



JESUS COLLEGE  
CAMBRIDGE

## Occupational health & safety policy

### 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 09 Nov 2009.

Signed:            Signed on Original

Name:            Professor I. H. White

Position:        Master

Date:            11th November 2016

# Jesus College - Synopsis

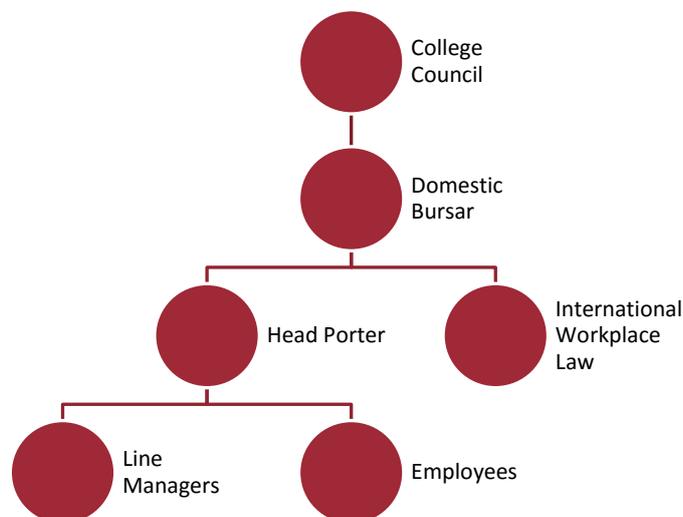
Jesus College was founded in 1496 and is one of the 31 Colleges which constitute the University of Cambridge. Jesus is an independent institution which for over five hundred years has taught and inspired generations of students who have gone on to make significant contributions to society both nationally and internationally. The College seeks to admit as undergraduate and graduate students those with the best potential to benefit from the education provided by the College and the University. Students are admitted regardless of financial, social, religious or ethnic backgrounds and across a range of subjects taught by the University. There is a very strong college community which comprises of approximately 100 Fellows, 900 students and 100 members of non-academic staff.

## 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 who, in turn, takes advice from the College external Health and Safety Advisors.



## **2. The Domestic Bursar is responsible for:**

Ensuring the 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. The 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 firefighting 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's Health and Safety Policy for their areas of responsibility.

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.

## **5. Members of staff are responsible for:**

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 a Fellow of the College 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 and safety within the College.

The Health and Safety Law poster is displayed in the following Departments: Boathouse, Bursary, Catering, Development, Gardens, IT, Kitchens, Library, Maintenance, Porters' Lodge 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:	International Workplace Law Group
Health Centre:	College Nurse - 339450
College Fire Risk Assessment Co-ordinator:	Peter Thorpe, Porters Lodge - 39307
Local HSE Inspector:	Woodlands, Manton Lane, Manton Lane Industrial Estate, Bedford
Safety Consultants:	Royal and Sun Alliance
Fire Prevention Officer:	Cambridgeshire Fire Service

# **Implementation**

## **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

## **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.

## **Risk Assessments**

Risk assessments of all work activities will be undertaken by a porter, who is Institute of Occupational Safety and Health (IOSH) trained, 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.

## **First Aid Provision**

Suitable and sufficient numbers 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.

## **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.

## **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 if requested

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

November 2016