equipment e.g. eye strain, upper limb pains, headaches etc., employees must inform their Heads of Department/Centre Director. The College will:
- take all necessary steps to investigate the circumstances
  - take corrective measures where appropriate
  - advise the employee of the action taken.
- 34.6 The College will consider changes of task within the working day, to prevent intensive periods of on-screen activity. See also attachment G34.3 giving guidance on work breaks.
- 34.7 Where a visual problem is experienced in relation to the use of display screen equipment, an employee can request an appropriate eyesight test, and this will be arranged. A full eye and eyesight test will be arranged for new employees who are to be classed as users via the College approved opticians. (See Head of Department/Centre Director for current details on the College nominated opticians).
-

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- 34.8 All users who, as a result of the eye and eyesight test, require prescriptive lenses for D.S.E. use (only), will be provided free of charge with corrective spectacles to the value of £70.00. Should a more expensive pair of spectacles be preferred by the user, then the £70 allowance can be used as a contribution towards the overall costs. Evidence of purchase must be produced before payment is made directly to the user.
- 34.9 If employees need eyesight tests in connection with their D.S.E use in College employment, they should confirm in advance that the College is prepared to defray the cost if not using the College nominated Optician. Eyesight tests should be arranged by the employee concerned once the College has been alerted to the request for an appropriate authorisation.
- 34.10 Where there is a change in an employee's requirement for spectacles, which is associated with the use of D.S.E., the College will meet the cost of replacement, subject to the conditions set out above.
- 34.11.1 The employee is personally responsible for the safekeeping of spectacles that are supplied in accordance with a statutory requirement in the interest of Health and Safety. Careless damage to these will result in the employee being responsible for replacement.
- 34.12 A list for the current College Opticians may be obtained from the Domestic Bursar.
-

# DISPLAY SCREEN EQUIPMENT SELF ASSESSMENT QUESTIONNAIRE

Name of person / user:	Location of workstation:	
<b><u>DSE Use</u></b>	<b>Yes / No</b>	Remarks
Is the use of DSE a requirement of your work on a daily basis? <b>If NO please do not complete the questionnaire and sign the bottom of the sheet.</b>		
Do you use the DSE for continuous or near continuous spells of an hour or more at a time?		
<b>Screen</b>		<b>Remarks</b>
Is the screen located in front of you when using the equipment?		
Is the top of the screen level with your eye level?		
Can the screen be tilted and adjusted to a comfortable position?		
Is the screen free of reflections e.g. windows, overhead lighting?		
<b>Keyboard / Mouse</b>		<b>Remarks</b>
Can the keyboard be moved to a comfortable position in front of you?		
Is there sufficient room in front of the keyboard to rest your wrists when not using the keyboard?		
Are the keyboard symbols clear and legible?		
Can you operate the mouse / trackball without reaching?		
Can you operate the mouse / trackball with your hand/wrist resting on the desk?		
Is there adequate space to manoeuvre the mouse?		
<b>Chair</b>		<b>Remarks</b>
Is the height of the chair adjustable?		
Is the backrest adjustable for height and tilt?		
Do you know how to adjust the height of the chair / backrest?		
Is the chair fitted with arms?		
If YES: When the chair is correctly adjusted do the arms of the chair come into contact with the desk? See section on Posture.		
<b>Desk</b>		<b>Remarks</b>
Is there adequate work surface to allow a flexible arrangement for the screen, keyboard and mouse operation?		
Is there adequate knee room to obtain a comfortable position?		

**DISPLAY SCREEN EQUIPMENT SELF ASSESSMENT  
QUESTIONNAIRE**

<b>General</b>	<b>Yes / No</b>	<b>Remarks</b>
Is there adequate lighting?		
Is there adequate humidity in the atmosphere?		
Is the work arranged so that there are breaks away from the DSE?		
<b>Posture</b>		<b>Remarks</b>
When positioned to use the keyboard are your upper arms in line with your upper body?		
With your fingers on the keys are your wrists straight?		
When in this position is your back supported by the chair's backrest?		
When in this position do your feet rest comfortably on the floor without the seat digging into the back of your knees / thighs?		
<b>Eye Tests</b>		<b>Remarks</b>
Have you had your eyes tested for use with DSE?		
<b>Personal</b>		<b>Remarks</b>
Have you ever suffered from aches or pains in your:		
Wrists		
Forearms		
Neck		
Eyes		
Back		
Have you ever suffered from epilepsy?		
Signed by User:	Date:	
<b>Manager's Comments:</b>		
<p>Manager's Signature:</p> <p>Position:</p> <p>RA Form Link Ref No:</p>		

## **BREAKS WHILE USING D.S.E. - ADVICE FOR EMPLOYEES**

In most tasks, natural breaks or pauses occur. Whenever possible, display screen tasks should be designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and visual problems. Where the job unavoidably contains spells of **intensive** display screen work requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

### **Note.**

*The term 'break' refers to a change in work activity and not a rest break.*

### **Nature and Timing of Breaks**

Where display screen work involves intensive use of the keyboard or mouse, an activity demanding similar use of arms and hands should be avoided during breaks. Similarly, if display screen work is visually demanding, any activities during breaks should be of a different nature. Breaks must allow users to vary their posture. Exercise routines that include blinking, stretching and focusing on distant objects can be helpful.

### **General Guidelines for Breaks**

1. Breaks should be taken before the onset of fatigue, not in order to recuperate.
2. Breaks or changes of activity should be included in working time. They should not result in a higher pace or intensity of work on account of their introduction.
3. Short, frequent breaks are more satisfactory than occasional long breaks e.g. a 5 min break after 50 mins continuous display screen work is likely to be better than a 15 min break every 2 hours.
4. Wherever practicable, users should be allowed some discretion as to how they carry out tasks. Individual control and common sense over the nature and pace of work and breaks is often required.

**The timing and nature of the break is more important than its length**

## 35. VIBRATION

- 35.1 **Hand-arm vibration can be caused by operating hand-held power tools, such as road breakers, and hand guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.**

**Regular and frequent exposure to hand-arm vibration can lead to permanent health effects, known collectively as hand-arm vibration syndrome (HAVS), as well as specific conditions such as carpal tunnel syndrome and vibration white finger (VWF).**

- 35.2 **There are hundreds of tools which can cause ill health due to vibration, some of the more common ones include chip breakers, hammer drills, chainsaws, woodcutting machinery, powered lawnmowers, strimmers, jigsaws, riveting guns, etc. Materials that vibrate whilst being held, for example, items being ground on a pedestal grinder for extensive periods of time, also need to be considered.**

**Regular and frequent exposure to vibration can lead to various health effects such as**

- **Pain, distress and sleep disturbance**
- **Finger blanching in cold or damp conditions.**
- **Loss of touch and temperature sense.**
- **Loss of grip strength.**

**These effects can restrict the jobs employees can do as well as affect activities away from the work environment.**

- 35.3 **The Control of Vibration at Work Regulations 2005 requires employers to adopt a modern risk management approach to vibration in the workplace. Employers need to:**

- **Assess the vibration risk to employees**
- **Ascertain if they are likely to be exposed above the daily exposure action value (EAV) if they are – take action to eliminate or reduce exposure to as low as is reasonably practicable and provide health surveillance**
- **Ascertain if employees are likely to be exposed above the daily exposure limit value (ELV) if they are – take immediate action to reduce their exposure below the limit value.**
- **Provide employees with information and training regarding health risks and actions to control the risk**
- **Consult trade union or employee safety representatives**
- **Record the risk assessment and actions taken**
- **Retain health records for employees subject to health surveillance**

- Review and update the risk assessment regularly

There is a transitional period for the limit value until July 2010, however this only applies to equipment being used before July 2007. The exposure limit value may be exceeded only if all other requirements within the regulations have been complied with and all reasonably practicable actions to reduce exposure have been taken.

- 35.4 Employers are required to take action to control vibration risks when employees are subject to exposures above the daily exposure action value (EAV). It should be remembered that increased exposure levels will lead to greater risks, therefore employers will need to take more action to reduce the risk. The daily exposure action value is  $2.5 \text{ m/s}^2$ .

The exposure limit value (ELV) is the maximum amount of vibration that an employee may be exposed to on a daily basis. The regulations set this at  $5 \text{ m/s}^2$ . This corresponds to a high risk which employees should not exceed.

- 35.5 A risk assessment should be carried out to identify who is at risk and to what extent. It should enable you to ascertain if employees are likely to be above the EAV or ELV, and to highlight which tasks need to be controlled. The assessment should lead to an action plan aimed at reducing the risks from vibration.

- 35.6 There are many techniques for controlling exposure to vibration, these may include:

- Eliminate exposure by adopting alternative work methods
- Ensure that equipment is suitable for the task
- When purchasing new tools, request the vibration exposure level figures from the supplier / manufacturer and purchase tools to the lowest vibration level available.
- Consider workplace design – use jigs or suspension devices to reduce the grip needed
- Maintain and monitor the condition of tools to ensure that there is no rise in the exposure level as a result of use
- Plan work activities to reduce exposure, for example job rotation

Keeping the hands and body warm will help to maintain a good blood flow. Control measures such as the following may help:

- Wearing gloves.
- Using heated handles.
- Avoiding pneumatic exhausts which affect workers hands.

St Antony's College

- **Welfare arrangements provided to allow workers to keep warm during breaks**
- **Avoiding smoking and use of massage and exercise techniques.**

**Regularly check and monitor the measures that have been implemented to ensure they remain effective at controlling the risk. Discuss vibration issues with employees, managers, supervisors etc and check the results of any health surveillance.**

- 35.7 St Antony's College will provide information and training for employees who are exposed to vibration.
- 35.8 St Antony's College will provide Health surveillance for all employees who are likely to be regularly exposed above the EAV.

## **36. VISITORS AND CONTRACTORS**

- 36.1 For all major contracts a pre-site occupation meeting will be held in College at which the designated College representative(s), the managing architects and the contractors' representative(s), inter alia, will discuss and agree the management of Health and Safety in relation to the contract. Attachment G36.1 is a specimen of the standard College Health and Safety brief for contractors.
- 36.2 All non academic visitors, with work related appointments with College staff, and contractors must report to the Lodge.
- 36.3 In the case of contractors, a College representative will be made responsible for supervising any work being carried out on the premises.
- 36.4 Visitors and contractors will be required to wear any personal protective equipment deemed necessary. All visitors and contractors will be given general information regarding the Health and Safety arrangements on the premises.
- 36.5 Depending on the circumstances, visitors and contractors may be given copies of the College's Health and Safety Code of Practice for Contractors and provided with additional information, instruction and training as deemed
- 36.6 It is the responsibility of the College representative who is responsible for the visitors' or contractors' presence, to ensure that employees, other visitors and/or contractors are not placed at risk by those visitors or contractors. Equally the College has a responsibility to the visitors and/or contractors and will ensure that they are never put at risk by action or omissions of the College or its employees.
- 36.7 A written contract may be required for certain tasks involving contractors. The Domestic Bursar or his representative, will be responsible to ensure this contract contains adequate Health and Safety clauses.
- 36.8 In certain cases a 'Permit to Work' system will be issued for work involving hot work and where isolation is required. See section G23.

St Antony's College  
**ST ANTONY'S COLLEGE HEALTH AND SAFETY BRIEF**  
**FOR CONTRACTORS**

The College's Governing Body is resolved to make the reasonable practicable provision required by the Health and Safety Act (1974) to ensure the Health and Safety on its premises of everyone who may be affected by the activities undertaken on those premises. This includes employees of all categories, students, contractors, suppliers and visitors (residential and non-residential).

The Governing Body looks to everyone who uses its premises to contribute actively to the success of its Health and Safety Policy. It expects contractors specifically both to satisfy their direct obligations under the Health and Safety at Work Act (1974) and subsequent amplifying regulations and to ensure that any of their employees working on the College's premises complies fully with the provisions of this brief.

The main means by which the College achieves compliance and ensures standards is through an adequate risk management strategy. The principal potential hazards within the College for which control measures are in force have been identified as:

- |                            |                           |
|----------------------------|---------------------------|
| a. Fire                    | i. Electricity            |
| b. Machinery and equipment | j. Vibration              |
| c. Hazardous substances    | k. Asbestos               |
| d. Slips, trips and falls  | l. Lead                   |
| e. Working at heights      | m. Pressurised containers |
| f. Noise                   | n. Lone working           |
| g. Manual handling         | o. Young persons          |
| h. Motor transport         | p. Stress                 |

To inform contractors of the arrangements in place to promote safety in the workplace and to guide them with respect to best practice, a recommended code of practice is attached.

Before beginning its operations a contractor's representative, in conjunction with the Domestic Bursar, Head Porter and Clerk of Works or his designated representative, is to identify which of these risks apply to the contractor's employees and what control measures should be applied by the College, the contractor or both.

Before on-site work commences, a meeting of the College's architects (if they are involved), the contractors and College representatives will be held on site. At this meeting, the contractor will also be required to table a copy of his H&SW method statement and generic risk assessments; the following issues will be covered:

- Location of services and domestic facilities
- Consideration of the need for H&S checks during the contract (eg scaffolding, asbestos)
- Whether or not permits to work are required
- Incident reporting
- First aid arrangements
- Responses required in the event of fire
- Security, including College pass, arrangements
- Personal protective equipment
- Points of contact

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Once the contract is complete, the contractor should inspect the site and provide a detailed assessment of the H&S risks likely to be experienced and the adequacy of the control measures that have been adopted.

## **CODES OF PRACTICE FOR CONTRACTORS**

### **1. Fire Management Arrangements**

A comprehensive heat and smoke detector system has been installed within the main College curtilage. Once the detectors are triggered, audio alarms sound in the affected part of College. All main site alarms are automatically relayed to the Lodge which will activate the monitoring systems and safety procedures immediately. The College's internal fire management is exercised via the Lodge staff.

The Fire Brigade will only be summoned if the fire is found to be genuine in accordance with the College Fire Procedure document.

Fire fighting equipment is provided throughout the College. It should be used only by trained personnel, subject to the overriding condition that staff should never put themselves at unnecessary personal risk.

### **2. First Aid Arrangements**

- a. Besides the College Doctors and College Nurse (when they are conducting surgeries within the College), a number of College members or staff have been trained to carry out first aid and hold current certificates. An up to date list of qualified first aiders is displayed within each department.
- b. First aid equipment is available in all departments.
- c. All incidents should be reported in the first instance to the duty College Lodge Porter who will identify which trained staff are available, or, should the emergency necessitate it, make contact with and arrange transportation to the appropriate local hospital.

### **3. Accident-Reporting Procedure**

The Management of Health and Safety at Work Regulations 1999 require a record to be kept of all notifiable accidents or dangerous occurrences; the College's accident book for use by contractors is kept in the Head Porter's Office. Whether or not they are notifiable (for definitions see the Accident Book), all accidents, dangerous occurrences, illnesses, diseases and medical conditions that arise out of or in connection with activities conducted on St Antony's College premises should be recorded in the Accident Book using internal reporting procedures available in every department.

### **4. Use of Machinery / Equipment**

#### **a. Hazards**

Many serious accidents at work involve machinery. Hair or clothing can become entangled in rotating parts; shearing can occur between two parts moving past one another; crushing can occur between parts moving towards one another, or between machinery or parts moving towards a fixed part.

People can be struck by moving parts of machinery; cutting or severing can occur from sharp edges, and material can be ejected from machinery causing injury.

Parts of the body can be drawn in or trapped between running parts in rollers, belts and pulley drives; stabbing or puncture of the skin can occur from sharply-pointed parts; and friction or abrasion is possible from contact with rough surface parts.

b. Best Practice

You should:

- 1) Know how to stop any machine before you start it.
- 2) Check that all guards are in position and all protective devices are working.
- 3) Check that the area around the machine is clean, tidy and free from obstruction.
- 4) Tell your supervisor at once if you think a machine is not working properly or any safe guards are faulty.
- 5) Wear appropriate protective clothing and equipment, such as appropriate eye protection or safety shoes.

You should never:

- 1) Use a machine unless you are authorised and trained to do so.
- 2) Try to clean a machine in motion; always switch it off and unplug or isolate it
- 3) Use a machine or appliance which has a danger sign or tag attached to it. Danger signs should be removed only by an authorised person who is satisfied that the machine or process is safe.
- 4) Wear dangling chains, loose clothing, gloves, rings or have long hair which could get caught up in moving parts.
- 5) Distract people who are using machines.

5. Use of Hazardous Substances

a. The correct handling of hazardous substances is governed by the Control of Substances Hazardous to Health (CoSHH) Regulations 2005.

b. For the purposes of CoSHH, substances hazardous to health are:

1. Substances or mixtures of substances specified under the CHIP [Chemicals (Hazard Information and Packaging for Supply)] regulations (as amended), and listed in the HSE 'Approved Supply List', i.e. substances which display one of the following warning labels:



Very toxic  
or toxic



Harmful or  
irritant



Corrosive

2. Substances with Workplace Exposure limits (listed in EH40 – *Workplace Exposure Limits*).
  3. Biological agents connected with activities such as sewage treatment or healthcare.
  4. Any kind of dust in substantial concentration (e.g. flour).
  5. Any other comparably hazardous substance which may not be covered by CHIP, e.g. some pesticides or medicines.
- c. The principal hazards from CoSHH-regulated substances are burning, irritation or other damage to skin or eyes and damage to lungs from inhalation.
- d. Any CoSHH substances needed for use should be removed from site at the end of the working day, unless by prior arrangement and with written authorisation from the Domestic Bursar, for the storage.
- e. CoSHH-regulated substances do not include asbestos and lead (which are separately regulated – and require a task specific risk assessment and permit to work prior to work starting), radioactive agents and asphyxiants plus those which are hazardous because they are under pressure.
- f. Best Practice

You should:

- a. Only use CoSHH-labelled substances if no safer substances are available.
- b. Always take care to follow the manufacturer's instructions (refer to label), noting in particular what you should do if you become contaminated.
- c. Use protective clothing if risk assessment requires it.
- d. Strictly observe exposure limits and accurately record your exposure time.
- e. Where inhalation poses risks, keep the room in which you are working ventilated.
- f. Make sure that when they are not in use you lock away COSHH-labelled substances in the appropriate secure cabinets provided and that containers are securely stoppered.
- g. If you spill a hazardous substance, immediately clear it up or if necessary seek specialist assistance in clearing it up.
- h. If you become contaminated, take the action prescribed on the container's label or seek help immediately from the First Aider or the College Nurse, and record the incident in the Lodge Accident Book.
- i. Always wash your hands after using hazardous substances.
- j. Not smoke, eat or drink where hazardous substances are used or stored.

## 6. Slips, Trips and Falls

### The Hazards

The single most common cause of major injuries at work is a fall, slip or trip; the great majority occur at ground level, but not all.

The obvious hazards are uneven or slippery surfaces, slopes, hidden steps or changes of level, obstacles (including trailing cables), loose rugs and carpet, poor lighting, smoke or steam obscuring view and unsuitable footwear.

### Avoidance

The following practices are strongly recommended:

- a. Promptly report all potential hazards.
- b. Do not run.
- c. Wear sensible shoes.
- d. Clean up spillages, or report them to the Clerk of Works or person nominated in his absence, if specialised cleaning materials or practices are needed.
- e. Keep office floors and working areas free of obstacles.
- f. Where lighting is inadequate, use an alternative battery operated lamp [helmet lamp or torch].

## 7. Working at Height

Falling from height is a particular hazard during construction or maintenance work, but other common hazards are falls as follows.

- a. From roof edges or through fragile roof materials.
- b. From scaffolds if guard rails are not provided.
- c. From ladders, usually by over-reaching or because the ladder slips.
- d. Through holes in floors and platforms, if not covered or fenced.
- e. Being struck by falling materials.
- f. Where access is difficult.
- g. Tree Surgery (as identified in risk assessment)
- h. Use of mobile access equipment e.g. Cherry pickers.

### Recommended best practice to protect others:

**Contractors will complete a risk assessment for any circumstances where there is a risk of falling where significant injury may occur. The safest possible method for working at height will be used at all times.**

- a. Place barriers and signs around the affected workplace.
- b. Prevent materials from falling from scaffolds and other overhead sites by enclosing these areas with sheeting.
- c. Keep all unauthorised people out.
- d. Use enclosed debris chutes and be careful not to throw materials from scaffolds or ladders when engaged in any work at height.

When engaged in the following work, the recommended best practice is:

a. Roof work:

- 1) In consultation with the Domestic Bursar, Clerk of Works and the Centre Director ensure that a specific risk assessment is undertaken before the job is attempted.
- 2) Ensure safe access (e.g. by scaffold or tower).
- 3) Ensure safe means of moving across the roof (e.g. purpose-made ladders or crawling boards).
- 4) Avoid walking along a line of roof bolts.
- 5) Use edge protection.
- 6) **Wear protective headgear.**

b. Scaffold work:

- 1) Ensure that all scaffolds used on St Antony's College property are erected, altered or dismantled under the supervision of competent contractors who are qualified, ensuring all persons are wearing protective headgear in the vicinity of the scaffold.
- 2) The College's own tower, should the College own one, is not available for use by contractors.
- 3) Where the scaffolding is to be in position for a period of more than seven days the structure should be inspected by a competent person, and the inspection recorded in the on-site documentation, a copy of which is to be passed to the Clerk of Works.
- 4) Protective headgear must be worn when on, under or in the vicinity of scaffolds and mobile towers.

c. Ladder work

- 1) Use ladders only if alternative, safer methods of access are not available, (e.g. mobile towers, scaffolds).
- 2) Do not use a ladder longer than 4m unless fixed or tied.
- 3) Ensure that ladders are of an authorised variety and are in a safe condition before use, and are resting on a firm, level surface.
- 4) Ensure that ladders are long enough to extend at least 1m or 3 rungs beyond the resting place.
- 5) Ladders should be angled so that the base will not slip outwards (4 units up to 1 unit out from the base).
- 6) Ensure they are resting against a solid surface.
- 7) Do not carry heavy or lengthy items up ladders.
- 8) Carry light tools in a shoulder bag.
- 9) Do not over-reach.
- 10) Wear protective headgear.

## **8. Use of Electricity and Gas**

### a. Electricity

Each year about 1000 accidents at work are reported involving shock and burns; about 30 are fatal.

The main hazards are:

- a. Contact with live parts causing shock and burns (normal mains voltage of 240v can kill).
- b. Faults, which could cause fires.
- c. Fire or explosion, where an electrical source could combine with a potentially flammable or explosive atmosphere.
- d. Wet environments, which can make unsuitable equipment live.
- e. Extension leads (which are at greater risk of damage).
- f. Overloading of sockets.

### b. Contractors should adopt the following best practice to reduce risk:

- a. Allow only qualified personnel to use electrical equipment.
- b. Use air, hydraulic or hand-powered tools as alternative to electric tools, where appropriate.
- c. Ensure that equipment is safe when supplied and subsequently maintained in a safe condition.
- d. For portable equipment, use socket outlets which are close so that equipment can be easily disconnected in an emergency.
- e. The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires pulling out of the terminals.
- f. Damaged sections of the cable should not be used.
- g. Only approved contractors should be used to join lengths of cable.
- h. Voltage should be reduced to the lowest needed to get the job done.
- i. 110 volt power should be used wherever possible and where this is not possible, an RCD should be used.
- j. Tools and power socket outlets should be switched off before plugging in or unplugging.
- k. Equipment should be switched off before cleaning or making adjustments.

### c. Gas

There is a danger of fire and explosion from piped gas supplies and of toxic fumes from gas appliances if they are not working properly. Explosions can occur in gas and oil-fired stoves and boilers.

### d. Best practice

The College will comply with the relevant regulations and will have gas installations checked and maintained regularly only by CORGI registered specialist, who will be expected to comply meticulously with CORGI regulations.

e. Permit to Work

If contractors should need in the course of their contracted tasks within the College premises to interrupt the electricity or gas supply, they may do so only if they have received from the Domestic Bursar, the Clerk of Works or his designated representative, a 'Permit to Work', by which they formally take responsibility for that supply. They must also formally hand the supply back to the designated College representative once the work is complete, and, in doing so, make clear if and how they have altered the configuration of that supply.

9. Protection against noise

Loud noise at work can cause irreversible hearing damage, accelerate normal hearing loss and cause tinnitus (troublesome noises in the ear) and stress.

Best Practice

Any excessive noise experienced on or near St Antony's College site should be reported to the Domestic Bursar and Clerk of Works, who will arrange for it to be measured by a competent person, and for those potentially at risk to be informed and either provided with an alternative workplace or provided with ear protection. An approximate guide to unacceptable noise levels is the '2 metre rule': can 2 people standing 2 metres apart hear each other without shouting?

10. Motor Transport in College

- a. Every year over 5,000 accidents involving transport in the workplace are reported; over 60 of these are fatal.
- b. The use of motor transport on the Main College site is confined to the Bevington Road car park and the Winchester Road delivery drive. The main hazard is from contractors' and delivery drivers' transport. Contractors receiving deliveries should ensure that the driver of the delivery vehicle is carefully marshalled.
- c. Maintenance Department, Catering Department and Lodge Staff in particular have been briefed to contribute to a safer environment by ensuring that all vehicles parked on the Main College site are specifically authorised, and, on those occasions when they open the gates to permit access, by marshalling vehicles in person or ensuring that another responsible person does it.
- d. Contractors should seek assistance whenever manoeuvring vehicles into and out of Garden Quadrangle.

- e. To control the extent of traffic and parking on the site, all vehicles, including contractors' motorised trolleys or trucks need authority to enter the premises. All vehicles in these areas must display an approved parking permit. Operators of authorised motorised trucks or trolleys must be specifically briefed about hazards before they are authorised to operate on the site.
- f. All drivers must confine their speed to a normal walking pace and whenever possible should seek assistance in manoeuvring by a member of staff.

## 11. **Vibration**

Vibration is often associated with noise, but is difficult to measure. Excessive exposure through the use of hand-held power tools and machinery such as chipping hammers, grinders and chain saws can cause hand-arm vibration syndrome (HAVS) – a painful condition affecting blood circulation, nerves, muscles and bones in the hands and arms. Its best known effect is vibration white finger (VWF).

Whole-body vibration (WBV) mainly affects drivers of vehicles, such as dumpers, tractors and lift trucks and can cause low back pain and spinal damage. Risks within College activities are likely to be low and related largely to contracted work.

### **Best Practice**

- a. Use the right tool for the job.
- b. Use no more than sufficient force.
- c. Keep tools in good working order.
- d. Avoid using known hazardous machines, tools or processes.
- e. Do the job an alternative, safer way.
- f. Ensure that recommended maintenance checks are meticulously carried out.
- g. If using equipment with high vibration levels, take frequent breaks from the activity, keep the body warm and exercise fingers to improve blood flow.

## 12. **Handling of Pressurised Containers Plant and Systems**

Serious damage can occur if a piece of pressurised plant fails and bursts violently apart. There will be further risks if the system contains harmful substances such as flammable or toxic materials.

There may be particular risks associated with the maintenance of such plant.

Hazards arise with many kinds of pressurised plant and equipment including steam boilers and associated pipe-work, pressurised hot-water boilers and heating systems, air compressors and high-pressure water jetting.

### Best Practice

Contractors are strongly recommended to:

- a. Adhere strictly to the Pressure Systems and Transportable Gas Containers Regulations 1989.
- b. Plan to use non-pressurised equipment wherever possible.
- c. Use low pressure rather than high pressure.
- d. Undertake no modification or repair that may give rise to danger.
- e. Prepare written schemes for examination of pressure vessels, fittings and pipe-work.
- f. Keep accurate records (with a copy for the College) of all alterations made.

### **13. Asbestos**

#### a. Usage

Asbestos has been widely used, e.g. as lagging on plant and pipework, in insulation products such as fire-proofing panels, in asbestos cement roofing panels, and as sprayed coating on structural steelwork to insulate against fire and noise.

#### b. Hazard

Any type of asbestos can be dangerous if disturbed. The danger arises when asbestos fibres as a very fine dust become airborne and are breathed in. Exposure can cause diseases such as lung cancer. The use of white asbestos has been banned in the UK from 1999.

#### c. Recommended practice

Well-sealed asbestos is often best left alone. If discovered, it should be immediately reported to the Domestic Bursar and/or Clerk of Works who will take specialist advice from a licensed contractor as to whether or not to have it removed.

Any member of staff or contractor who may have come into contact with asbestos should thoroughly decontaminate affected skin and clothing. Should there have been a risk of inhalation a doctor should be consulted.

### **14. Lead**

Hazard risks may arise when lead dust or fume is located in powder, dust or paste swallowed; or compounds absorbed through the skin.

As well as obvious work such as high temperature melting, making batteries or repairing radiators, there may be risks from repair or demolition of structures which have been painted with lead-based paints.

Recommended Practice

**No unauthorised person should attempt to work on lead.** Where repair or maintenance work is necessary, the College will consult a specialist contractor qualified to work within the Control of Lead at Work Regulations 1998 and the associated Approved Code of Practice.

**15. Manual Handling**

a. The hazards

Common hazards are the manual movement of loads and frequent forced or awkward movements of the body, leading for example to back injuries and severe pains in the hand, wrist, arm or leg – 'repetitive strain injury'.

Moving materials mechanically is dangerous, and people can be crushed or struck by material if this should fall from a lifting or moving device or is dislodged from a storage stack.

Every year over 5,000 accidents are reported involving transport in the workplace; over 60 of these are fatal.

b. Recommended Best Practice

i. Manual Handling:

Particular attention must be paid to assessments specifically prepared for the Department.

ii. Safe Lifting:

Needs to be planned, and equipment used must be designed for the task for which it is used and regularly maintained. Besides this:

- 1) Only certified and serviceable lifting equipment must be used.
- 2) Safe working loads must not be exceeded.
- 3) Loads must be securely attached (if necessary bound).
- 4) Centre of gravity must be checked by a short test lift before attempting the full lift
- 5) Packing should be used to prevent damage from sharp edges.
- 6) Sufficient staff should be in attendance to monitor the lift and ensure that bystanders are kept at a safe distance.
- 7) Warning signs should be displayed.

iii. **Safe Stacking**

- 1) Stack on a firm, level base, ideally on a properly-constructed rack.
- 2) Ensure stacks are stable.
- 3) Do not allow stacked items to protrude into walkways.
- 4) Do not climb stacks; use a ladder or steps.
- 5) Do not lean heavy stacks against walls.
- \*
- 6) Do not de-stack by throwing from the top or pulling out from the bottom.

**16. Lone Working**

a. **The Hazard**

Where possible, lone working should be avoided, because the lone worker has no immediate recourse in the event of attack, illness or accident.

b. **Best Practice**

1. Avoid lone working when possible.
2. Contractors Supervisors should contact lone workers periodically.
3. Lone workers should leave with the Lodge or nearest contact their whereabouts and expected cease-work time.
4. Where they are available and effective, personal attack alarms should be worn.
5. Medical fitness for lone working should be considered by the employing Contractors before employment and at periodic appraisals.

**17. Young Persons (Under 18s)**

Particular care needs to be taken when employing young persons (under 18s), because they may be relatively inexperienced, immature and less aware of risks associated with their workplace and/or workstation.

Health, Safety and Welfare regulations specifically debar young persons from using the following electrical woodworking equipments:

- a. circular saw
- b. sanders
- c. planes

Contractors employing persons under the age of 18 should have a increased awareness of control measures to safeguard the activities of young persons during the work. If there are any concerns about any aspect of safety in relation to the young person's duties or workplace, s/he should immediately bring this to the attention of the Contractor, who will take appropriate action.

**18. Stress**

**The Hazard**

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The incidence of work-related stress is increasing. It can be caused by harassment, excessive workload, inadequate training or the unsuitability of the individual for his/her duties and can be compounded by illness or personal problems. It can lead to poor performance, reduced awareness of hazards, absenteeism and illness and is a condition that the Contractors would not wish its employees to suffer.

### Recommended practice

Any contractor employee who feels that he/she is suffering from stress, whether this is caused by their responsibilities at work or by other factors, is strongly encouraged to discuss the problem in the first instance with their employer.

## 37. WORKING AT HEIGHT

- 37.1 Falls from height are the single most frequent cause of work-place fatalities, whilst falling objects cause a high proportion of reported injuries.
- 37.2 Whenever work is to be undertaken at height on College premises, the area will be cordoned off or secured by fencing is to be provided to prevent people falling from edges and objects falling on to people below.
- 37.3 Protective headgear is to be used for all work conducted at a height as determined by specific risk assessment.
- 37.4 **All persons will complete a risk assessment for any circumstances where there is a risk of falling where significant injury may occur. The safest possible method for working at height will be used at all times.**
- 37.5 Where there is a risk of anyone on any St Antony's College site falling and risking serious injury, protective fencing should be at least 1100mm high and have two guard rails. Tanks, pits and structures should be securely covered or fenced to a height of at least 1100mm.
- 37.6 Fixed ladders should be of sound construction, properly maintained and securely fixed. Rungs should be horizontal and give adequate foothold and the stiles should extend at least 1100mm above the landing. Fixed ladders over 2.5m long at a pitch of more than 75° should be fitted with safety hoops or permanently fixed fall-arrest systems. Fixed ladders should only be used if it is not practical to install a staircase.
- 37.7 Slips and trips which may be trivial at ground level may result in fatal accidents when on a roof. Precautions should be taken where there is a risk of falling off or through a roof. These may include fall-arrest devices and crawling boards. Fragile roofs or surfaces should be clearly identified.
- 37.8 People should, as far as possible, avoid climbing on top of vehicles or their loads. If this is not possible, effective measures such as providing fencing should be taken, to prevent falls. Sheeting of loads should be carried out in properly equipped designated places.
- 37.9 When moving goods up or down between levels, the edge should be fenced and secure handholds should be provided where necessary.
- 37.10 If fencing or covers cannot be provided, or have to be removed, effective measures should be taken to prevent falls. Access should be limited to specified people and in high risk situations written 'Permit-to-Work' systems should be adopted for Contractors.
- 37.11 A safe system of work should be operated which may include the use of a fall-arrest system or safety lines and harnesses and secure anchorage points. Systems which do not require disconnection and re-connection of safety

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harnesses should be used. If there is no need to approach edges, the length of the line and anchorage position should prevent the edge being approached.

- a. Scaffolding may only be assembled on site by qualified persons. Arrangements must be made for independent safety inspections (scaff-tagging) at the statutory intervals.
- b. Protective headgear must be worn when on, under or in the vicinity of scaffolds and mobile towers.

## 38. WORKSHOPS

38.1 There are a number of risks associated with workshops, including:

- the use of machinery, particularly power tools, abrasive wheels and woodworking machines (see section 17)
- the use of hand tools (see section 14)
- noise (see section 20)
- dust and fumes (see section 5)
- manual handling (see section 18)

38.2 **Particular attention needs to be given to good housekeeping.** Tools should be stored in designated storage areas when not in use.

38.3 All substances and fluids must be stored correctly and employees must never leave tins open or put any substances in unmarked tins or containers.

38.4 All materials should be stored in a safe and secure manner.

38.5 Access to the workshop will be restricted to only those employees who need access to it and are authorised.

38.6 Floors must be kept clear at all times. Spillages must be cleared up immediately.

38.7 Any damage to the workshop, fittings, fixtures or equipment must be reported immediately to the Domestic Bursar if necessary.

38.8 Periodic inspections of the workshop will be undertaken by the Domestic Bursar

**39. REGISTERS AND RECORDS**

- 39.1 The College also recognises that it has a duty to maintain records of certain activities. Information relating to these can be found in the Safety files that are held in the Domestic Bursar's Office.
- 39.2 Responsibility for the maintenance of the records may be delegated to the Department Heads / Centre Directors or the at the discretion of the Domestic Bursar.

## **40. HOT LIQUIDS AND SUBSTANCES**

- 40.1 Hot liquids and substances are encountered on a day-to-day basis throughout the College.
- 40.2 This will be within the heating installation, domestic hot water supply and when cooking food or boiling water to prepare beverages.
- 40.3 Risk assessments have been undertaken from which safe working procedures will be prepared.
- 40.4 Catering staff will prepare and cook food in accordance with the laid down kitchen procedures.

## **41. VIOLENCE AT WORK**

- 41.1 The College recognises that any incident in which a person is abused, threatened or assaulted in circumstances relating to their work is covered by the general term 'violence at work'.
- 41.2 Whilst College employees are more likely to be at risk from members of the public rather than from colleagues, the College does not overlook the possibility that violence at work may be due to harassment, whether sexual, racial or based on disability, as well as bullying and intimidation, and that these activities tend to be carried out by Heads of Departments, Fellows or colleagues, rather than by students or visitors.
- 41.3 The College has put in place procedures to assess the risk to all groups and individuals exposed to violence at work and will take all reasonable steps to take corrective and preventative measures to reduce or minimise any occurrence.

## **42. Young persons at work**

- 42.1 The College is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.
- 42.2 The College will assess and document the additional risks and measures provided to ensure the health and safety of young persons.
- 42.3 The College is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions.
- 42.4 Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.
- 42.5 Employees concerns regarding young persons in the workplace will be addressed to their head of department, and then measures will be taken to investigate the circumstances and provide a solution.