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**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 i.e. 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 the 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:

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 2002

The Noise at Work Regulations 1989

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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

Fire Precautions (Workplace) Regulations 1997

The Health and Safety (Consultation with Employees) Regulations 1996

The Working Time Regulations 1998 and 1999

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## **DOWNING 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 are 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.
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## DOWNING COLLEGE

### HEALTH AND SAFETY POLICY

#### CONTENTS

<b>SECTION</b>	<b>A</b>	Table of Contents
	<b>B</b>	Amendment Control Sheet
	<b>C</b>	Policy Statement
	<b>D</b>	Distribution List
	<b>E</b>	Organisation
		1. Governing Body
		2. Health & Safety Officer (Junior Bursar)
		3. Health & Safety Adviser (Buildings Manager)
		4. Fire Officer
		5. Human Resources Officer
		6. Heads of Departments
		7. Employees
	<b>F</b>	Risk Assessments
	<b>G</b>	Health & Safety Arrangements
	<b>Appendix 1</b>	<b>Good Lifting and Handling – Advice to Employees</b>

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**DOWNING COLLEGE**

**AMENDMENT CONTROL SHEET**

<b>Section/Page</b>	<b>Rev No</b>	<b>Date</b>	<b>Description</b>	<b>By</b>	<b>Approved</b>
Initial Issue		16 Sep 02	Original Issue	R K Taplin	Dr S G Fleet
Amendment		01 Oct 04	Change of Master	R K Taplin	Prof. B Everitt
Whole Document	3	10/2004	Issue 1	PBS	
Section G3	1	10/2004	Amendment	PBS	
Section G5	1	10/2004	Amendment	PBS	
Section G11	1	10/2004	Amendment	PBS	
Section G34	1	10/2004	Amendment	PBS	
Section G37	1	10/2004	Amendment	PBS	
Amendment		01 Jun 06	Periodic Review	R K Taplin	Prof. B Everitt

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## **DOWNING COLLEGE**

### **Health & Safety Policy Statement**

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## DOWNING 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 that 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 that 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 himself 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 .....

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## **DOWNING COLLEGE**

### **DISTRIBUTION LIST**

1. Governing Body (Summary Only)
2. Senior Bursar
3. Junior Bursar
4. Senior Tutor
5. Heads of Administrative Staff Departments (College Accountant, College Archivist, College Librarian, Conference Services Manager, Development Director, Human Resources Officer, IT Manager, Records Manager, Tutorial and Admissions Office Manager)
6. Heads of Domestic Staff Departments (Accommodation Officer, Buildings Manager Catering Manager, Director of Rowing, Head Gardener (including Groundsman), Head Porter, House Manager)

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## **DOWNING COLLEGE**

### **Organisation & Responsibilities**

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## DOWNING COLLEGE

### Section E

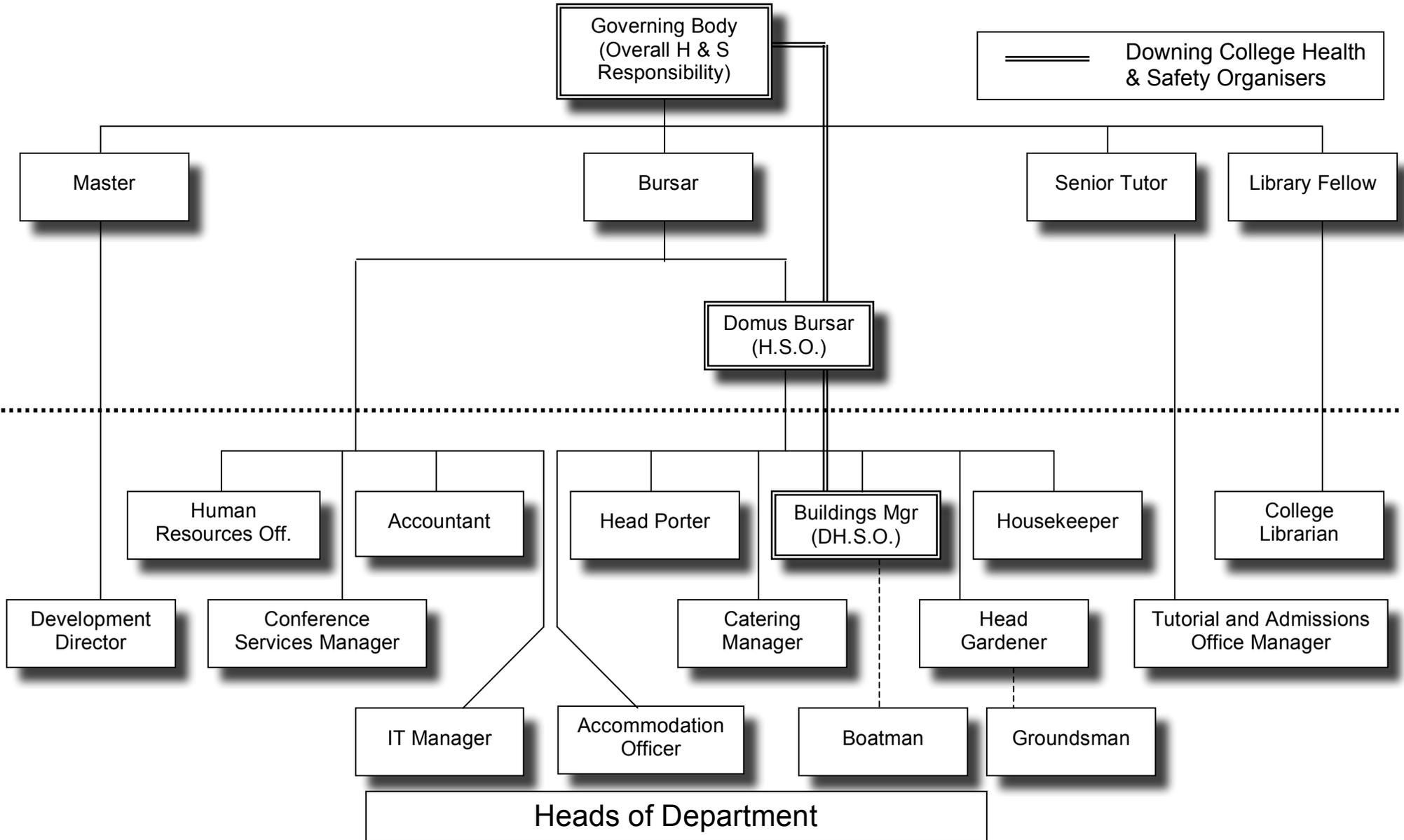
Organisation

College Organisation Chart

#### **Responsibilities**

1. Governing Body
2. Health and Safety Officer (Junior Bursar)
3. Health and Safety Adviser (Buildings Manager)
4. Fire Officer (Head Porter)
5. Human Resources Officer
6. Heads of Department
7. Staff

**DOWNING COLLEGE HEALTH AND SAFETY MANAGEMENT ORGANISATION**



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## 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 implemented 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.

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## Responsibilities

### 2. Health and Safety Officer (H.S.O.) – The Junior Bursar

- 2.1 Unless otherwise determined by the Governing Body, the College's H.S.O. is to be the Junior Bursar. He or she will be assisted by a Health and Safety Adviser. ( HSA.) who will fulfil the duties below in the H.S.O.'s absence, and by a Fire Officer.
- 2.2 The H.S.O. will be responsible through the Senior Bursar, if appropriate, to the Governing Body for all health and safety matters, including:
- Attendance at the Health, Safety, and Domus Committee to be held quarterly.
  - Inspecting the premises at least quarterly 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.
  - Appointing sufficient first aiders and ensuring that they are given adequate training, which is periodically updated.
  - Appointing sufficient staff to deal with emergencies and ensuring that they are given adequate training, particularly in emergency evacuation procedures.
- 2.3 The H.S.O. will encourage and support all Heads of Department and staff in maintaining high standards of health and safety.
- 2.4 The H.S.O. will be responsible for ensuring that the College accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the Health and Safety Executive. In practice, he or she may delegate this task to the Human Resources Office.
- 2.5 The H.S.O. 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.
- 2.6 The H.S.O. will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible.
- 2.7 The H.S.O. will be responsible with the HSA. for liaising with the HSE Factory Inspector, Fire Officers, Insurance Assessors, and other officials in relation to health and safety matters.
- 2.8 The H.S.O. will prepare an Annual report for the Governing Body covering all relevant areas, particularly staff training, accidents, policy changes, formal inspections, and recommendations for future changes to College Health & Safety policies.

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## **Responsibilities**

### **3. Health and Safety Adviser ( HSA.) – Buildings Manager**

- 3.1 The HSA. will normally be the Buildings Manager, who will deal with health and safety on a day-to-day basis and assume the H.S.O.'s duties in the H.S.O.'s absence. The HSA may delegate specific health and safety tasks.
- 3.2 The HSA. will assist the H.S.O. in liaising with the H.S.E. Factory Inspector, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.

### **4. Fire Officer – Head Porter**

- 4.1 The Head Porter will normally be the Fire Officer, and will be responsible to the Junior Bursar for fire safety on a day-to-day basis. The Fire Officer may delegate specific fire safety tasks to his staff.
- 4.2 The Fire Officer will carry out fire risk assessments for all College properties, as well as the Domus. He will train Hostel Keepers and Fire Wardens in their duties and responsibilities, and provide fire safety awareness training to staff and Fellows of the College. He will arrange for the regular checking of fire equipment and alarm systems, and the recording of these checks.
- 4.3 The Fire Officer will arrange to hold fire drills at each College building annually and will report the outcome of the drills to the Junior Bursar.

### **5. Human Resources Officer**

- 5.1 The Human Resources Officer will be responsible for ensuring that Accident and Dangerous Incident Reports are recorded in the official Accident Book and that reportable accidents are notified to the Health & Safety Executive in accordance with the regulations.
- 5.2 The Human Resources Officer will be responsible for reporting all accidents and dangerous incidents notified to her to the next meeting of the Health, Safety and Domus Committee, and will provide statistical information on accidents to the HSO for report to the Governing Body.
- 5.3 The Human Resources Officer will act as secretary to the Health, Safety, and Domus Committee, chaired by the Senior Bursar.

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## Responsibilities

<b>6. Heads of Department (College Accountant, College Archivist, College Librarian, Conference Services Manager, Development Director, Human Resources Officer, IT Manager, Records Manager, Tutorial and Admissions Office Manager, Buildings Manager, Catering Manager, Director of Rowing, Groundsman, Head Gardener, Head Porter, House Manager</b>
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- 6.1 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.
- 6.2 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 H.S.O.
- 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.
- 6.3 Shall notify the H.S.O. in the case of a serious accident or a circumstance that could necessitate normal proceedings being suspended.
- 6.4 Shall be responsible for the health, safety and welfare of employees within his or her area of control. The H.S.O. will be responsible for dealing with any serious breach of safety after consultation with the necessary parties.
- 6.5 Shall ensure that a fully completed Accident or Dangerous Incident report is sent to the HR office in respect of every accident at work to a member of his or her staff.
- 6.6 Shall regularly consult employees\* as and when necessary to identify matters relating to their health and safety that need to be addressed.
- 6.7 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.

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- 6.8 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.
- 6.9 In carrying out the above duties Heads of Department will apply to the H.S.O. for the necessary training and information to fulfil their responsibilities.
- 6.10 Shall undertake the production of risk assessments relating to their responsibilities, for review by the H.S.O. and HSA., in accordance with the "Management of Health and Safety at Work Regulations 1999" (Regulation 3).
- 6.11 Shall, in conjunction with the H.S.O. and HAS, 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.
- 6.12 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. The terms 'staff' and 'employees' in this context include casual and agency workers.*

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## Responsibilities

### 7. Employee Responsibilities

- 7.1 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.
- 7.2 The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act 1974 (HASAWA) and Management of Health and Safety at Work Regulations 1999 (MHSWR). 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 to 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.**

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- 7.3 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 their actions and activities.
- 7.4 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 safety 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, the H.S.O. or the HSA.
- 7.5 Comply with any control measures laid down within the risk assessments appropriate to their areas of work.
- 7.6 Report any hazards or defects to his or her Head of Department immediately.

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## DOWNING 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. The appropriate Head of Department shall ensure that a fully completed Accident or Dangerous Incident report is sent to HR office in respect of every accident at work to a member of his or her staff.
4. Generic hazards identified, arising out of the College's activities, include:
  - a) Fire
  - b) Machinery and Equipment
  - c) Hazardous Substances
  - d) Slips, Trips and Falls
  - e) Working at Heights
  - f) Noise
  - g) Manual Handling
  - h) Motor Transport
  - i) Electricity/Gas
  - j) Vibration
  - k) Asbestos
  - l) Display Screen Equipment
  - m) Personal Injury
  - n) Activities Involving Persons Under the Age of 18
  - o) Lone Working
  - p) Food Hygiene
  - q) Pregnancy
  - r) Stress
  - s) Crowds

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5. 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.
  6. Each of the hazards identified above is addressed in a later chapter within this safety policy.
  7. In general terms risks will be reduced by the following policies and arrangements:-
    - 7.1 A positive attitude towards health and safety from Fellows of the College, supporting the aims defined in section C of this policy.
    - 7.2 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.
    - 7.3 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 H.S.O. and Heads of Department.
    - 7.4 Removing the hazard by substituting non- or less-hazardous processes or materials.
    - 7.5 Combating risks at source.
    - 7.6 Adapting work where possible to suit the individual employee.
    - 7.7 Exploiting technological developments to improve and make safer the College's working practices.
    - 7.8 Progressively examining and identifying means of reducing risks which cannot be altogether prevented.
    - 7.9 Giving priority to measures which protect the whole workplace and all those who work in it.
    - 7.10 By training employees in health and safety awareness with respect to their own tasks and responsibilities.
    - 7.11 By an active health and safety culture.
  8. In addition to approving general measures designed to identify hazards and reduce risk, the Governing Body will seek the advice when necessary of a competent person or authority in order to determine and assess hazards and to carry out particular risk assessments.
  9. 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
  10. The College expects the active support and co-operation of its employees in the implementation of this Health and Safety policy.

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## Procedure

11. A detailed Risk Assessment will be carried out by the appropriate Head of Department in conjunction with the H.S.O., for each of the hazards listed at paragraph F3 using form F1 (copy attached).
12. 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 in accordance with Regulation 10 (MHSWR) 1999.
13. Detailed compliance with the Risk Assessment will be the responsibility of the appropriate Head of Department.
14. In accordance with Regulation 4 of the MHSWR 1999, all employees will comply with the control measures outlined within the detailed Risk Assessment.
15. 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.
16. If the Risk Assessment procedure suggests that a more detailed assessment is required, the H.S.O. and Head of Department should refer to the appropriate sections of this manual.

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**DOWNING COLLEGE**

**Risk Assessments**

**SAMPLE FORM F1**

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**RISK ASSESSMENT**

Likelihoods:  
F – Frequent P – Probable R – Possible  
I – Unlikely

Hazard	Who Might be Harmed	Potential Outcome	What are the existing Control Measures	Likelihood	Further Action to Control the Risk	Risk Ranking H/M/L

Name

Date:

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**DOWNING COLLEGE**

**Health and Safety Arrangements**

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**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. Fire
10. First Aid
11. Food Hygiene
12. Gas Safety
13. Hand Tools
14. Housekeeping
15. Lone Working
16. Machinery and Equipment
17. Manual Handling/Materials Handling
18. Motor Transport
19. Noise
20. Non-Statutory Inspections
21. Office Safety
22. Permit to Work Systems
23. Personal Protective Equipment/Clothing
24. Pregnancy
25. Premises
26. Purchasing Policy
27. Review and Communication of Policy
28. Safety Committees
29. Slips, Trips and Falls
30. Statutory Inspections
31. Training
32. Stress
33. VDUs (Display Screen Equipment)
34. Vibration
35. Visitors and Sub-Contractors
36. Working at Height
37. Workshops
38. Registers and Records
39. Hot Liquids and Substances
40. Young Persons

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## 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 1995 (RIDDOR) and HSE guidance, HS (R) 23, "A Guide to RIDDOR". Reporting of accidents to the HSE will normally be undertaken by the HR Officer, who should be informed of the incident, and will help to complete the accident report. Employees are encouraged to make themselves aware of accident and disease reporting.
- 1.2 Employees must report all such accidents/incidents immediately to their Head of Department. All such reports will be recorded in the College accident book, which will detail the person's name and give brief 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 or H.S.O. using the standard forms.
- 1.3 All fatalities, major injury accidents, and dangerous occurrences must be reported to the enforcing authority (normally HSE) immediately by telephone – 0845 300 9923.
- 1.4 The Enforcing Authority will also be informed by telephone of 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 of, or in connection with, their duties as employees. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified by telephone.
- 1.6 An example of an accident form is at:  
Attachment G11(c) - Accident Report
- 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 quarterly by the H.S.O. with the aim of noting recurrences or trends. All entries will be reported at the next meeting of the Health, Safety, and Domus Committee.

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## **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 that 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, the HSA., or the H.S.O.
- 2.4 Employees who are taking medication or prescribed drugs that may affect their actions or reactions at work should inform their Head of Department. The Head of Department, together with the H.S.O., will determine if redeployment is necessary (for example to non-hazardous working).
- 2.5 To use alcohol, uncontrolled drugs, or solvents while at work or to be under their influence while 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.

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### **3. ASBESTOS**

- 3.1 The Governing Body aims to comply with the Control of Asbestos at Work Regulations 2002 (as amended) and the Asbestos (Licensing) Regulations 1983.
- 3.2 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.
- 3.3 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 immediately to the HSA. or H.S.O.
- 3.4 The remedies - permanent sealing or removal - are not to be undertaken by employees of Downing College. The HSA. or H.S.O. will arrange for a qualified contractor to undertake whatever work is necessary in the shortest timescale possible.
- 3.5 All areas of the College will be surveyed by a competent organisation, in order to ascertain whether any Asbestos Containing Materials (ACMs) are present (or are presumed to be present)
- 3.6 An up to date Asbestos Register will be kept, recording the location, type and condition of the ACMs or presumed ACMs.
- 3.7 An assessment will be made of the likelihood of exposure to fibres. A plan will be prepared, in conjunction with the competent organisation, setting out how the risks from these materials are to be managed.
- 3.8 The plan will be reviewed and monitored periodically.
- 3.9 Information on the location and condition of the ACMs will be provided to anyone who is liable to work on, or disturb, them.

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

- 4.1 It is the legal responsibility of the College to provide and maintain this Health and Safety manual.
- 4.2 The HSA. and other Heads of Department are responsible for the day-to-day operation of this manual and the local arrangements that form part of the policies and procedures within each department.
- 4.3 The H.S.O. will be responsible for the accuracy and relevance of the manual and, as provided for in the staff handbook, will make a copy of the manual readily accessible to all staff. Staff will also be provided with any health and safety information that is relevant to their employment, whether it derives from this manual or any other source, and a copy of the College's Health and Safety Statement.
- 4.4 The H.S.O., in conjunction with the HSA. and other Heads of Department, will monitor the manual and recommend amendments to the Governing Body.
- 4.5 A competent person or authority designated by the H.S.O. will audit the College's compliance with this manual 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 but are entitled to right of direct access to the H.S.O.
- 4.7 The HSA. 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 H.S.O., HSA., selected Heads of Department, Fellows with a particular interest in health and safety, representatives of the JCR and MCR, and selected employees nominated by the H.S.O. to meet at least once per term and once during long vacation to consider health and safety issues. The Health and Safety Committee's objectives and remit are defined in section G29.
- 4.9 The annual review of policy will consider the appropriateness of risk assessments; feedback both from individual employees and from the Health, Safety, and Domus Committee and reports from HSE Inspectors, Fire Officers, Insurance Advisors and other officials. Recommendations for policy amendment will be made through the General Purposes Committee to the Governing Body. All non-policy amendments to risk assessments and local guidance will be approved by the H.S.O.

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## 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 2002 (as Amended) 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 that 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 that 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 that 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.  
**Note:** Particular care will be paid to substances such as weed-killer and fertiliser, utilised by Gardens staff.
  - 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.

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- 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 2002. All employees need to be aware that substances include not just liquids but also dusts, fumes, solids and any composition that 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:
    - The hazardous properties of the substance.
    - Information on health effects provided by the supplier.
    - The level, type and duration of exposure.
    - The circumstances of the work, including the amount of substance involved.
    - Activities, such as maintenance, where there is the potential for a high level of exposure.
    - Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit.
  - h) If investigation 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, personal sampling will be undertaken.
  - j) The records of assessment will be kept in the Buildings Department archives and will also be available where the product is stored or used, whichever is the more appropriate.
  - k) All employees required to use substances will be trained in the use of such substances identified as hazardous and in accordance with the assessment. All such training will be recorded by their Head of Department.
  - l) Assessments will be reviewed if the results of any monitoring show it to be necessary, whenever there is evidence to suspect that the assessment is no longer valid, or circumstances have changed substantially, and on a regular basis.

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- 5.5 The HSA. 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.**
- 5.6 Exposure to substances that have a WEL will be set at a level where there is no positive evidence of adverse effects on human health.
- 5.7 Substances used by employees which are contained in the list of WEL's in EH40, 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, in order of priority:
- 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:
- The ability of the material to resist penetration by a substance where the risk is by absorption.
  - The adequacy of the design of the clothing and whether it is suitable for its intended use.
  - The environment in which it will be worn.
  - When dust is a hazard, dust-release and the dust release characteristics of the material.
- 5.10 The H.S.O. and the HSA. will endeavour to ensure that control measures, PPE and other measures are properly used or applied, and that each employee will make full and appropriate use of any control measure, PPE, etc. and report any defect in the measures or PPE.

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- 5.11 The College will ensure that, where relevant, any control measures provided are maintained in an efficient state, in efficient working order, in good repair and in a clean condition. Where engineering controls are provided to meet the requirements of the regulations, the College will ensure that thorough examination and testing of those controls is carried out, in the case of local exhaust ventilation plant, at least once every 14 months.
- 5.12 An appropriately detailed COSHH Assessment will be carried out by the Head of Department., in association with the HSA, 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) Completion of COSHH Assessments will be the responsibility of the Head of Department, who must ensure that he or she has been adequately trained to undertake this duty.
  - d) Detailed compliance with CoSHH Assessments will be the responsibility of the appropriate Head of Department. 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.
- 5.13 The College will, where the assessment indicates that it is required;
- to protect the health of employees, or
  - for ensuring the maintenance of adequate control of exposure of employees,
- ensure that the exposure of employees is monitored in accordance with a suitable procedure and that employees are under suitable health surveillance where appropriate.
- A record will be made and maintained of all monitoring carried out and that record, or a summary thereof, will be kept available;
- Where the record is representative of the personal exposure of identifiable employees, for at least 40 years, or
  - In any other case, for at least 5 years,
- from the date of the last entry made in it.
- Employees shall have access, on reasonable notice, to their personal monitoring record. Copies of these monitoring records will also be available to the Health and Safety Executive as required.
- 5.14 The College will provide appropriate first aid and clean up materials for use in the event of an accident, incident or emergency. Training in chemical management and the use of spill clean up materials will be provided for identified members of staff.



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**COSHH ASSESSMENT  
FOR EMPLOYEES**

**Form COSHHL**



<b>COSHH HAZARD ASSESSMENT</b>		
<b>Substance/Produce Name and Description</b>		
<b>How is Supplied Substance to be used and quantity to be used:</b>		
<b>Assessment of Risk and Precautions to be taken:</b>		
<b>Personal Protective Equipment Provided:</b>		
<b>First Aid information and Emergency Actions:</b>		
<b>Spillage Procedures:</b>		
<b>Fire Procedures:</b>		
<b>Assessment Undertaken By:</b>		
<b>Name:</b>	<b>Job Title:</b>	<b>Signature:</b>
<b>Review Date:</b>		
<b>NB If the product is to be used in a different manner to that described above, another assessment will be needed.</b>		



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## **6. CROWDS AND CROWD CONTROL**

- 6.1 Overcrowding can lead, in emergency, to congestion of evacuation routes, panic, trampling and fatality.
- 6.2 For standard events in College, involving large numbers (including normal use of the Bar), standard Risk Assessments have been developed.
- 6.3 For similar events held for the first time, specific risk assessments will be developed by the appropriate staff, in most cases, this will be the Head Porter.
- 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 or the disabled.
  - c) Event timing and duration.
  - d) Are gatecrashers possible?
  - e) Is alcohol to be consumed?
  - f) Parallel events.
  - g) 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".

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## 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 (17<sup>th</sup> Edition).
- 7.2 Electrical work and installation will be carried out only by those persons deemed to be competent so to do.
- 7.3 Electrical hazards arise from poor design, construction or 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. **Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent so to do.**
- 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 equipment will have at least a visual inspection before it is used. 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 register will indicate how often each item should be recalled for routine inspection and maintenance. 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 portable electrical appliances, guidance contained in HSE Guidance Note PM32 "The Safe Use of Portable Electrical Appliances" will be followed. A copy will be kept in the Health and Safety file.
- 7.8 In relation to electrical equipment Heads of Department and employees must have regard, in particular, to the following:
- Strength and capability of the equipment.
  - Adverse or hazardous requirements or circumstances.
  - Insulation protection and placing of conductors.
  - Earthing and other precautions.
  - Integrity of reference conductors.
  - Connections.
  - Means of protection from excess of current.

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- Means of cutting off the supply and for insulation.
  - Precautions for work on equipment made dead.
  - Work on live conductors.
  - Work space, access and lighting.
  - The competence of users to prevent danger and injury.
- 7.9 An abstract of the Electricity at Work Regulations 1989 will be posted in the College Workshops.
- 7.10 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
- 7.11 Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately and entered into the accident book.
- 7.12 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 completed before a College employee uses the supply following any contractual work.
- 7.13 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.
- 7.14 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.
- 7.15 Care must be taken to ensure that correct voltage routings are used and that 110v equipment is not connected directly to a 240v supply.
- 7.16 No personal electrical equipment may be used until it has been PAT tested.

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## **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 serious injury. Long hair should be tied back when using equipment where entanglement is possible.
- 8.3 Sensible footwear should be worn at all times. Appropriate footwear will be determined on a department basis. Soles should permit a good grip on College surfaces.
- 8.4 Where appropriate items of PPE (personal protective equipment) must be worn while the task for which the PPE has been provided is being carried out. All PPE must be maintained in a clean and serviceable condition.

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**G9. 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.

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## 10. FIRE

- 10.1 The College will be provided with fire protection in accordance with current legislation. The College's Fire Officer (the Head Porter) will be responsible to the Health and Safety Officer for all matters relating to fire safety within the College. Regard shall also be given to fire risk assessment and the 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 on a weekly basis following a pre-arranged schedule.
- 10.3 Fire-fighting equipment will be provided in accordance with the College Fire Officer's advice. Fire signs marked "FIRE POINT" 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 Extinguishers should be used only by those staff who have been trained in their correct use.
- 10.5 Means of escape in the case of emergency will be clearly identified. All staff will be required to be aware of the exits in their area and the location of their assembly point.
- 10.6 **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.
- 10.7 On discovering a fire, staff should raise the alarm by activating the nearest break-glass point.
- 10.8 As part of staff training, all staff must be made aware of the following:
- General fire prevention principles
  - Action to take on discovering a fire
  - Means of raising the alarm and the position of alarms
  - Action to take on hearing the alarm
  - Stopping work procedures
  - Location of fire fighting equipment
  - Means of escape
  - Assembly points
- 10.9 The College fire and evacuation procedures, are detailed within Attachments G10.1 and G10.2 respectively.
- 10.10 A fire procedure log will be maintained by the Head Porter.

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10.11 The H.S.O./ HSA./FO and nominated Heads of Department 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.

10.12 Appropriate notices and signs will be displayed throughout the College.

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## DOWNING COLLEGE

### FIRE ALERTS

#### 1. IN THE EVENT THAT A FIRE ALARM SOUNDS

- a) Many alarms are found to be false, but this possibility must not lead to delay in contacting the Fire Brigade at the earliest opportunity. Downing College's working practices have been amended to ensure that there are at least two Porters on duty at any time, and they will be able to contact each other by radio.
- b) In the event that an alarm sounds, one Porter is to remain in the Porters' Lodge to act as the point of contact and to direct Rescue Services to the source of the fire. The other Porter is to investigate the identified source of the fire (if on the main site), to confirm whether it is a valid or a false alarm, and to radio his findings back to the Porters' Lodge. For off-site alarms (eg Lensfield Road, Gonville Place), he is to attempt to contact the Hostel keeper by phone to get confirmation.
- c) In the event that it is found to be a false alarm, The Fire Brigade (who may be on site by this time) is to be advised. The Porters should refrain from cancelling the alarm until the Fire Officer's authority is given.
- d) The Porters should contact the following:
  1. The Junior Bursar (ext: 62121 / home number as appropriate)
  2. The Buildings Manager (ext: 62125 / home number as appropriate)
- e) In addition, the Porters are to seek the help of any nearby member of the College in:
  - a. Raising the alarm by voice.
  - b. Clearing the College of all personnel.
- f) The senior Porter present should act as Incident Manager until the arrival of the Junior Bursar or Buildings Manager, or until relieved of the task by the Fire Brigade.
- g) On arrival of the Fire Brigade, or as reasonably indicated to avoid death or injury, the Porters must be ready to initiate the evacuation of the College or to cancel the alarm (when authorised) and ensure that the fire wardens are advised accordingly.
- h) At the earliest opportunity, enter in the incident book all relevant details, including:
  1. Time and source of alert.
  2. Actions taken/persons contacted/help sought.
  3. Fire Brigade arrival time, reactions and advice.

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4. Fire Officer's instructions.
  5. The final outcome.

## **2. IF NO FIRE ALARM SOUNDS BUT A FIRE IS REPORTED**

The Duty Porters are to verify that the report is true, identify the location of the Fire (if any) without putting themselves or others at risk, and proceed in accordance with the instructions above (1b onwards).

**The overriding principle at all times is to avoid any risk of death or injury. Hence, if in any doubt, raise the alarm and evacuate any threatened buildings before taking any other action.**

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## DOWNING COLLEGE

<b>EVACUATION OF MAIN COLLEGE SITE</b>
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### 1. REASON

The main reason for evacuating the main College site will be to protect the lives or security of the residents. The most likely circumstances are bomb threats or major fire, but there may be others.

### 2. ACTIONS

On receipt of information that necessitates immediate evacuation, you should:

- a) Sound the general fire alarm for all Staircases.
- b) Contact:
  1. The Junior Bursar (ext: 62121 / home number as appropriate)
  2. The Buildings Manager (ext: 62125 / home number as appropriate)
- c) Seek help from any nearby College members to:
  1. Clear the College of all personnel.
  2. Control the College exits to facilitate evacuation and to prevent people and vehicles from coming in.
  3. If necessary, issue keys to gates.
  4. Bear in mind the reason for evacuation and ensure that people are directed away from the threat.
- d) Bear in mind that occupants are briefed to make for the nearest assembly point, to use any means in addition to the fire alarm (without placing themselves at risk) to draw attention to a fire alert and, subsequently, to act as a point of contact in the nearest assembly area. Assembly briefings are given at the start of each term, and assembly areas are clearly defined in College regulations. As soon as possible, by the most convenient means, they should be informed that an evacuation is necessary. The fire warden of each staircase (or the Hostel keeper) is to try to ascertain whether all members of his or her area have been accounted for. Should anybody be believed to remain in the accommodation, the Incident Manager (Fire Officer, Duty Porter etc) is to be notified immediately.
- e) So long as it is safe to occupy the Lodge, remain available to pass messages, negotiate sanctuary (if necessary) at neighbouring Colleges or farther afield, if appropriate.

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## 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 will be displayed throughout the premises.
- 11.3 The Human Resources Office will be responsible for recording names and location of first aiders and will file first aid certificates with the 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, the employee will, if safe to do so, be taken to the nearest casualty or emergency treatment hospital or other medical centre or await the arrival of an ambulance. It is the responsibility of the first aider (or appointed person) to call for an ambulance when it is deemed necessary.
- 11.6 First aid kits will be kept in accordance with the "Contents List overleaf. The overall responsibility to maintain the first aid kits and their materials lies with the College Nurse. Monthly checking and replenishing of boxes is shared between the College Nurse, the Deputy Head Porter and those delegated to do so by the Heads of Departments.
- 11.7 **No medicine, drugs, or other medications will be administered by any member of staff other than 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.
- 11.9 University guidelines on Allergies, Avian Flu, Pandemic Flu etc. will be followed as appropriate, and as far as is reasonably practicable, by the College.
- 11.10 All First Aid treatment provided by the First Aiders shall be recorded on an Accident, Dangerous Occurrence and Incident Report Form, which must be checked by the Head of Department and sent without delay to the HR Office. The HRO will arrange for the details to be entered in the Accident Book, which is kept in the Human Resources Office. Once completed the tear off section of the completed page will be filed in the employee's personal file.. The HR Officer shall ensure that all details and proposed actions are suitable and sufficient. In the case of more serious accidents the H.S.O. and Health & Safety Advisor shall carry out a separate investigation. Where required the HRO will arrange for the Enforcing Authority to be notified in accordance with RIDDOR. All accidents must be reported to the Health, Safety, and Domus Committee at their next meeting.

11.11 Following an investigation of the accident by the Head of Department, the H.S.O./ H.S.A. shall complete a record of the investigation.

**Note:** The Head of Department must inform the HR Officer if the employee is unavailable for work for more than three days after the day of the accident (including non work days).

### First Aid Kit contents

	Kit No. 1	Kit No. 2	Kit No.3	Travel Kit for 1 person
<b>First Aid Guidance Leaflet</b>	1	1	1	1
Plasters	20	40	60	20
<b>Eye Pads with Bandage No. 16</b>	2	4	6	-
<b>Triangular Bandages</b>	4	6	8	2
<b>Wound Dressings Medium (12cm)</b>	6	9	12	-
<b>Wound Dressings Large (18cm)</b>	2	3	4	1
Safety Pins	6	12	12	6
Disposable Gloves (Pairs)	1	2	3	1
Alcohol Free Wipes	6	10	20	2

Kits	No. of Persons <b>Lower Risk</b> e.g. Shops Offices, Libraries	No. of Persons <b>Medium Risk</b> e.g. Light Engineering, Assembly Work, Food Processing, Warehousing	No. of Persons <b>Higher Risk</b> e.g. Construction, Slaughter Houses, Chemical Mfg, Work with Engineering or Sharp Materials
No. 1	1-20	1-10	1-5
No. 2	1-50	1-20	1-10
No. 3	1-100	1-50	1-20

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**DOWNING COLLEGE**  
**Reportable Items Checklist**

1. Death of an employee.
2. Major injuries to an employee, e.g. most fractures, loss of consciousness, amputation, etc.
3. Violence in the workplace.
4. Injuries to non-employees, e.g. 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 requiring 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, e.g. 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.
20. Accident/incident involving carriage of dangerous substances by road, e.g. 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.

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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.  
**NOTE:** Peninsula Business Services Limited will supply the necessary advice and documentation required in such incidents.
  27. Occupational diseases as certified by a medical practitioner and as such relating to the workplace.

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**ACCIDENT REPORT**



**ACCIDENT, DANGEROUS OCCURRENCE,  
AND INCIDENT REPORT FORM**

Please ensure that this form is completed fully and submitted to the  
Human Resources Office without delay.

Full date accident or incident occurred..... Time .....am/pm

Exact location .....

Full name, address, telephone number, and age of person/s injured or involved in the incident:

Name:

Address.....

Telephone number ..... Age.....

Please tick category of person involved in accident or incident		Please tick nature of injury		Please tick part(s) of body affected (indicate left or right if relevant)	
<input type="checkbox"/>	Administration	<input type="checkbox"/>	Cut	<input type="checkbox"/>	Head
<input type="checkbox"/>	Catering	<input type="checkbox"/>	Bruise	<input type="checkbox"/>	Face
<input type="checkbox"/>	Development	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Shoulder Left or Right
<input type="checkbox"/>	Gardens/Grounds	<input type="checkbox"/>	Sprain	<input type="checkbox"/>	Back
<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>	Scratch	<input type="checkbox"/>	Arm Left or Right
<input type="checkbox"/>	Maintenance	<input type="checkbox"/>	Burn	<input type="checkbox"/>	Hand Left or Right
<input type="checkbox"/>	Porters' Lodge	<input type="checkbox"/>	Bite	<input type="checkbox"/>	Stomach
<input type="checkbox"/>	Fellow	<input type="checkbox"/>	Sting	<input type="checkbox"/>	Leg Left or Right
<input type="checkbox"/>	Undergraduate	<input type="checkbox"/>	Electric Shock	<input type="checkbox"/>	Ankle Left or Right
<input type="checkbox"/>	Postgraduate	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Foot Left or Right
<input type="checkbox"/>	Visitor	<input type="checkbox"/>		<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Outside Contractor	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		<input type="checkbox"/>	

Cause (circle as relevant): Slip/trip/fall on same level; Fall on stairway; Fall from a height; Impact with an object/machinery/apparatus; liquid spillage; work equipment; electricity; explosion; fire; traffic; animal; sports related; snow/ice; or other (please specify)

Further details

.....

What lead to the occurrence happening (please make reference to such factors as lighting, surrounding conditions, other persons involved, weather, or any others as relevant)

.....

Treatment given and action taken (circle as relevant): First Aider not required; or First Aider required and name of First Aider who attended

.....

or Casualty advised to see General Practitioner; or Casualty sent or taken to hospital.

Diagnosis if given

.....

Length of time unable to work/study

.....

Full name, address, and telephone numbers of **all persons** who witnessed this occurrence:

.....

Suggested preventative measure: (please specify):

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.....  
Name of person completing this report: .....  
(BLOCK CAPITALS PLEASE)

Signature: ..... Date: .....

N.B. Completion of this form does not constitute an admission of liability of any kind, either by the person making this report or any other person. Details will be retained on file for a minimum of 3 years.

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## **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, food handling areas and processes are audited annually by Peninsula Business Services Limited and at regular intervals by Cambridge City Council's Environmental Health Officers.
- 12.3 All employees who handle food will have as a minimum a current Level 2 Food Safety in Catering certificate.
- 12.4 All Catering Department staff whose duties include the use of hazardous substances will be CoSHH trained and attend regular refresher training.
- 12.5 Regular cleaning and pest de-infestation will be undertaken in all food handling areas. In Gyp Rooms, this is normally the responsibility of graduates authorised to use the kitchens but, during each vacation, the Housekeeper arranges for a thorough clean of each of such kitchens.
- 12.6 Food is purchased only from approved sources that can satisfy the College's food hygiene audit trail.
- 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.
- 12.8 Food safety legislation requires food caterers to put in place and maintain procedures based on HACCP, and to keep records.
- 12.9 Comprehensive processes and procedures to manage food safety are provided within the Avenance food safety manual and food safety register. Completion of the documentation provided will ensure that the College is complying with this legal requirement.
- 12.10 Avenance will provide information and training as and when required to keep the College abreast of any changes to food safety legislation.

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### **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 the Governing Body's 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), extinguishing any naked flames seen.
- 12.7 Any fault or defect in any gas appliance or fitting must be reported immediately to the appropriate Head of Department.
- 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 completed by the Buildings Manager or his Deputy before a College employee uses the supply following any contractual work.

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## 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 G16 – “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.
- 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 treatment that 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 and request training (see section G32).

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<b>15. HIV/AIDS</b>
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### **15.1 Health Promotion**

- Downing College's Human Resources Office organises in-house biennial training sessions run by Cambridge DHIVERSE. All College Porters, Housekeeping, and Grounds Staff are invited to attend.
- The College Nurse provides Tutorial and Admissions Staff and Tutors with information about HIV/AIDS as requested by the Tutorial and Admissions Office Manager.
- The College Nurse stocks a wide range of up to date leaflets from The Laurels, Clinic 1A, Health Promotion England, Aids Education and Research Trust, AVERT, the Terrance Higgins Trust and Cambridge dHIVerse, giving details, facts and information regarding AIDS, HIV testing, living with HIV, employment and travel, and HIV and pregnancy - as well as high risk behaviours and how to avoid them.
- The College encourages students to take responsibility for the safety of themselves and others in their sexual relationships, by making condoms freely available at all times outside the College Nurse's room.
- Written information about HIV as well as Local and National support organisations is given to all students in the Sexual Health section of the College Information Handbook, which is also available on-line on the Downing website.
- All new graduate and undergraduate students are invited to attend a sexual health talk promoting "Safe Sex", run by the MCR and JCR at the end of their Formal Welcomes.

### **15.2 Maintaining a Safe Environment**

- The College Nurse has her own, and provides the Grounds Staff with their own, "Sharps boxes" for the safe disposal of needles and syringes.
- Information on the safe disposal of needles and syringes in College is printed in the College Information Handbook and is given to all students and reproduced on the web site.
- All College first aid boxes contain a yellow clinical waste bag, disposable gloves and disposable apron for the safe handling and disposal of body fluids.
- The College Nurse updates and instructs all Heads of Department, on the safe handling and storage of clinical waste by the distribution of the "Clinical Waste" document (see attached).

### **15.3 Transmission**

HIV is transmitted through infected body fluids. HIV is not transmitted through ordinary social or occupational contact, but in the following ways:

- through contaminated blood entering a person's bloodstream
- through the use of shared equipment when injecting drugs
- through unprotected vaginal or anal intercourse

- 
- from an infected mother to her baby during pregnancy or delivery or from breast milk

#### **15.4 Travel and study abroad**

AIDS and HIV is pandemic worldwide, with much attention focused on certain areas with known high prevalence. Students planning foreign travel are encouraged to seek information on medical provision and relevant entry requirements in advance, if their travel is likely to include visits to such countries and are encouraged to carry certain sterile medical supplies. Further information about travel abroad is available from the College Nurse or the University Occupational Health Service.

#### **15.5 Sports**

Breaks in the skin (cuts, grazes, broken blisters) sustained whilst playing sport are treated in the same way as those sustained elsewhere: see guidelines below.

#### **15.6 Confidentiality**

All normal confidentiality procedures for medical conditions will be followed. Informed consent would be sought before any disclosure.

#### **15.7 Discrimination**

The College does not discriminate against HIV infected individuals, in keeping with its legal responsibilities as laid out in the Disability Discrimination Act 1995.

All employees are expected to continue to work with any colleague who has, or is suspected of having, the HIV infection. In the event of a member of staff refusing to work with another in this situation, the member of staff in question will be interviewed and subject to such disciplinary measures as laid down in their contract and/or given further training, as appropriate. Staff will behave responsibly towards one another and staff that are HIV positive will take care to avoid risk to others.

All staff must be aware of where gloves, bleach, and other material are stored.

#### **15.8 Accidents Involving External Bleeding**

- Everyone will ensure that their own cuts and abrasions are covered with waterproof or other suitable dressings before giving physical care.
- Normal first aid procedures are followed, including the use of disposable gloves where possible for additional protection.
- The wound will be washed immediately with soap and water, and a suitable dressing and pressure pad applied if necessary. Where possible the injured person will be encouraged to carry out this task.
- Medical advice will be sought as soon as possible.
- In dealing with blood splashes from one person to another:
- splashes of blood on the skin will be washed off immediately with soap and water;

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- splashes of blood into eyes or mouth will be washed out immediately with copious amounts of water;
  - Medical advice will be sought as soon as possible, especially if the injured person is known to be HIV positive, as prophylactic treatment may be required for the exposed person.
  - Blood or body fluid spillage will be cleared up as soon as possible (see cleaning note on general hygiene). Contaminated surfaces should be cleaned with bleach or disinfectant.
  - The disposable gloves, paper towels or cloths and contaminated dressings, etc., will be put into a clear plastic bag.

### **13.9 Personal Hygiene and Waste Disposal**

- Razors, toothbrushes, or other equipment that could become contaminated with blood, are not to be shared.
- Minor cuts, open or weeping skin lesions and abrasions will be covered with waterproof or other suitable dressings.
- Sanitary towels will be put into sealed units for collection. Tampons may be flushed down the toilet.
- Used condoms will be wrapped and disposed of in a sealed plastic bag and disposed of in the normal rubbish disposal. Condoms are not flushed down the toilet.
- Soiled waste (Nappies and pads) will be put with protective disposable gloves into a sealed plastic bag and disposed of in the normal manner.

### **13.10 General Hygiene**

#### **Cleaning:**

- normal methods should be used. No special disinfectants are necessary;
- paper towels or disposable cloths should be used;
- separate cloths or paper towels should be used for the kitchen, bathroom and toilet.

#### **Spillages of blood and vomit should be cleared up as quickly as possible.**

- Household bleach, diluted 1 in 10, should be applied liberally to the spillage.
- Disposable gloves should be worn as the substance is irritating to the skin.
- The area should be well ventilated.
- Gloves and paper towels should be sealed in a plastic bag and put into the waste bin.
- Sheets, towels and clothing that are stained with blood should be washed in a washing machine at 95°C for 10 minutes.

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## 13.11 Useful Contact Numbers

**National Advisory Service on AIDS** Tel: 0800 567123

**Clinic IA (Genito-Urinary Medicine Clinic)** - For confidential advice, counselling and testing for sexually transmitted infections.

Addenbrooke's Hospital  
Hills Road  
Cambridge  
CB2 2QQ  
Tel: 01223 211299

**University Occupational Health Service** - *For advice on travel abroad and occupational health at work.*

Fenner's  
Gresham Road  
Cambridge  
CB1 2ES  
Tel: 01223 336590/336597

**National Aids Helpline**

Tel: 0800 567123  
(Free phone 24 hrs every day)

**DHIVERSE** - For advice, information, training and support, includes befriending, counselling and health promotion.

Office B  
Dales Brewery  
Gwydir Street  
Cambridge  
CG1 2LJ  
Tel: 01223 508805  
Fax: 01223 508808  
[www.dhiverse.org.uk](http://www.dhiverse.org.uk)  
e-mail: [info@dhiverse.demon.co.uk](mailto:info@dhiverse.demon.co.uk)

**University Counselling Service** - For counselling.

13, Trumpington St. Cambridge CB2 1QA  
Tel: 01223 332856  
Fax: 01223 323061  
[www.counselling.cam.ac.uk](http://www.counselling.cam.ac.uk)  
e-mail: [reception@counselling.co.uk](mailto:reception@counselling.co.uk)

**The Bridge Project** - Drug information and treatment service, needle exchange, self-referral for counselling and health assessments.

154, Mill Rd,  
Cambridge  
CB1 3LP  
Tel: 01223 214614  
Mon-Thurs 09.00-17.00hrs  
Fri. 09.00-16.00hrs  
Weekends-answer phone

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## 16. 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 While accumulations of dirt or waste should be reported by employees to their Head of Department, it is stressed that general cleanliness and hygiene is the responsibility of all employees, not just those designated as domestic assistants.
- 15.6 Housekeeping staff use a number of chemical products in their daily work. In addition to complying with COSHH Regulations (see section G5) they must also ensure that their chemicals are stored and segregated as required (i.e. not mixing acid and alkali products).

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## 16. LEGIONELLA TESTING

- 16.1 In order to comply with the requirements of the H.S.E.'s 'L8 Approved Code of Practice for the control of legionella in water systems', the College will:
- 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.
  - Carry out such remedial work as is required to remove the hazard of legionella, if identified, from any parts of the water systems.
  - 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
  - Clean and de-scale shower heads periodically
  - Employ a competent contractor or employee to carry out the required 6-monthly and annual tests on the water systems, as laid down in the Approved Code of Practice
  - Maintain a record of the results of any sampling of the water system, as well as the results of the periodic checks carried out.

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## **17. LONE WORKING**

- 17.1 The College will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
- 17.2 Measures will be adopted to protect anyone else affected by solitary working.
- 17.3 Solitary working exposes employees and others to risks from certain hazards. The College's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

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## 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 1998 (PUWER), guidance on the regulations produced by the 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 that 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 that requires statutory testing or maintenance will be entered in the relevant register or log and such maintenance kept up to date by the Buildings and Maintenance Administrator.
- 17.6 Proper and safe procedures will be adopted for maintenance of equipment, including the isolation of sources of energy.
- Note:** See also 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 machinery are: contact; entanglement; being struck by ejected particles; trapping; burns through friction contact; and from being struck by materials being machined.
  - b) Eliminating or reducing the hazard – Using enclosed areas by guarding; using recognised manufacturers; filling in any gaps, etc.
  - c) Using safeguards - Trip devices; electro-sensitive 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.

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- 17.8 Particular requirements and regulations apply to certain machinery and will be complied with appropriately, e.g.
- Grounds Maintenance Machinery
  - Workshop Machinery
  - Lifts (e.g. in Howard Court)

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## **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). These include pushing, pulling, lifting, carrying, and supporting a load. The College will use a competent person 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 that 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 appropriate Head of Department in conjunction with the H.S.O. and H.S.A. 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 in the Health and Safety file held by the Maintenance Department.

## Manual Handling Assessment

Manual Handling Assessment No.

Date

See Risk Assessment Code No.

<b>Description of Task</b>					
<b>Questions to consider:</b> (If the answer to question is 'Yes' place a tick against it and then consider the level of the risk)	<b>Level of risk:</b> (Tick as appropriate)				<b>Possible remedial action:</b> (Make rough notes in this column in preparation for completing Risk Assessment)
<b>The tasks - do they involve:</b>	Yes	Low	Med	High	
<ul style="list-style-type: none"> <li>holding the loads away from the trunk?</li> <li>twisting?</li> <li>stooping?</li> <li>reaching upwards?</li> <li>large vertical movements?</li> <li>long carrying distances?</li> <li>strenuous pushing or pulling?</li> <li>unpredictable movements of load?</li> <li>repetitive handling?</li> <li>insufficient rest recovery?</li> <li>a work rate imposed by a process?</li> </ul>					
<b>The loads - are they:</b>	Yes	Low	Med	High	
<ul style="list-style-type: none"> <li>heavy?</li> <li>bulky/unwieldy?</li> <li>difficult to grasp?</li> <li>unstable/unpredictable?</li> <li>intrinsically harmful (eg sharp/hot)?</li> </ul>					
<b>The working environment - are there:</b>	Yes	Low	Med	High	
<ul style="list-style-type: none"> <li>constrains on posture?</li> <li>poor floors?</li> <li>variations in floor levels?</li> <li>hot/cold/humid conditions?</li> <li>strong air movements?</li> </ul>					
<b>Individual capability - does the job:</b>	Yes	Low	Med	High	
<ul style="list-style-type: none"> <li>require unusual capabilities?</li> <li>hazard those with a health problem?</li> <li>hazard those who are pregnant?</li> <li>call for special information/training?</li> </ul>					
<b>Other factors:</b>	Yes	Low	Med	High	
<ul style="list-style-type: none"> <li>Is movement or posture hindered by clothing or personal protective equipment?</li> </ul>					
Deciding the level of risk will inevitably call for judgement. The guidelines in Appendix 1 may provide a useful yardstick.					
<b>Name of Assessor:</b>				<b>Signature of Assessor:</b>	

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## **19. MOTOR TRANSPORT WITHIN COLLEGE PREMISES**

- 19.1 As the College site is not designated for motor traffic and as the Domus experiences continual heavy pedestrian use, particular care must be taken when manoeuvring private cars, contractors' vans, motorised trolleys or trucks within the College premises.
- 19.2 All vehicles require authority to operate on Domus, this is controlled via the Porters' Lodge, and the Porters have the authority to turn away any driver who does not comply with our regulations.
- 19.3 All drivers must confine their speed to a normal walking pace of 5 mph and if necessary, seek assistance in manoeuvring by a member of staff.
- 19.4 The interaction of vehicles and pedestrians will be subjected to regular Risk Assessment with outcomes communicated to relevant staff.
- 19.5 The College has specific Vehicle Operating Procedures relating to the use of College owned powered vehicles. These must be consulted and applied by all staff intending to use such vehicles (copies are held by the Head Porter).
- 19.6 Vehicles used off-site for College business must have a current MOT certificate, if appropriate, and insurance cover. Employees using their own vehicles on College business must present their current insurance certificate (including cover for personal business use) to the HR Officer, annually.

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## 20. NOISE AT WORK

**Ref: Noise at Work Regulations 1989**

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

- 20.1 The Governing Body recognises the risk from exposure to excessive noise to employees at work. The College will therefore comply with the Noise at Work Regulations 1989 and guidance produced by HSE, particularly Noise at Work Guides 3-9.
- 20.2 When necessary the College will make a noise assessment where employees are likely to be exposed to:
- 85dB(A) - the first action level
  - 90dB(A) - the second action level
  - peak action level of 200 Pascals (or above)
- 20.3 The assessment will be made by a competent person and will:
- Identify which employees are exposed
  - Provide such information as to permit compliance with the College's statutory duties
  - Be reviewed when the original assessment is no longer valid
- 20.4 The College will record and keep such noise assessments in the Health and Safety file held by the Maintenance Department.
- 20.5 The College will in all cases try to reduce noise to the lowest level by precautions and methods other than by the use of personal hearing protection, i.e. at source. Noise at work also extends to personal music players, such as iPods, and employees must ensure that these are played at low levels if permitted at work by the Head of Department.
- 20.6 When employees are exposed, or may be exposed, to noise levels of 85dB(A) or above, the College will provide appropriate personal ear protection. Where employees are exposed to noise levels at 90dB(A) or above or the peak action level or above, all employees will be provided with, and must wear, personal ear protection.
- 20.7 The College will establish, where necessary, ear protection zones which will be indicated by the relevant sign in accordance with the Safety Signs Regulations. All employees must wear ear protection within the designated area.
- 20.8 Ear protection equipment will be maintained by the College and employees are required to report any damage or defect to their Head of Department. For those employees required to wear such ear protection in areas at 85dB(A) or over, or the peak level or over, they will be provided with adequate information, training and instruction with regard to:

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- a) The risk of hearing damage
  - b) Steps to minimise the risk
  - c) Where and when to wear ear protection and where the ear protection can be found
  - d) Their duties under the Noise Regulations and the Personal Protective Equipment at Work Regulations 1992.

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## 21. NON-STATUTORY INSPECTIONS

- 21.1 The respective Heads of Department, the H.S.O. and H.S.A. 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.
- 21.2 An independent external inspection will be carried out and documented annually and a log kept of the completion of the required improvements.
- 21.3 First aid kits will be checked regularly and replenished, then and after known use. Checks are co-ordinated by the College Nurse.
- 21.4 **All staff will be responsible for examining any equipment or machinery before they use it.**
- 21.5 The Fire Officer will inspect fire-fighting equipment and means of escape 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 The Accident Book will be examined quarterly by the H.S.O.
- 21.8 Lighting, heating, ventilation, and welfare facilities will be inspected periodically to ensure their continued adequacy.

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<b>22. OFFICE SAFETY</b>
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- 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 should be of the type that allows only one drawer to be opened at any one time. If not, then suitable warning notices should be displayed
  - 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 G33.
- 22.3 Office staff must make themselves familiar with the arrangements for dealing with emergencies, including fire. (See section G9).
- 22.4 Employees are required to keep their own work areas clean and tidy at all times. Employees must only smoke in designated smoking areas. Employees are advised not to drink and eat in the vicinity of electrical equipment.
- 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.
- 22.6 Any hazardous materials or substances used in the office must be treated as per section G6 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.

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<b>23. PERMIT TO WORK SYSTEMS (PTW)</b>
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- 23.1 The assessment of risks will identify processes or procedures that require the issue of a permit to work (PTW). These processes or procedures are listed on Attachment G22.1 and a specimen permit to work at Attachment G22.2.
- 23.2 In all cases the permit to work system must specify:
- The member of Downing 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 Buildings Manager or his Deputy 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 their Head of Department, the H.S.O. or the H.S.A.

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## DOWNING COLLEGE

### 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.
6. Work involving asbestos.



			d	
Liquid/ Effluent		Risk Assess		
Dust/Solid		Method State		
Hot		COSHH		Have there been any unforeseen difficulties:-        Signature:-
Flammable		Confined PTW		
Toxic		Safety Signs		
Corrosive		Isolation/T ag		
High Pressure		Fire Extinguish		
Confined Space				
Other Hazards				

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<b>24. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT</b>
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**Ref: Personal Protective Equipment at Work Regulations 1992**

- 24.1 The Governing Body aims to meet fully 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. 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 CE mark for PPE. A list of such standards is given overleaf.
- 24.6 Head protection should generally be worn when 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 and the risks involved and that task training is given in the use of the PPE.
- 24.9 Hearing protection will be provided to employees in designated areas and in accordance with section G19 - "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.
- 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. Normally safety footwear will be provided to those employees working in the Maintenance and Gardens Departments and 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".

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- 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 G23.2, 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.

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## 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
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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 provided.

**PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT**

Risk Assessment Code  
Number

Date:

.....

Risks

The Personal Protective Equipment at Work Regulations 1992 apply except where the Construction (Head) Protection Regulations 1989 apply

The Control of Substances Hazardous to Health Regulations 1994 and the Noise at Work Regulations 1989 will apply to the appropriate hazards

Mechanical

Thermal

PARTS of the			Falls from height	Blows, cuts, impact, crushing	Stabs, cuts, grazes	Vibration	Slipping, falling over	Scalds, heat, fire	Cold	Immersion	Non-ionising radiation	Electrical	Noise	Ionising radiation	Dust, fibre	Fumes	Splashes, spurts	Gases, vapours	Harmful bacteria	Harmful viruses	Fungi	biological organisms	
P A R T S  of the	Head	Cranium																					
		Ears																					
		Eyes																					
		Respiratory tract																					
		Face																					
		Whole head																					
Upper limbs	Hands																						
	Arms (parts)																						

B O D Y	Lower limbs	Foot																					
		Legs (Parts)																					
	Various	Skin																					
		Trunk/abdomen																					
		Whole body																					

**N.B: P.P.E. is a last resort**

**Name of Assessor:**..... **Signature of Assessor:**.....

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<b>24. PREGNANCY</b>
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**Ref: Management of Health and Safety at Work Regulations 1999**

**Pregnant Workers Directive**

- 24.1 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.
- 24.2 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.
- 24.3 It is the duty and responsibility of the employee to notify the College that she is pregnant as soon as she is aware of this, and to provide medical proof of the pregnancy.
- 24.4 Once notified of a pregnancy, the Head of Department and HRO will undertake specific Risk Assessments relating to the pregnant employee's work tasks. These will be discussed with the pregnant worker and any alterations necessary to her working arrangements will be agreed.
- 24.5 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.
- 24.6 In the event of any changes, for example to the pregnant worker's medical condition, duties or hours, the risk assessment will be reviewed and any further alterations required to her working arrangements will be made.

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<b>25. PREMISES</b>
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- 25.1 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.
- 25.2 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.
- 25.3 An independent external inspection will be conducted and documented annually, with a log kept of the completion of any required improvements.
- 25.4 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 or access towers 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
- 25.5 Sufficient heating, lighting and ventilation will be provided and maintained by the College where practicable.
- 25.6 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.
- 25.7 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) An independent, external inspector will carry out a periodic detailed inspection of the College, which will be made available to the Health, Safety and Domus Committee
- 2)

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- 3) Once the inspections are completed, any remedial action required will be recorded and notified to the Heads of Departments concerned who will be responsible for ensuring that the remedial works are carried out. A log will be kept of the completion of the remedial works and reported to the Committee.
  - 4) Any long term remedial action required will be referred to the H.S.O. and H.S.A.



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## **26. PURCHASING POLICY**

- 26.1 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 and British Standards.
- 26.2 When purchasing any articles or services, regard shall be given to health and safety and relevant Quality standards.
- 26.3. Any tender for contracts will include adequate clauses on health and safety and must be consistent with the relevant contractor's Risk Assessments and Downing College's Health and Safety Policy.
- 26.4 No piece of machinery shall be purchased unless it meets the requirements and specifications of the Provision and Use of Work Equipment Regulations 1998.
- 26.5 When any equipment or article is purchased, the purchaser must seek adequate health and safety information, including appropriate fire safety compliance.
- 26.6 Before the purchase of any equipment or article, whenever necessary, consultation will take place with the H.S.O., H.S.A. or appropriate Head of Department with respect to health and safety.
- 26.7 Any hazardous 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.
- 26.8 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.
- 26.9 When purchasing articles or substances regard shall be given to the need for examination, testing, inspection, and maintenance.

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<b>27. REVIEW AND COMMUNICATION OF HEALTH AND SAFETY MANUAL</b>
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- 27.1 In so far as it affects their actions, this manual and any related guidance, information, instruction and training will be communicated to all employees and visitors to the College premises.
- 27.2 Copies of this manual will be distributed in accordance with an agreed distribution list (see section D).
- 27.3 The “Policy Statement” (section C) is included in the Staff Handbook and a copy will be given to all new employees, who are required to sign an acknowledgement.
- 27.4 At induction all new employees are referred to their department’s copy of the manual. All employees are to have access to the manual either from the Human Resources Office or from any person within the distribution list (see section D).
- 27.5 Employees will be trained in those elements of the manual which relate to their responsibilities and will be required periodically to demonstrate their understanding of the procedures.
- 27.6 Any employees who can contribute to the manual and its improvements should do so through their Head of Department, the H.S.O. or H.S.A.
- 27.7 The manual is a working document and will change constantly as employees, materials, equipment, and systems change. It will be formally reviewed once per year by the H.S.O. and the Health, Safety and Domus Committee and submitted to the Governing Body for revision and re-approval.
- 27.8 All employees will be made aware of any changes of significance which have been made as a result of the review process.
- 27.9 Consideration in any review will be given to recommendations of HSE, Fire Authority, and other recognised agencies.
- 27.10 The College has taken on the services of a Health and Safety Consultancy (Peninsula Business Services Limited). An annual audit of the College documentation will be carried out by its Consultants to ensure that the text and references to legislation and regulations are kept up to date.

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<b>28. SAFETY COMMITTEES</b>
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- 28.1 Downing College has a Health, Safety, and Domus Committee. Membership of the Committee consists of the H.S.O., the HSA., selected Heads of Departments, the College Nurse, representatives of the JCR and MCR, and Fellows with health and safety involvement; the Senior Bursar chairs the committee and the HRO acts as secretary.. The Senior Bursar chairs the committee.
- 28.2 The Committee shall meet at least quarterly. The dates of the meetings shall be set at the beginning of each year and disseminated to Committee members.
- 28.3 The H.R.O. shall issue an agenda to the members before each meeting. This agenda should include:
- Review of previous minutes
  - Review of the Accident Book entries made over the period, noting any accident, injury or disease trends, and making recommendations to avoid a recurrence
  - The health and safety audits, survey reports and recommendations
  - Health and safety issues notified by Committee members or their employees.
- 28.4 The function of the Committee is to ensure the effective management of health, safety, and welfare within the College.
- 28.5 The secretary, or his or her representative, shall arrange for minutes to be written and distributed; copies shall be posted for general information on the appropriate notice boards.

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<b>29. SLIPS, TRIPS, AND FALLS</b>
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- 29.1 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.
- 29.2 The Governing Body therefore requires strict observance of the Workplace (Health, Safety and Welfare) Regulations 1992 which specify that floors must be suitably surfaced, in good condition, and free from obstructions.
- 29.3 Employees are encouraged to report to their Head of Department, or the H.S.O. or H.S.A. 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
- 29.4 Notices are to be prominently displayed when floors are being cleaned and floor cleaners are to wear appropriate footwear.
- 29.5 Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- 29.6 Unavoidable ground-level obstructions are to be cordoned off.
- 29.7 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.

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<b>30. STATUTORY INSPECTIONS</b>
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- 30.1 Statutory inspections which need to be carried out on the College premises are listed below:
- Boilers
  - Fire detection / alarm / lighting
  - Lifts/lifting equipment
  - Lightning conductors and ground earthing systems
  - Mansafe access systems
  - Fire-fighting equipment (e.g. extinguishers)
  - Portable appliance testing
- 30.2 It is the responsibility of the H.S.O. 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.
- 30.3 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.
- 30.4 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. An annual insurance inspection must also be carried out.

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## 31. STRESS

31.1 The College is committed to protecting the health, safety and welfare of its staff. It recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. This policy will apply to all staff. Managers are responsible for its implementation and the College is responsible for providing the necessary resources.

31.2 The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

### 31.3 Policy

- The College will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be reviewed regularly.
- The College will consult with the Health, Safety and Domus Committee on all proposed action relating to the prevention of workplace stress.
- The College will provide guidance for all managers and supervisory staff in good management practices.
- The College will provide access to confidential support and counselling for staff affected by stress caused by either work or external factors, through an external provider.
- The College will provide adequate resources to enable managers to implement the College’s agreed stress management strategy.

### 31.4 Responsibilities

#### Managers

- Co-operate in the conduct of risk assessments within their jurisdiction.
- Implement the recommendations of risk assessments within their jurisdiction.

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- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
  - Ensure that staff are fully trained to discharge their duties.
  - Ensure that staff are provided with appropriate developmental opportunities.
  - vi. Monitor work levels and time management, especially as part of performance reviews, to ensure that their staff are not overloaded.
  - Monitor working hours and overtime to ensure that staff are not overworking, and specifically monitor holiday utilisation to ensure that staff are taking their full entitlement.
  - Attend training in good management practice and health and safety as requested.
  - Ensure that bullying and harassment are not tolerated within their jurisdiction.
  - Are vigilant and offer additional support to a member of staff who is experiencing stress outside work, eg bereavement or separation.

### Health and Safety Officers

- Arrange for the provision of specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Must be meaningfully involved in the risk assessment process.
- Should conduct joint inspections of the workplace at least every three months, to ensure that environmental stressors are properly controlled.
- Refer staff to counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the College and Health, Safety and Domus Committee of any changes and developments in the field of stress at work.

### Human Resources

- Support individuals who have been off sick with stress and advise them and their manager on a planned return to work.
- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Inform new members of staff at induction that if they became aware of stress developing, they are encouraged to talk to their line manager, the HR Officer, the Chaplain, ICAS or the University Counselling Service (where they are entitled to one free session).
- Provide continuing support to managers and individuals in a changing environment and encourage referral to confidential counsellors where appropriate.

### Employees

- Raise issues of concern with the Health and Safety Officer, their line manager or (through the College Nurse or HR Officer) an occupational health advisor.
- Accept opportunities for counselling when recommended.

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- Make general suggestions on improving the working environment to their line manager or, if applicable generally, to their representatives on the Staff Information and Consultation Committee.

#### Staff Representatives on the Staff Information and Consultation Committee

- Must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Must be able to consult with staff on the issue of stress including recommending to the Staff and Employment Committee or the Health, Safety and Domus Committee (as appropriate) that a workplace survey be conducted.
- Should be allowed access to collective and anonymous sickness data.
- Should be provided with paid time away from normal duties to attend training on workplace stress.

#### Role of the Health, Safety and Domus Committee

- The Committee will ensure that this policy is implemented.
- The Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress.

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<b>32. TRAINING</b>
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- 32.1 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.
- 32.2 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) 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) The College's Risk Assessment policy
  - l) Protective and preventative measures adopted as a result of the risk assessments
  - m) Use of personal protective equipment and clothing
  - n) 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.

- 32.3 Information relevant to an employee's particular tasks or job will be provided by the relevant Head of Department.
- 32.4 Employees will be made aware, during induction and continuation training, of those elements of the College's Health and Safety manual which relate to their own responsibilities and tasks. The manual will be made available by the Human Resources Office to any employee on request.
- 32.5 All staff training will be recorded by the HRO
- .
- 32.6 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 wants further information, instruction or training should seek this in the first instance from his or her Head of Department.
- 32.7 Employees must not attempt any task that they are not trained or competent to perform, and must bring this to the attention of their supervisors. Heads of

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Department should first satisfy themselves that employees are adequately trained before allocating tasks to them.

- 32.9 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.

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### **33. DISPLAY SCREEN EQUIPMENT (DSE)**

- 33.1 The College will endeavour to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE
- 33.2 There are a number of potential risks from using DSE, but these are preventable if the equipment is used correctly. The Head of Department 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
- 33.3 The DSE self-assessment questionnaire (G33.1) will be used to record the findings of the workstation assessment. The Head of Department will complete the hazard analysis and risk assessment (G33.2) on the basis of the assessment and will send one copy of this to the Deputy Buildings Manager for retention on file. The Head of Department is then responsible for taking the necessary actions to implement the mitigating measures. If a repair or new furniture is needed, a maintenance request should be completed; if training is needed, the HRO must be notified; if a change in process is needed, this must be discussed with the Senior Bursar or Junior Bursar. Heads of Departments should retain the originals of the questionnaires and risk assessment forms, and update them as the remedial measures are completed.
- 33.4 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.
- 33.5 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. The College will:
- take all necessary steps to investigate the circumstances
  - take corrective measures where appropriate
  - advise the employee of the action taken.
- 33.6 The College will consider changes of task within the working day, to prevent intensive periods of on-screen activity. See also attachment G33.3 giving guidance on work breaks.
- 33.7 All employees who make significant use of DSE at work can request an appropriate eyesight test, and the cost of this will be re-imbursed by the College on production of a receipt. .
- 33.8 All users who, as a result of the eye and eyesight test, require prescriptive lenses for DSE use (only), will be provided free of charge with corrective spectacles to the value of £50. Should a more expensive pair of spectacles

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be preferred by the user, then the £50 allowance can be used as a contribution towards the overall costs. Evidence of purchase must be produced before payment is made.

- 33.9 If employees need eyesight tests in connection with their College employment, they should confirm in advance that the College is prepared to defray the cost. Eyesight tests should be arranged by the employee concerned.
- 33.10 When there is a change in an employee's requirement for spectacles, which is associated with the use of DSE, the College will meet the cost of replacement, subject to the conditions set out above.
- 33.11 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.
- 33.12 Staff who are concerned about Work Related Upper Limb Disorder (WRULD – formerly called Repetitive Strain Injury) may attend the University Disability Resource Centre's WRULD drop-in sessions, held on the last Wednesday of each month from 3.00 to 4.30pm at Keynes House, Trumpington Street.

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**RISK ASSESSMENT QUESTIONNAIRE FOR USERS OF DSE**



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## **BREAKS WHILE USING DSE - 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. When the job unavoidably contains spells of intensive display screen work requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

### **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 minute break after 50 minutes continuous display screen work is likely to be better than a 15 minute 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**

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<b>34. VIBRATION</b>
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34.1

34.1 Prolonged exposure to vibration generated by mechanical equipment can lead to serious and permanent injury. When using high-vibration equipment (such as pneumatic road drills), the following precautions are recommended:

- a. Only use high-vibration equipment if you have been specifically authorised to do so.
- b. Determine acceptable vibration levels before using the equipment.
- c. Ensure that the equipment has been regularly and correctly maintained.
- d. Take advice about and observe the frequency and length of recommended work breaks.
- e. Keep body and hands warm.
- f. Regularly exercise fingers to improve blood flow.
- g. Immediately report any ill effects of vibration.

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<b>35. VISITORS AND CONTRACTORS</b>
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- 35.1 Under the Construction (Design and Management) Regulations, the client (the College) has specific health and safety responsibilities for the health and safety of its contractors' staff while they are on site. The College has retained consultants to administer this responsibility.
- 35.2 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. Attachments G35.1 and 35.2 are specimens of the standard College Health and Safety brief for contractors.
- 35.3 All visitors and contractors must sign in to and out of the College premises at the Porters' Lodge, in the register kept for visitors and contractors. The log will record the date, time, and name of the visitor/contractor and the purpose of his or her visit/work.
- 35.4 In the case of contractors, a College representative will be made responsible for supervising any work being carried out on the premises.
- 35.5 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 in the premises.
- 35.6 Depending on the circumstances, visitors and contractors will 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 necessary.
- 35.7 Contractors will, in certain circumstances, be required to inform the H.S.O. or H.S.A. or Deputy Maintenance Manager of their safety policy and arrangements. Other information will also be required regarding bringing into the premises hazardous materials or electrical equipment.
- 35.8 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.
- 35.9 A written contract may be required for certain tasks involving contractors. The H.S.O., or his representative, will be responsible for ensuring that this contract contains adequate health and safety clauses.
- 35.10 In certain cases a 'Permit to Work' system will be issued for work involving hot work and where isolation is required. See section G22.

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## **DOWNING 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 principle 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                 |

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

Before beginning its operations a contractor's representative, in conjunction with the H.S.O. 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 the Junior Bursar and other College representatives will be held on site. At this meeting, the contractor will also be invited to table a copy of his H&S method statement and generic risk assessments; the following issues will be covered:

- Location of services and domestic facilities
- Consideration of the need for health and safety checks during the contract (e.g. 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

Contractors' employees are to sign a register in the Porters' Lodge at the beginning and end of their shift periods to provide a record of which members of the

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contractors' team are on site at any one time, and are to use as their point of contact, if assistance or services are required, the Buildings Manager or, in his absence, his designated representative.

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 had been adopted.

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## **CODES OF PRACTICE FOR CONTRACTORS**

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

A comprehensive heat and smoke detector system has been installed throughout 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 Porters' Lodge and the Fire Brigade which can be expected to arrive within minutes. The College's internal fire management is exercised via the Porters' Lodge staff.

In the event of an alarm sounding and/or the discovery of a fire, individual members of the staff should leave their workplace immediately and go to their designated assembly area where the first person to arrive should act as a point of contact for the Porters' Lodge and Fire Brigade. Affected areas may be reoccupied only on authority from the Lodge or the senior Fire Brigade officer on site.

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 Nurse (when she is conducting surgeries within the College), a number of College staff have been trained to carry out first aid and hold current certificates. An up to date list of qualified first aiders is held in the Porters' Lodge and in every first aid box.

b. First aid (including resuscitation) equipment is available in the Porters' Lodge.

c. All incidents should be reported in the first instance to the Porters' Lodge staff who will identify which trained staff are available, or, should the emergency necessitate it, make contact with and arrange transportation to 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 is kept in the HR 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 Downing College premises should be recorded in the Accident Book.

### **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.

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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 safeguards 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 1999.

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

1. Substances or mixtures of substances specified under the CHIP 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 occupational exposure limits (listed in EH40 – *Occupational 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, wood, masonry, etc.).

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5. Any other comparably hazardous substance which may not be covered by CHIP, e.g. some pesticides or medicines.
  - c. The principle hazards from COSHH-regulated substances are burning, irritation or other damage to skin or eyes and damage to lungs from inhalation.
  - d. COSHH-regulated substances do not include asbestos and lead (which are separately regulated – for further information refer to the Maintenance Department), radioactive agents and asphyxiants or those which are hazardous because they are under pressure.
  - e. 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 the College provides it.
    - d. If the college does not provide protective clothing, yet you think it advisable to do so, speak to your Head of Department.
    - e. Strictly observe exposure limits and accurately record your exposure time.
    - f. Where inhalation poses risks, keep the room in which you are working ventilated.
    - g. 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.
    - h. If you spill a hazardous substance, immediately clear it up or, if necessary, seek specialist assistance in clearing it up.
    - i. 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 on a form available from the Porters' Lodge.
    - j. Always wash your hands after using hazardous substances.
    - k. 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.

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- d. Clean up spillages, or report them to the Lodge, if specialised cleaning materials or practices are needed.
  - e. Keep office floors and working areas free of obstacles.
  - f. Where lighting is inadequate, use a 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.

Recommended best practice to protect others;

- 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 Junior Bursar 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 Downing College property are erected, altered or dismantled under the supervision of competent contractors.
  - 2) The only exception is the College's own tower scaffold which should be used only by those members of the Maintenance Department who are qualified, and wearing protective headgear. The scaffold must be based on firm, level ground. Once erected, the scaffold may be used by authorised 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.

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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, of these, 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.

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- 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. An RCD should be used for equipment operating at 240v or higher.
  - 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 a 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 Junior Bursar, 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 Downing College site should be reported to the Junior Bursar, 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 in College is confined to designated areas, access to which is controlled by permit. The main hazard is from contractors' transport and primarily during vacations. Staff receiving deliveries should ensure that the driver of the delivery vehicle is carefully

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- marshalled and that gates are secured between arrival of the vehicle and departure.
- c. Anyone who needs to cross vehicular movement areas when vehicles are being manoeuvred should take great care.
  - d. Maintenance Department and Porters' Lodge Staff in particular have been briefed to contribute to a safer environment by ensuring that all vehicles parked on college premises 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.
  - e. Contractors should seek assistance, if necessary, when manoeuvring vehicles into and out of the College.

## **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**

Devastation 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:

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- 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 paper-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 resealed by the Maintenance Department and reported to the Junior Bursar, 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.

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## 14. Lead

Hazards may arise when lead dust or fume is located in powder, dust or paste is 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 College staff member 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. Material 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.

### b. Recommended Best Practice

#### i. Manual Handling:

Particular attention must be paid to assessments specifically prepared for your own 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.

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- 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. Heads of Department should contact lone workers periodically.
3. Lone workers should leave their details with the Porters' Lodge - or nearest contact – giving their whereabouts and expected cease-work time.
4. Where they are available and would be effective, personal attack alarms should be worn.
5. Medical fitness for lone working will in future be considered 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

Downing College specifies constraints in relation to which equipment, in the Buttery, Catering Department and Maintenance Department, may be used by young persons, and the training and supervision needed in relation to equipments which may be used. These are detailed at Annex A of the Codes of Practice for each relevant department.

Additionally, if an employee who is a young person, or that person's Supervisor or Head of Department, is concerned about any aspect of safety in relation to the person's duties or workplace, she/he should immediately bring this to the attention of the Junior Bursar or Buildings Manager.

## **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 College would not wish its employees or contractors to suffer.

#### Recommended practice

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.

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## **36. WORKING AT HEIGHT**

- 36.1 Falls from height are the single most frequent cause of work-place fatalities, while falling objects cause a high proportion of reported injuries.
- 36.2 Whenever work is to be undertaken at height on College premises, secure fencing is to be provided to prevent people falling from edges and objects falling on to people below.
- 36.3 Protective headgear is to be used for all work conducted at a height of 1100mm or more.
- 36.4 Where there is a risk of anyone on any Downing College site falling two metres or more, or falling less than two metres and risking serious injury, fencing should be at least 1100mm high and have two guardrails. Tanks, pits and structures should be securely covered or fenced to a height of at least 1100mm.
- 36.5 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.
- 36.6 Slips and trips that 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.
- 36.7 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 lorries should be carried out in properly equipped designated places.
- 36.8 When moving goods up or down between levels on scaffolding, the outer edge should be fenced and secure handholds should be provided where necessary.
- 36.9 If fencing or covers cannot be provided on scaffolding, 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.
- 36.10 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 that do not require disconnection and re-connection of safety 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.
- 36.11 Scaffolding should only be assembled on site by qualified contractors. Arrangements must be made for independent safety inspections at the statutory intervals.

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## 37. WORKSHOPS

- 37.1 There are a number of risks associated with workshops, including:
- The use of machinery, particularly power tools, abrasive wheels and woodworking machines (see section 16)
  - The use of hand tools (see section 13)
  - Noise (see section 19)
  - Dust and fumes (see section 5)
  - Manual handling (see section 17)
- 37.2 **Particular attention needs to be given to good housekeeping.** Tools should be stored in designated storage areas when not in use.
- 37.3 All substances and fluids must be stored correctly and employees must never leave tins open or put any substances in unmarked tins or containers.
- 37.4 All materials should be stored in a safe and secure manner.
- 37.5 Access to the workshop will be restricted to authorised persons only.
- 37.6 Floors must be kept clear at all times. Spillages must be cleared up immediately.
- 37.7 Any damage to the workshop, fittings, fixtures or equipment must be reported immediately to the H.S.A. or H.S.O., if necessary.
- 37.8 Periodic inspections of the workshop will be undertaken by the H.S.O. or H.S.A.
- 37.9 Eating, drinking, and smoking are not permitted in the workshops.

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<b>38. REGISTERS AND RECORDS</b>
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- 38.1 The College recognises that it has a duty to maintain records of certain activities. Information relating to these can be found in the Safety Register and Records Manual that is held in the Buildings and Maintenance Office.
- 38.2 Responsibility for the maintenance of the records may be delegated to Heads of Department at the discretion of the Junior Bursar.

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<b>39. HOT LIQUIDS AND SUBSTANCES</b>
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- 39.1 All contractors working on the College's heating installation, domestic hot water supply, or in the kitchens must, before commencing operations, submit copies of their risk assessments and method statements for the proposed works to the Buildings Manager or his Deputy.
- 39.2 Operations may only be commenced once the Buildings Manager or his Deputy have approved the risk assessments and method statements submitted, and all work undertaken must conform to the method statements provided.

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## **40. YOUNG PERSONS**

40.1 Downing College recognises that there are special considerations to be made when employing young persons. Young persons are defined as being persons who have not attained 18 years.

40.2 To this end the College will ensure that any work expected to be carried out by young persons, has a suitable risk assessment available. If one does not exist, then a specific risk assessment will be completed before any young person commences work.

The assessment will take into account the following;

- a) The experience and maturity of the young person and their possible lack of awareness of existing or potential risks.
- b) The stature, strength and reach of young persons in relation to their ability to operate controls.

40.3 If children (i.e. young persons below the Minimum School Leaving Age) are employed on Work Experience then the “parents” of these children will be informed of the risks identified in the risk assessment and also of the control measures which are provided.

40.4 Young persons may, however, carry out certain prohibited types of work if this is;

- a) Necessary for their training;
- b) Under the direct supervision of a competent person; and
- c) Where any risk is reduced to the lowest level that is reasonably practicable.

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# Appendix 1

## 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 are going to be taking as it is to check the area you are 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

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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 that you are 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 is comfortable. 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. Do not 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 is not 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.

### **Do not 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 while you do this.

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