General Statement of Policy

Jesus College takes all reasonable steps to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. The College's objective is to minimise the number of instances of accidents and illnesses in College and to achieve an accident free workplace. All employees will be provided with the necessary safe and healthy working conditions, equipment and systems of work and adequate information, training, instruction and supervision to ensure this.

The College also undertakes to operate with due regard to the Health and Safety of students, visitors and contractors.

All reasonable steps will be taken to ensure that risks inherent with the workplace are identified and that all reasonable steps will be taken to eliminate them. In order to achieve this it is important that everyone takes a full part in the process of managing health and safety in the college. All college staff are expected to make themselves familiar with the health and safety policy and associated procedures. All supervisors or line managers have an additional responsibility to ensure that health and safety standards are maintained at all times in their areas of responsibility. Employees must take all reasonable steps to ensure that they are not endangering themselves or others through their activities.

This policy will be reviewed yearly or when any major changes are implemented and employees will be advised of any changes.

This policy was approved by the College Council on ???????

Signed:

Name: Professor I. H. White
Position: Master
Date: 29 Oct 2011
Responsibilities

1. College Council:

Overall and final responsibility for Health and Safety lies with the College Council. It is the responsibility of the College Council to determine and approve the health and safety policy for the college and to ensure that adequate provision and resources are made available to allow health and safety procedures to be implemented.

The Domestic Bursar retains day to day responsibility for the management of health and safety within the college, supported by the Head Porter.

2. Domestic Bursar is responsible for:

- Ensuring College complies with all health and safety legislation as far as is reasonably practicable.
- Reporting major accidents or health and safety deficiencies to the College Council.
- Liaising with external agencies such as the Health and Safety Executive (HSE) or City Council Officers (Fire Officer and Environmental Health Officer).
- Submitting a report yearly to the College Council outlining accident statistics and the state of occupational health and safety in general.

3. Head Porter is responsible for:

- Ensuring all staff receive appropriate health and safety training for their specific tasks and for emergency situations.
- Ensuring that risk assessments are undertaken as appropriate by line managers.
- Ensuring that suitable induction programmes are in place for all new members of staff.
- Ensuring that the college has sufficient fire alarm detection and fire fighting equipment and those systems are adequately maintained.
- Ensuring that all accidents and near misses are reported and investigated promptly and correctly.
- Submitting to the Domestic Bursar, yearly, a report outlining accident statistics and the state of health and safety in general.
- Supporting the Domestic Bursar in carrying out his duties.
- Liaising with the College’s Health and Safety Advisors.

4. Line Managers are responsible for:

- Implementing the College Health and Safety policy for their areas of responsibility.
5. Members of staff are responsible for:

- Ensuring that risk assessments have been carried out in their areas of responsibility.
- Ensuring that the staff they supervise are following health and safety policies and procedures.

- Reading and familiarising themselves with the health and safety policy and associated procedures
- Following all work and safety procedures and training that they have received
- Reporting all accidents or near misses to the Porters Lodge
- Reporting hazards to health and safety so that appropriate actions can be taken to remove or control them
- Ensuring that any protective clothing or equipment provided for use is well maintained and used for its intended purpose
- Not misusing or interfering with anything that is provided in the interest of health and safety while at work

6. Health and Safety Committee

The college has a health and safety committee which is chaired by the Domestic Bursar and which will have representation from the Fellows, line managers, staff and students. The committee will meet at least once per term and shall review the implementation of the health and safety policy, highlight deficiencies and review any accidents that have occurred. The chair of the committee will make an annual report to the College Council on the overall safety performance of the College and this will include accident statistics.

7. General

All Fellows, employees, students and visitors must co-operate to achieve a safe and healthy environment and take reasonable care for themselves and others. They must also not interfere with anything that has been provided to safeguard their health and safety.

Any member of the College community discovering a health or safety problem which they cannot correct must inform (as applicable) the Head Porter, their immediate superior or contact the appropriate responsible person named above. In cases where this is not convenient or a problem occurs outside normal office hours a report should be made to the Porters’ Lodge.

Health and Safety issues of concern to students will be raised through the student affairs committee.

The College Council is informed of the work of the committee and the status of Health & Safety within the college.

The Health and Safety Law poster is displayed in the following Departments: Boathouse, Bursary, Catering, Development, Gardens, IT, Kitchens, Maintenance, Porters’ Lodge, Library and Tutorial.

The following persons/organisations are available to give advice:

Health and Safety Office: Grahame Appleby - 339463
Human Resources: Cheryl Few – 330750
Health and Safety Consultants: Workplace Law Group
Health Centre: College Nurse - 339450
College Fire Risk Assessment Co-ordinator: Peter Thorpe, Porters Lodge - 339339
Local HSE Inspector:

Woodlands,
Manton Lane,
Manton Lane Industrial Estate,
Bedford

Safety Consultants: Royal and Sun Alliance
Fire Prevention Officer: Cambridgeshire Fire Service
Implementation

1. Training

It is a legal requirement for all employers to provide sufficient training to all employees to ensure that they can work in a safe way. Jesus College will ensure that all members of staff receive appropriate training to allow them to carry out their jobs safely. Factors that determine the scope and frequency of training include:

- Risk assessments
- Individual job specifications and appraisals
- Health and safety audits, safety tours and safety inspections
- Accident investigations
- Individual training requirements

2. Accident Reporting

All accidents will be reported to the Porters’ Lodge and recorded in the accident book. Near misses and dangerous occurrences are also to be reported to the Porters’ Lodge. Those accidents that are serious or need to be reported to the HSE as part of the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations will be reported by the Head Porter within the statutory time frame. There will be an annual report to Council each Lent Term covering the previous calendar year. This will present statistics on all reported accidents.

3. Risk Assessments

Risk assessments of all work activities will be undertaken by the Risk Assessment Officer in close liaison with each Department Head. The findings of these assessments will be reported to the Head Porter. Any action required to remove/control risk will be approved by the Head Porter and the relevant Department Head is responsible for ensuring that the action required has been implemented. Risk assessments are to be reviewed periodically but especially after an accident or change of procedure or personnel has occurred.

4. First Aid Provision

Suitable and sufficient number of trained first aiders and first aid boxes will be provided. Details of the first aiders and the locations of the first aid boxes are clearly displayed throughout the college.

5. Fire Precautions

Fire is one of the greatest dangers to the college and can be caused in a number of ways. The most common circumstances are the use of unsafe electrical equipment or overheating of combustible substances. No person is allowed to bring any electrical equipment into College which has not been Portable Appliance Tested (PAT).

The college has arrangements in place to deal with fire emergencies and includes the provision of fire alarms and fire extinguishers. Anyone discovering a fire should raise the alarm and evacuate the building. No attempt should be made to fight the fire unless training has been provided on the correct use of fire extinguishers and it is safe to do so.

When the fire alarm sounds staff are required to evacuate the building immediately and report to their appropriate assembly point. No one will be allowed to re-enter the building until they have been advised that it is safe to re-enter.
6. Workplace hazards

While fire remains the greatest danger to the college there are a number of other hazards which pose a risk of harm. These include, but are not limited to

- The use of tools, electrical equipment and substances that may be harmful to health
- Manual handling activities
- Computer and workstation activities
- Violence or disorderly behaviour
- Work at height or in confined spaces
- Noise and vibration
- Lone working
- Stress

In all cases risk assessments will be carried out and appropriate control measures taken. This may include the development of further specific policies, procedures and safe systems of work.

Detailed Policies and Guidelines

The following detailed policies and guidelines are available on JNET

- Student Health and Safety
- Standards in the Workplace
- Risk Assessment
- Manual Handling
- Lone Working
- Induction of New Employees
- First Aid
- Fire Prevention and procedures
- Electricity at work
- Display Screen Equipment
- Disabled Persons
- Control of Substances Hazardous to Health
- Back Pain and Work Related Upper Limb Disorders
- Accident Reporting Procedure
- Working at Height
- Visitors and Contractors

G F Appleby
Oct 2011