



Downing College
Health and Safety Policy

November 2018

HEALTH AND SAFETY POLICY



EXECUTIVE SUMMARY

The Governing Body takes responsibility for acting in overall control of Downing College. The Governing Body is aware of the moral, legal and ethical importance of health and safety.

The Governing Body will ensure that no employees, students, visitors, contractors or others are exposed to any harm, in respect of health, safety or both, arising from College activities.

The Governing Body will comply fully with current health and safety legislation, and will further ensure that suitable risk-management principles are embodied in all areas of the organisation.

This policy document sets out the Governing Body's aim and identifies those within the organisation who are deemed to have key roles in helping to implement the risk-management strategies required by all legislation applicable to the organisation.

The implementation of this policy will be monitored regularly to ensure that the quality and reach of health and safety management, as well as the attendant risk-control measures, remain at the high standard that the organisation continues to strive and lead towards.

This policy will be further developed through various procedures, training programmes, staff appointments, assessments, monitoring, auditing and surveillance in order that the organisation continues to demonstrate its full commitment to health and safety.

HEALTH AND SAFETY POLICY



STATEMENT OF POLICY

The Governing Body regards health and safety matters to be a priority and an integral part of all Downing College's activities. The Governing Body will ensure that health and safety remains a management responsibility equal to that of any other.

It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, as far as is reasonably practicable, safe and without risks to health, and that persons not in the College's employment are not exposed to any harm that may arise from the College's activities.

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

The Governing Body will provide such financial resources, human resources and time as is necessary to enable Downing College, its employees and others 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) Complying with the specific requirements detailed in this Policy
- b) Co-operating with all health and safety instructions, complying with all conditions of employment and participating in the risk-management measures
- c) Adhering to any code of practice or guidance that may apply to their work or workplace
- d) Taking reasonable care of their own health and safety and that 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.

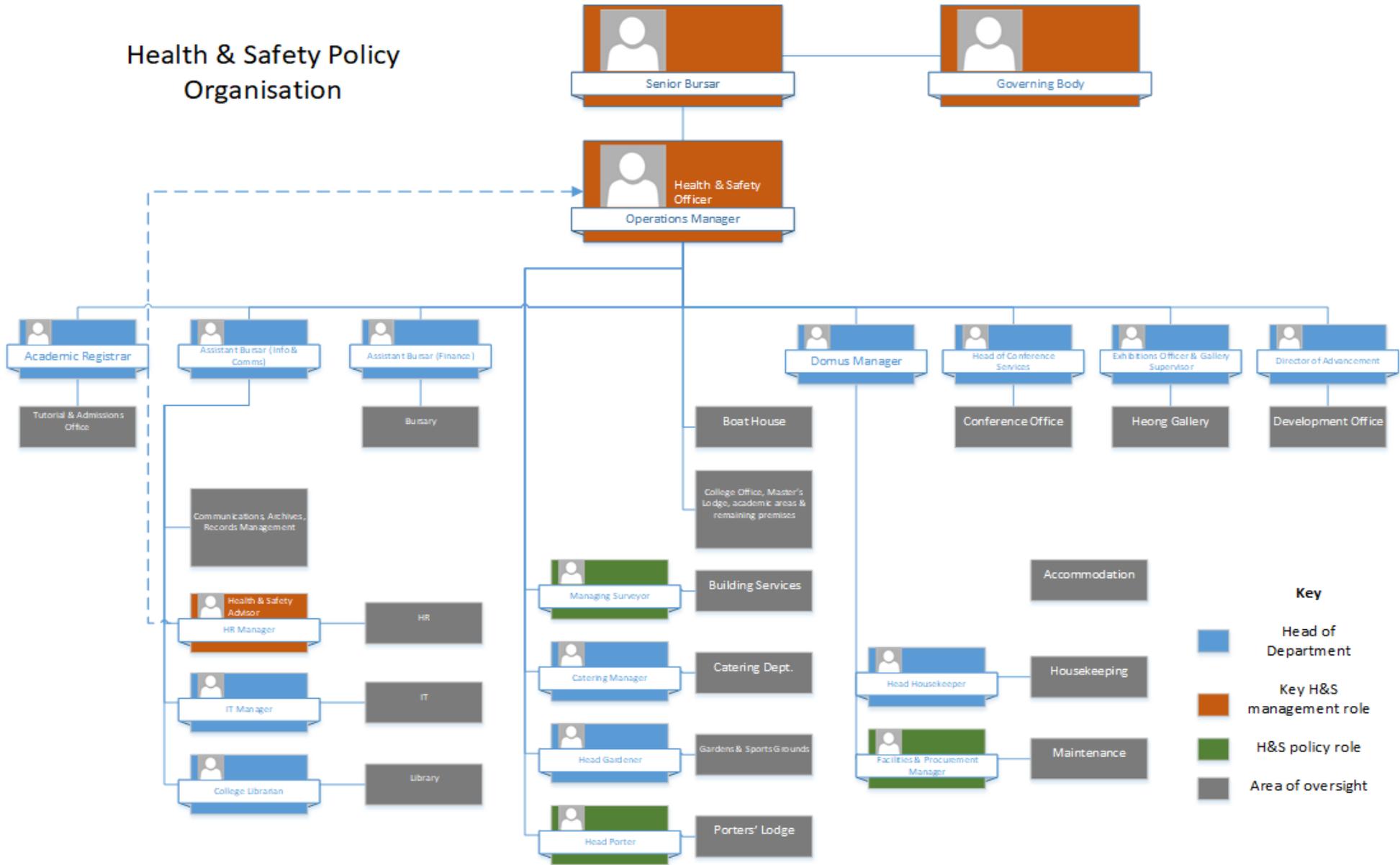
The policy will be reviewed annually and amended as circumstances, or legal requirements, change.

Signed Date

Position



Health & Safety Policy Organisation



HEALTH AND SAFETY POLICY ARRANGEMENTS



ORGANISATION

Responsibilities

The Governing Body

1. The Governing Body takes ultimate responsibility for health and safety and for ensuring that this policy is implemented fully.
2. It is responsible for the allocation of sufficient resources to meet the requirements of legislation applicable to the College, including the provision of competent people, and necessary training, financial resources and time.
3. It will ensure that there is an annual audit report on health and safety, which covers:
 - A list of all reportable accidents and diseases befalling employees, students and others
 - 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 and 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.
4. It will lead by example.

The Senior Bursar

1. The Senior Bursar will chair the Health, Safety and Domus Committee
2. The Senior Bursar will encourage and support all Heads of Department and staff to maintain high standards of health and safety
3. The Senior Bursar will ensure that within each Department appropriate supervision arrangements exist for tiered staff levels
4. The Senior Bursar will ensure that staff who purchase on the Organisation's behalf are aware of the risk-management strategy and purchase accordingly.

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Health and Safety Officer

1. Unless otherwise determined by the Governing Body, the College's Health and Safety Officer (hereinafter HSO) is to be the Operations Manager. He or she will be assisted by a Health and Safety Advisor, who will fulfil the duties below in the HSO's absence, and by a Fire Officer.
2. The HSO will be responsible through the Senior Bursar, if appropriate, to the Governing Body for all health and safety matters, including:
 - Attendance at the quarterly Health, Safety, and Domus Committee
 - Inspecting premises at least quarterly to ensure that the current health and safety regulations and standards are maintained and that this policy is followed
 - Responding to complaints or queries from Heads of Department and staff
 - Appointing sufficient 'competent persons' to ensure that the College complies with its legal obligations
 - Appointing sufficient staff to deal with emergencies (including first aiders) and ensuring that they are given adequate training, particularly in emergency procedures.
3. The HSO 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.
4. The HSO will have overall responsibility for managing, updating, and reviewing the College Health and Safety Policy at least on an annual basis.
5. The HSO will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided.
6. The HSO will be responsible, with the Health and Safety Advisor, for liaising with the HSE Inspectorate, Fire Officers, Insurance Assessors, and other officials in relation to health and safety matters.
7. The HSO will prepare an Annual Report for the Governing Body that covers all results of the relevant risk-management measures, particularly staff training, accidents, policy changes and formal inspections, as well as recommendations for future changes to College Health and Safety Policies.

Fire Officer

1. The Head Porter will normally be the Fire Officer, and will be responsible to the HSO for fire safety on a day-to-day basis. The Fire Officer may delegate specific fire-safety tasks to his or her staff.
2. The Fire Officer will carry out fire risk assessments for all College properties, as well as for the Domus. She or he will train Hostel Keepers and Fire Wardens in their duties and responsibilities, and will provide fire safety awareness training to staff and Fellows of the

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College. The Fire Officer will arrange for regular checks of fire equipment and alarm systems, and the recording of these checks.

3. The Fire Officer will arrange to hold annual fire drills at each College building and will report the outcome of the drills to the HSO.

Health and Safety Advisor

1. The Human Resources Manager will fulfil the role of Health and Safety Advisor (hereinafter HSA). This involves:
 - Being a day-to-day point of contact for Heads of Department on general health and safety at-work matters, providing advice and signposting to internal/external specialists, as appropriate
 - Undertaking specific responsibilities as set out in the College Safety management System regarding Driver records, Disability risk assessment, Alcohol and drugs, Stress management, Young persons, and Violence policies
 - Maintaining accident and dangerous incident reports, notifying the Health and Safety Executive of reportable accidents, reporting all notified accidents and dangerous incidents to the next meeting of the College Health, Safety and Domus Committee, and providing statistical information on accidents to the HSO
 - Ensuring suitable records are kept of those persons who may require specific assistance, in terms of first aid conditions, and, where applicable, that records are updated with evidence of training provided and health surveillance
 - Acting as secretary to the Health, Safety, and Domus Committee, chaired by the Senior Bursar
 - Assisting the HSO in arranging external health and safety audits, sharing findings with the Health, Safety and Domus Committee, and tracking progress in the College's actions in response to any resulting recommendations
 - Assisting the HSO in ensuring the College Health and Safety policy and SMS are reviewed annually
 - Assisting the HSO in liaising with the HSE Inspectorate, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.

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Facilities and Procurement Manager and Managing Surveyor

1. The Facilities and Procurement Manager holds specific responsibilities in relation to the following areas, as set out within the Safety Management System:
 - Asbestos*, including the asbestos register
 - Construction*
 - Contractors*
 - Control of equipment and PAT testing
 - Electricity
 - Gas systems (plus F-gas)
 - Lead*
 - Legionella
 - Permits to work
 - PUWER.

**indicates that, when building works are being managed by Buildings Services, as opposed to by Maintenance, these responsibilities are fulfilled by the College Surveyor.*

Heads of Department ('HoDs')

1. HoDs will be responsible for health and safety within their areas of control. They will ensure that all employees under their control comply with the policies and procedures set out in this document.
2. HoDs will ensure that, on a day-to-day basis, health and safety standards are maintained and that employees are not placed at risk. If they are in doubt, they should seek advice from the HSO.
3. In particular, Heads of Department will be responsible for:
 - Ensuring that their staff* use the correct procedures 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 queries from staff* promptly or referring the matter to the appropriate person
 - Ensuring that equipment used by staff* is maintained in a safe condition
 - Setting an example to staff* in all matters relating to health and safety.
4. HoDs will notify the HSO in the case of a serious accident or a circumstance that could necessitate normal proceedings being suspended.

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5. HoDs will be responsible for the health, safety and welfare of employees within their areas of control. The HSO will be responsible for dealing with any serious breach of safety after consultation with the necessary parties.
6. HoDs will 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 their staff.
7. HoDs will regularly consult employees* to identify matters relating to their health and safety that need to be addressed.
8. HoDs will inform and instruct their assistants* to ensure that they are capable of identifying hazards and risks to health and safety and of dealing with accidents and complaints and taking preventative action.
9. HoDs will monitor for safe practice the conduct of maintenance in any area over which they exercise responsibility and for any contractor or visitor to their area.
10. HoDs will be responsible for the health and safety of all contractors, hirers and visitors within their jurisdiction, to a 'reasonably practicable' extent.
11. In carrying out the above duties, HoDs will apply to the HSO for the necessary training and information to fulfil their responsibilities.
12. HoDs will undertake the production of risk assessments relating to their responsibilities, for review by the HSO and the HSA, in accordance with the 'Management of Health and Safety at Work Regulations 1999', (Regulation 3).
13. HoDs will, in conjunction with the HSO and the HSA, be responsible for dealing with officials from the Health and Safety Executive, Fire Authority and insurance companies in relation to health and safety in their areas.
14. HoDs will assume any appropriate additional health and safety responsibilities determined by the College.

{ = If they have responsibility for staff; if not then these provisions apply to the HoDs themselves. The terms 'staff' and 'employees' in this context include casual and agency workers.}*

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Employees

1. Employees have responsibility in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, employees have this same responsibility under their contract of employment.
2. 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.
3. 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 risk-management measures that are in place throughout the organisation
 - Use personal protective equipment provided
 - In case of doubt, seek guidance from their Head of Department, the HSO or the HSA before proceeding
 - Comply with any control measures laid down within the risk assessments appropriate to their areas of work
 - Report any hazards or defects to their Head of Department immediately.
4. Employees' 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.

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- (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.'

The Governing Body aims to comply fully with the requirements of the following legislation, which applies to the College's activities:

Health and Safety at Work etc. Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

Corporate Manslaughter and Corporate Homicide Act 2007

<http://www.legislation.gov.uk/ukpga/2007/19/contents>

Management of Health and Safety at Work Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

<http://www.legislation.gov.uk/uksi/2013/1471/contents/made>

The Workplace (Health, Safety and Welfare) Regulations 1992

<http://www.legislation.gov.uk/uksi/1992/3004/contents/made>

The Personal Protective Equipment Regulations 2002

<http://www.legislation.gov.uk/uksi/2002/1144/contents/made>

Manual Handling Regulations 1992

<http://www.legislation.gov.uk/uksi/1992/2793/contents/made>

Control of Substances Hazardous to Health Regulations 2002

<http://www.legislation.gov.uk/uksi/2002/2677/contents/made>

Control of Lead at Work Regulations 2002

<http://www.legislation.gov.uk/uksi/2002/2676/contents/made>

The Display Screen Equipment Regulations 1992

<http://www.legislation.gov.uk/uksi/1992/2792/contents/made>

The First Aid Regulations 1981

<http://www.legislation.gov.uk/uksi/1981/917/contents/made>

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Provision and Use of Workplace Regulations 1998

<http://www.legislation.gov.uk/uksi/1998/2306/contents/made>

Lifting Operations and Lifting Equipment Regulations 1998

<http://www.legislation.gov.uk/uksi/1998/2307/contents/made>

Control of Asbestos Regulations 2012

<http://www.legislation.gov.uk/uksi/2012/632/contents/made>

Work at Height Regulations 2015

<http://www.legislation.gov.uk/uksi/2005/735/contents/made>

Control of Vibration at Work Regulations 2005

<http://www.legislation.gov.uk/uksi/2005/1093/contents/made>

The Construction (Design and Management) Regulations 2015

<http://www.legislation.gov.uk/uksi/2015/51/contents/made>

The Noise at Work Regulations 2005

<http://www.legislation.gov.uk/uksi/2005/1643/contents/made>

The Gas Safety (Installation and Use) Regulations 1998

<http://www.legislation.gov.uk/uksi/1998/2451/contents/made>

The Electricity at Work Regulations 1989

<http://www.legislation.gov.uk/uksi/1989/635/contents/made>

The Fgas Regulations 2015

<http://www.legislation.gov.uk/uksi/2015/310/contents/made>

Pressure System Regulations 2000

<http://www.legislation.gov.uk/uksi/2000/128/contents/made>

The Regulatory Reform (Fire Safety) Order 2006

<http://www.legislation.gov.uk/uksi/2005/1541/contents/made>

Electrical Equipment (Safety) Regulations 1994

<http://www.legislation.gov.uk/uksi/1994/3260/contents/made>

Furniture and Furnishings (Fire) (Safety) Regulations, 1988

<http://www.legislation.gov.uk/uksi/1988/1324/contents/made>

Food Safety Act 1990

<http://www.legislation.gov.uk/ukpga/1990/16/contents>

Food Hygiene Regulations 2006

<http://www.legislation.gov.uk/uksi/2006/14/contents/made>

Food Information Regulations 2014

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<http://www.legislation.gov.uk/uksi/2014/1855/contents/made>

The Building Regulations 2010 & 2016 Amendment Regulations

<http://www.legislation.gov.uk/uksi/2010/2214/contents/made>

Water Supply (Water Fittings) Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/1148/contents/made>

Occupiers Liability Act 1984

<http://www.legislation.gov.uk/ukpga/1984/3/contents>

Employers Liability Compulsory Insurance Act 1969

<http://www.legislation.gov.uk/ukpga/1969/57/contents>

Health and Safety (Consultation with Employees) Regulations 1996

<http://www.legislation.gov.uk/uksi/1996/1513/contents/made>

Health and Safety (Signs and Signals) Regulations 1996

<http://www.legislation.gov.uk/uksi/1996/341/contents/made>

The Safety Representatives and Safety Committees Regulations 1977

<http://www.legislation.gov.uk/uksi/1977/500/contents/made>