

St Catharine's College

Health & Safety Policy 2024

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Please contact the Health & Safety Department on telephone number 01223 336439**



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Health & Safety Policy

Part A – Statement of Intent

1. In recognition of the responsibilities placed upon employers by the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations and all other relevant legislation, it is the policy of St Catharine's College to meet all statutory requirements relating to Health & Safety and to apply the appropriate standards to ensure the health, safety and welfare of all College Fellows, staff, students, visitors, contractors and members of the public who are, or may be, affected by our activities.
2. The Governing Body of the College bears the legal responsibility for all matters of health and safety within College and ensures that statutory requirements are met and appropriate standards applied. As an employer, Governing Body must appoint a competent person or people to help meet health and safety legal duties and does this via the employment of the Operations Director, Health, Safety and Compliance Advisor and other members of staff who have leadership and management responsibilities. Health and Safety is a core management function, and it is the responsibility of policy owners to ensure it is integrated into all other management policies and practices.
3. The College will monitor this Health & Safety policy and associated arrangements annually, review them as appropriate, and develop them in consultation with employees, Fellows and student safety representatives. This monitoring function will be carried out by the General Estates Committee, which reports into Governing Body. The Health, Safety and Compliance Advisor is a member of the General Estates Committee. To enable a more in-depth discussion on Health and Safety matters the Health, Safety and Compliance Adviser leads a Health and Safety Working Group, which also reports into the General Estates Committee.
4. The management of Health & Safety is an integral feature of good management at all levels of College organisation. This includes the provision of:
 - Safe and healthy working conditions.
 - Arrangement for the operation, design and maintenance of safe systems of work.
 - Properly maintained and guarded machinery and plant.
 - Information, instruction, training and supervision appropriate to College activities.
 - Arrangements for consultation with staff and their representation on relevant committees dealing with Health & Safety matters.
5. The College expects all those in Leadership or Supervisory positions to:
 - enable proper implementation of Health & Safety policies and procedures in their respective areas,

- give or arrange adequate training, information, instruction and supervision to ensure that the legal requirement and College health and safety procedures are complied with;
- understand that the safety of the individual is paramount and they may not permit any unsafe act, practice or operation;
- ensure all hazards and risk are identified and controlled or minimised.

Health & Safety performance will be monitored regularly by means of an audit programme, to check that policies and practices are effective in driving progressive improvements in safety management.

6. By assessing capabilities and providing training as appropriate, the College will ensure that all members of staff are competent to carry out their work and that those staff who manage or supervise others are aware of relevant legislation and good practices in order to manage Health & Safety effectively.

7. All College employees, and the wider College community have a duty to take care of their own Health & Safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies, rules and work safely in accordance with any instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to the appropriate managers without delay. All staff are empowered to stop work and seek advice if they have any safety concerns.

8. All students will receive guidance on Health & Safety matters in addition to the Health & Safety Essentials training and shall receive specific instruction as appropriate.

9. All students taking part in College controlled activities have a duty of care to themselves and others. They must comply with legislation, College policies and rules, instructions from staff, and report hazards or dangerous situations to the Health, Safety & Compliance Advisor or Porters on duty at the Porters Lodge. The Porters will immediately inform the Head Porter (or his/hers appointed deputy in the event of absence of the Head Porter). Less urgent matters should report to Maintenance for repair.

10. Visitors (including contractors) are required to comply with legislation, College policy and rules and report any problems to the Porters on duty at the Porters Lodge. The Porters will immediately inform the Head Porter (or their appointed deputy in the event of absence of the Head Porter) and the Health, Safety & Compliance Advisor. Where contractors are involved, the relevant Head of Department will be contacted by the Health, Safety & Compliance Advisor.

11. This policy statement is issued to all staff and students and is subject to periodic review in the light of experience and developments in Health & Safety legislation.

The College has established safe working procedures and arrangements as an extension of this statement of intent.

Operations Director

On behalf of St Catharine's College Governing Body, June 2024

Part B – Organisation and Responsibilities

1. The Governing Body:

The Governing Body is responsible for establishing the organisation and arrangements to carry out the College's Health & Safety Policy. Members of the Governing Body & the General Estates Committee ensure that Health & Safety is managed appropriately. The College has employed an Operations Director and Health, Safety & Compliance Advisor to support the on Health & Safety matters.

2. The Operations Director:

The Operations Director shall chair the College General Estates Committee, and the Health, Safety and Compliance Adviser shall be a member of that Committee. The Health, Safety and Compliance Adviser will lead a Health and Safety Working Group which reports into the General Estates Committee. The Committee will monitor progress against Health and Safety related objectives and satisfy itself that this policy is being appropriately reviewed and implemented. Minutes of the General Estates Committee meetings will be provided to the Governing Body to facilitate it in satisfying itself that statutory requirements are being met.

3. Senior College Officers and Heads of Department:

The Senior College Officers are defined as the Master, Operations Director, Bursar, Senior Tutor, Development Director and President for the purpose of this policy. Senior College Officers and Heads of Department will have responsibility for an area of work or department within College and are responsible for overseeing implementation of Health & Safety related matters throughout their area of responsibility on behalf of the General Estates Committee. They will work to satisfy themselves that policies are being implemented, areas for improvement identified and near misses and accidents reported. The Health, Safety and Compliance Adviser will support as required. Senior College Officers and Heads of Department have a particular responsibility, over and above the normal responsibility carried by all other staff, and it will generally be their responsibility to:

- Be responsible for ensuring that through nominated staff, risk assessments are carried out as required by statute or the tasks involved.
- Implement Health & Safety policies, procedures and programmes.
- Take remedial action on working conditions when below reasonable standards.
- Provide information to staff and communicate developments and changes.
- Ensure workplace safety discipline, regular safety checks and the safety of tools and equipment.

- Report all untoward events including incidents, diseases, dangerous occurrences, incidents of abusive behaviour and near misses to the College Health, Safety & Compliance Advisor.
- Display appropriate hazard warning notices in the workplace.
- Maintain good housekeeping.
- Conduct safety audits in liaison with the College Health, Safety & Compliance Advisor and safety representatives.
- Be custodian of the Health & Safety Policy and Statement of Intent for their area, and update staff on receipt of revised Health & Safety procedures.
- Ensure that matters not within their authority are notified to their Department Head
- Initiate and co-ordinate staff training. Staff should be made aware of the hazards of their work and the action to take when faced with those hazards. They should not be asked to undertake a task before instruction on safe practice has been given.

4. The College Health & Safety Compliance Advisor:

The Health, Safety and Compliance Advisor will be available to support the Governing Body Senior College Officers and Heads of Department in fulfilling their responsibilities. In particular they will:

- Chair the Health & Safety Working Group
- Attend General Estates Committee and any other Health & Safety related meetings as required, and keep the meetings informed of incident statistics, changes in Health & Safety legislation and other matters relevant to achieving the Health & Safety objectives.
- Develop and oversee implementation of College wide Health & Safety policies and procedures.
- Receive all reports of injuries, diseases, dangerous occurrences, abusive behaviour and near misses relating to staff, students, contractors and visitors and inform the Health & Safety Executive of all reportable incidents.
- In conjunction with Heads of Department (HODs) and Senior College Officers, investigate incidents as necessary.
- Coordinate all first aiders and first aid requirements.
- Respond to, advise and make recommendations to the Senior College Officers, HODs, Health & Safety Working group, General Estates Committee and any other committee concerned with Health & Safety.
- Design and deliver, or cause to be delivered, Health & Safety training to Staff, Fellows & Students.
- Liaise with specialist external parties whose work relates to Health & Safety e.g. Health & Safety Executive Inspectors, Local Authority, Fire Services etc.
- Consult with the appropriate safety representatives and be available for Health & Safety audits in conjunction with HOD's and Senior College Officers.
- Monitor and audit College Health & Safety performance.
- Keep abreast with changes to Health & Safety legislation and update the policy and procedures in accordance.

- Implement and maintain monitoring and measuring tools to ensure continuous improvements are achieved throughout the College.
- Support Students and Fellows in any capacity whereby H&S is required.
- Complete any necessary training to ensure the College has a suitable and competent member of staff to advise on Health and Safety matters

5. Health & Safety Working Group:

The Health & Safety Working Group assists the Health, Safety & Compliance Advisor and those with managerial responsibility for departments in implementing the policy and in advising the General Estates Committee and Governing Body on any safety or health issues that may arise and measures adopted to deal with them. The Working Group will be chaired by the Health, Safety and Compliance Adviser and will include representatives from across the College. The Working Group will meet at least once per term in order to review safe working practices and to identify any new hazards or safety concerns. These matters will then be reported at the next meeting.

6. Staff

All College employees have a duty to take care of their own Health & Safety and that of others who may be affected by their acts or omissions. In particular they are responsible for:

- Working to all College Health & Safety policies and procedures as governed by good working practice.
- Co-operating with meeting statutory and local requirements in Health & Safety matters.
- Practising good housekeeping throughout College premises.
- Using and caring for safety and personal protective equipment.
- Undergoing training in Health & Safety matters as appropriate.
- Assisting and participating in the identification and correction of hazards, and the detailing of safe working practices.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
- On appointment and at least annually thereafter, reading or having explained to them, the contents of the College H&S Policy and associated procedures relevant to their department.

Part C – Arrangements

1. Training & Competence

Where specific health and safety skills or competencies are required, this is defined within job descriptions. It is a legal requirement for employers to train members of staff on the processes, equipment, and welfare arrangements they will need in the course of their work.

The factors that determine the scope and frequency of training will be determined by:

- Risk Assessment
- Legal requirement & Standards
- Individual job reviews and appraisals
- Site inspections & Audits
- Health & Safety audits
- Accident investigations
- Individual training requests

All employees are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, (Health and Safety Essentials) including:

- Their legal duties, as set down in both criminal and civil law
- The findings of risk assessments
- Arrangements for first-aid
- Fire, evacuation drills and other relevant emergency procedures
- Expected standards of behaviour and housekeeping
- How to report accidents, incidents and 'near-misses'
- How to report unsafe conditions or other safety concerns
- Any special hazards and control arrangements affecting the workplace.

Where an individual takes on specific health and safety responsibilities, they will receive relevant health and safety training in their responsibilities. This applies to HODs, Senior College Officers and specific training for specialist roles such as fire wardens/marshals and first aiders. We also provide specific training for those undertaking higher risk works such as working with Asbestos, manual handling, abrasive wheel etc.

Training will also be provided upon the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

The College will consult with staff about the planning and organising of health and safety training by email and via a standing item on Health and Safety Working Group agendas.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but with support of the Health, Safety & Compliance Advisor

The effectiveness of training is evaluated by the use of end of course assessments, feedback forms and management reviews.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

2. **Accident Reporting and Investigation**

Accidents and incidents

All injury accidents (with the exception of very minor injury, e.g. paper cuts) are recorded via the accident reporting form which can be found on the College website under the H&S Section. Staff & students are instructed in this policy on joining the College, whilst the prevention of accidents, ill health and dangerous occurrences is the primary objective of this Health & Safety policy, it is recognised that they can still occur. In the event of an accident/incident or instance of ill health arising from a work-related activity, the following will apply:

All accidents and significant incidents will be recorded in the accident book. The details of any such record will be reported to the Health, Safety & Compliance Advisor, within 24 hours of the occurrence.

The Health, Safety & Compliance Advisor is responsible for informing the relevant authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). In the absence of the Health, Safety & Compliance Advisor, the responsibility will lie with the Head Porter.

Reporting requirements under RIDDOR:-

- Fatal and major injuries must be reported to the Health & Safety Executive (HSE) by telephoning 0345 300 9923
- Accidents at work resulting in a person being incapacitated (absent from work or unable to do perform their normal duties) for more than 7 consecutive days must be reported by using the appropriate online form (www.hse.gov.uk/riddor)
- A record must be kept of accidents where the employee has been incapacitated for more than 3 consecutive days. The accident book report will be sufficient for this purpose
- Dangerous occurrences may not necessarily result in harm or a reportable injury but nevertheless they must still be reported through the HSE's website
- In the event of an employee suffering from a diagnosed reportable work-related disease, the HSE must be notified by an online report.

All Departments have access via the College website to the Near Miss Reporting form. A near miss which is defined as an unplanned event that did not result in an injury or property damage, but had the potential to do so. A near miss is a leading indicator to an accident that, if scrutinized and used correctly, can prevent injuries and damages. Collecting near-miss reports helps create a culture that seeks to identify and control hazards, which will reduce risks and the potential for harm

Accident Investigation

All accidents or incidents resulting in injury or damage, or having the potential to cause harm, disease or damage will be investigated by the College. The investigation and subsequent findings will be appropriate to the scale and significance of the incident.

In the event of a serious incident, accident, near miss or dangerous occurrence emerged, the College will liaise with its insurers and carry out an investigation to:

- Make safe any equipment or substances involved
- Preserve & store any evidence that may aid the investigation findings
- Carryout a root cause analysis
- Prevent recurrence
- Obtain full details of the incident to enable a report to be compiled, or to assist the investigating Inspector, or provide information for insurance purposes.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at relevant committee meetings.

All accident records and associated information are filed confidentially and retained for ten years.

3. Risk Assessment

St Catharine's College recognises that risk assessments are not only a legal requirement but are fundamental in identifying risk control measures including safe systems of work, training requirements, engineering and management controls.

The concept of risk assessment is to focus on the risks that really matter in the workplace – the ones with potential to cause real harm. In principle, a risk assessment is simply a careful examination of what, in the workplace could cause harm to people, so that the College can weigh up whether they have taken enough precautions or should do more to prevent harm.

Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with all College sites. The importance of keeping staff informed not only assists in the identification of hazards but provides assurance that what they propose to do will not only work in practice but will not

introduce any new hazards. In general members of staff are more likely to embrace risk control strategies if they have been involved in the process.

In all cases, when deciding on precautions, existing control measures should be compared with good practice. When considering additional control measures the College will support the application of the recognised Health & Safety control hierarchy.

- Eliminate (can the hazard be removed altogether?)
- Try a less risky option (e.g. switch to using a less hazardous chemical)
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard (e.g. put adequate barriers between pedestrians and traffic)
- Issue Personal Protective Equipment (e.g. clothing, footwear, goggles etc)
- Provide welfare facilities (e.g. first aid and washing facilities for the removal of contamination, for example, chemicals or bloody fluids).

In certain circumstances, and in accordance with specific legislation, it may be necessary to employ a competent person to undertake specialist risk assessments where these have been identified by the general risk assessment process. These include, but are not limited to:

- Fire
- First Aid
- Manual Handling
- Hazardous Substances
- Noise
- Vibration
- Personal Protective Equipment
- Working at Height
- Confined Spaces
- Lone Working
- Asbestos
- Legionella
- Display Screen Equipment
- Vulnerable Person(s)
- Young Persons
- Expectant & New Mothers

In house training is offered to all staff on an annual basis for guidance and information on how to identify risks and hazards, how to complete the College risk assessment template, and implementing the most suitable control measures to reduce the risk, as far as reasonably practicable.

The College will ensure that members of staff discuss the content of the risk assessments and that they are easily accessible for review. Risk assessments will be reviewed periodically (at least annually) or in special circumstances, which may include:

- A change in legislation
- The introduction of a new process, equipment or new working practices
- A change in personnel
- As the result of an accident
- In light of new technology or information.

Each Head of Department is required to make a suitable and sufficient assessment of:

- The risks to the Health & Safety of their members of staff to which they are exposed whilst they are at work; and
- The risks to the Health & Safety of persons not in the College's employment arising out of or in connection with the conduct of the business of the College undertaken by each department.

The Health, Safety & Compliance Advisor will arrange for assistance if necessary to those making assessments, will ensure that the significant findings are recorded, co-ordinated and updated, and will ensure that any shortcomings identified are rectified.

HOD's and/or their line Managers are responsible for ensuring that all staff have read and fully understood any Risk Assessment applicable to their roles. Records of such are signed by the employee and an electronic copy is held in the H&S Department.

4. **Method Statements**

Where a specific procedure (method statement) is required, it will be drafted by a competent person with the assistance of one or more of those whose job involves carrying out the task concerned and with reference to the specific risk assessments. If contractors are involved in the works where a method statement is required, then it is expected that the contractors are considered 'experts' and must be consulted.

Once the specific task method statement is agreed, it will be signed and dated by both the competent person and those who have helped him or her put it together. As from that date, no person may undertake the task concerned other than by following the procedure. No person may follow the procedure unless they have been trained in it. They will be considered to have been trained in it only when a copy has been signed and dated, both by the trainee and by the trainer, and then placed on the individual's personal file.

Deviation from a method statement is only permissible following an appropriate level of assessment on the safety implications of any such change, and with authorisation of both the HOD and Health, Safety & Compliance Advisor.

5. **Permit to Work**

It is our policy to control hazardous maintenance or construction work, when it takes place by competent employees via a permit to work system, which is a formal authorisation to operate a pre-approved safe system of work.

The types of work activities which we have identified for control via a permit to work include hot work, work in lift shafts, roof work, work with asbestos and work within confined spaces. No such work is allowed to take place unless it has been authorised by The Head of Buildings and Maintenance, Maintenance Supervisor or Health, Safety and Compliance Adviser.

When work is being conducted by external contractors, job specific Risk Assessments and Safe Systems of Work need to be submitted and approved before work can commence. These documents should identify all hazardous jobs and provide mitigations to reduce the risk. Works that are pre-approved, except hot work, will not need a specific permit to work unless there are changes needed to the original Safe System of Work once contractors are onsite. If we employ a main contractor, who in turn employs sub-contractors it is the responsible of the main contractor to operate an appropriate safe system of works and we will check that such measures are in place.

Authorised permit issuers have been chosen due to their appropriate skills and experience. They have been provided with training in the permit to work system and in the hazards and precautions of the type of work they will be authorising. When work requiring a permit is identified, the permit issuer will complete the appropriate permit document, listing details of the planned work, the level of competence of all operatives and any specialist skills, of plant and equipment required, foreseeable hazards, precautions to be taken (including any personal protective equipment to be used), and a start and finish time for the permit; before both responsible parties sign to agree the particular work methods and precautions. Emergency procedures for all foreseeable risks will also be listed (ensuring that procedures are conveyed to competent persons and fully understood).

Training relating to our permit to work policy will also be given to any members of staff responsible for signing contractors in. In the briefing they are required to give on our rules for contractors, they will include information on how to identify work in need of a permit and how to obtain one.

Once the permit has been issued, the work may commence, with the workers keeping a copy of the permit with them at all times until the work has been completed.

If safety equipment is required, it is to be set up and then reviewed before the permit is signed off and work begins. While work is ongoing, staff will monitor to ensure the work is being completed safely and in line with the agreed method of work (those employed in-house will be “supervised”).

If any obstacles arise which alter the agreed safe system of work, produce unforeseen hazards, give reason for additional areas to be accessed or extend the time needed for the job, all those in possession of a permit will cease work and report back to the permit issuer.

The permit is cancelled, the system of work reassessed, a new permit is raised and those conducting the task are re-briefed.

Once the finish time detailed on a permit is reached, the permit is invalid, and work must come to an end. The issuer and worker will both check and sign to agree that the work area is safe; however, if additional time is needed, a new permit will be issued.

6. **First Aid Provision**

Under the terms of the Health & Safety (First Aid) Regulations 1981 and their corresponding approved code of practice and guidance, we are 'required to provide equipment, facilities and people adequate and appropriate for treating individuals who are injured or who fall ill at work'.

The College will maintain a specific First Aid Policy, which sets out arrangements for ensuring adequate first aid provision.

7. **Fire Drills and Evacuation Procedure**

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, the College is required to undertake a Fire Risk Assessment to determine all potential fire hazards related to our premises, our type of work and the way in which this work is performed. The College is then required to take action to reduce all risks to a reasonable minimum and to ensure that all members of College are protected from remaining hazards and the dangers associated with fire should one break out for some other reason.

The College is required to do this by providing:

- An appropriate fire detection and warning system
- Safe means of escape
- Appropriate fire-fighting equipment.

The College will also test and maintain the above arrangements.

The Order states that the College must develop a plan of action to specify exactly what must happen should a fire occur. This plan of action incorporates relevant details concerning the above points (for example, how the fire warning (alarm) system is activated, the location of emergency exits and what type of fire-fighting equipment is to be used for which types of fire). In addition, staff shall receive training in respect of this plan, which includes a fire evacuation procedure to be practised at regular intervals (at the very least, once each year).

To ensure that all members of the College are fully aware of the procedure in the event of fire or other emergency at least one fire drill per year, without notice will take place. The date of the drill will be recorded in the Fire Log Book. The Head Porter, in liaison with the Health,

Safety and Compliance advisor will be responsible for organising the drills, and for advising staff through HODs of fire procedures to be followed.

The Head Porter, with the support of colleagues, will ensure that all entrances and exits are clear of obstructions and that all occupants of the College have adequate means of escape in the event of fire or other hazard requiring evacuation of the premises. HODs are required to ensure that all flammable and potentially explosive materials are stored so as to minimise fire risks and in accordance with the manufacturers/suppliers' guidelines.

8. **Work Equipment**

Work equipment is generally any equipment used by a person at work, i.e. any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). The definition is equally applicable to the groundsman's department, e.g. using tools and machinery, or in an office environment using office equipment, e.g. photocopiers, computers, printers and lighting e.g. for workstations.

When selecting work equipment for purchase the College considers its suitability for the tasks required. The College will also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

- Work equipment will be purchased based on its suitability to carry out work safely and effectively, not on a cost only basis;
- All tools/equipment will be inspected each working day prior to use to determine that it is fit for purpose. Any item found to be faulty will not be used until either repaired by a competent person or replaced
- Where specialised equipment is used (for example in the gardens or catering department) only sufficiently trained competent people shall operate such equipment.

Defects must be reported to the relevant HOD who will ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

It is College policy that staff are not permitted to use their own tools for work purposes unless appropriate authorisation and permission has been given, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained and also creates some difficulty for the College in ensuring compliance with PUWER as the College retains the responsibility for the condition of staff tools used at work, even though the College may not own them.

Fixed machinery is inspected during monthly workplace walk rounds and Health & Safety Audits, as well as by users and supervisors on a day-to-day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

All electrical equipment and machinery with hazardous moving parts must have adequate and clearly displayed warning notices, drawing attention to the hazards that exist.

9. **Electrical Equipment**

All work on electrical equipment and installations is carried out by our qualified (skilled & competent) operatives based within the Maintenance Department or suitably competent contractors. We have undertaken risk assessments of their work activities and adopted safe systems of work based on best practice. Where contractors are used, they are required to submit their own Risk Assessments and Safe Systems of Work for approval prior to work commencing. Our competent staff are updated and provided with further information when there are changes to electrical installation standards.

Any other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Portable electrical appliances are subject to regular testing by a competent contractor to help ensure they are safe for use. This testing is implemented by the Maintenance department where records are held. In addition to this, all equipment should undergo a visual inspection by users prior to use. Any defects that are identified by the user should be reported to the relevant HOD or through a ticketing system if available. Any equipment that has been identified as defective should be removed from circulation until repairs have been conducted, or disposed of if a replacement has been sourced.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is the College's policy that live *working* is prohibited.

Live *testing* is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment as per BS 7671:2018+A2:2022.

Our own installation will be tested and inspected every 5 years by a competent electrician and improvements implemented as necessary for safety. A certificate of inspection must be held by the college for at least 5 years.

Frequency of Testing and Inspection

The maximum recommended times between initial inspection and testing of fixed electrical installations are detailed in IET Guidance Note 3. The Guidance also provides an alternative approach of a continuous system of maintenance and inspection with full records being kept. Whilst the listed frequencies of inspection are not specific legal requirements in all buildings, the frequencies may be imposed, for certain premises, by the condition of specific regulations e.g The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020. .

10. Display Screen Equipment

Under the Health & Safety (Display Screen Equipment) Regulations 1992, display screens are defined as any screen that provides information in a numbers, words or images format. According to the Regulations, the College is required to assess all workstations that include DSE (Display Screen Equipment), with the aim of reducing any health risks found.

Suitable furniture is provided for College Office Staff, Fellows & Students, including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds (and/or curtains) are also provided to assist in the control of these hazards.

The College work environment has been designed to the best of its ability, for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting.

Software is selected for its suitability for the task and ease of use. Users have access to IT support via the College I.T Department.

In general, health risks will fall into two categories.

Ergonomic risks - risks associated with the posture of a member of staff when using the equipment in question. For instance, do they have to remain still for lengthy periods, and are the controls of the equipment (for example a keyboard) in an awkward position in relation to where the employee sits or positions their hands?

Eye strain - in this respect any user of DSE may request to have his or her eyes tested. DSE users are considered to be those who use display screens for continuous spells of an hour or more each day. The cost of each basic eye test (to be undertaken by a suitably qualified person) will be met by the College upon the completion of the necessary form and the presentation of a receipt. * See Appendix E

Staff that use mobile devices including laptops, tablets, smart phones etc. whilst on the move, are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

Further tests should be carried out at periodic intervals. It will be for the Health, Safety & Compliance Advisor to undertake the first test to determine what these periodic intervals should be.

All staff will be required to carry out a Display Screen Equipment (DSE) assessment to ensure that they are working in an ergonomically sound way and to highlight any issues which may require further investigation. These assessments shall be completed upon arriving at the College, and periodically, particularly if the user's set-up changes.

11. Other Office & Workplace Equipment

Adequate safety guards should be fitted to all equipment and used at all times where necessary. Equipment must be used safely, and in accordance to manufactures instructions. No modifications or changes should be made without prior consultation with manufactures handbook, or the College Health, Safety & Compliance Advisor.

Steps and/or ladders maintained in a safe condition should be available at all times to provide access to any high-level storage. Detailed safety checks of all steps and ladders are carried out or arranged by HODs that hold responsibility for steps and ladders, and records are documented.

Old files, stationery etc. should not be stored in such a way as to impede access to or through work areas used by staff or others, or to create an undue fire hazard, such as blocking exit doors or walkways.

12. Lifting Equipment and Lifting Operations

The Colleges activities may involve the use of lifting equipment. The health and safety arrangements for our lifting equipment and lifting operations are covered in this section except that the particular arrangements for the safety of passenger lift cars are described separately in the section of this policy headed 'lifts'.

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required. Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Improvements identified through inspections are undertaken as required. Pre-use inspections are carried

out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement. The schedule of equipment and records of maintenance and inspection are held by the HOD that holds responsibility for the equipment.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be formally authorised to use the equipment.

13. Passenger and Goods Lifts

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and also receive a Thorough Examination and Test by a competent person every 6 months as per LOLER regulations and written scheme of examination. Improvements identified through inspections are undertaken and any defects repaired as required which is organised by the College's Maintenance Supervisor or Head of Buildings & Maintenance.

Goods lifts under our control are subject to a maintenance contract with a specialist contractor and also receive a Thorough Examination and Test by a competent person every 12 months as per LOLER regulations and written scheme of examination. Improvements identified through inspections are undertaken and any defects repaired as required which is organised by the College's Maintenance Supervisor.

Where defects in the lift's operation become apparent the College will take immediate action to take the lift out of service and call the specialist maintenance contractors. Should there be any concern that a defect recurs despite this expert attention or in the event of any doubt whatsoever over the ongoing safety of the lift, an additional Thorough Examination will be arranged prior to allowing the lift back into service.

The Head of Buildings & Maintenance monitors to ensure so far as is reasonably practicable that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access. We also expect contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers, and we ensure that when building works take place, that the lift is not used inappropriately and that safe load limits are adhered to. Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures are in place.

The correct operation of the lift alarm/emergency telephone, safety features of the lift doors are checked/ tested by the Head/Deputy Head Porter monthly, and the result are recorded. Records of annual maintenance and inspection are held by the Maintenance Department.

14. Manual Handling Operations

Under the Manual Handling Operations Regulations 1992, the College is required to assess its workplace and identify where manual handling takes place in the course of what it does.

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to heavy lifting or pushing/pulling.

The Regulations require the College to ensure, where reasonably practicable, that manual handling is avoided – for example by changing work processes or by the introduction of mechanical aids. Specific manual handling risk assessments are undertaken by competent staff to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by HODs, College Management Team and the Health, Safety & Compliance Advisor, employees are instructed in the outcome and copies of the assessments are shared.

The College will ensure that training in correct procedures will be provided to all staff who carry out manual handling activities as part of their duties and shall be provided by competent person(s). A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the staff members' personal file.

Where it is not possible to avoid handling a weight manually, the following points are relevant:

- What can be handled by any particular individual will depend on their build, age, gender and physical condition.
- Suitable protective clothing must be worn.
- Always make sure the lifting route is clear of obstructions and trip hazards.
- Always reduce loads to more manageable, smaller and lighter ones if possible
- Make sure no one person does all the lifting.
- Seek help if in doubt about your capacity to carry any load, especially one that is awkward in shape. Any person or persons assisting you should be similar in height and build to you to ensure the load does not become unbalanced during the lift. Where help is obtained, one member of the team should give instructions. When team handling, ensure good vision, good handholds for all, and that team members do not obstruct each other.

Further risk assessments, in full or in part as relevant, will be undertaken:

- On the introduction of new or second-hand machinery and equipment (whether introduced to aid lifting or not)
- If the layout of the workplace, or any process, is altered.
- No later than 12 months after a previous assessment

- For new and expectant mothers
- For these with health conditions, which place them at additional injury risk.
- For workers below the age of 18

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

15. Working at Height

Working at height is deemed to be any work-related activity carried out above ground level. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury.

Whilst we aim to avoid work at height, we have identified the following situations where our staff may be at risk of falling from a height such as changing light bulbs, accessing high shelving, access to roof voids, access to roofs, scaffold towers, cleaning tall displays, installing equipment, accessing cable and wiring in ceilings.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable (such as changing a lightbulb, or to retrieve books from a shelving unit) and where the nature of the work enables three points of contact to be maintained throughout, however, it must be noted that work at height may potentially include higher risk activities such as work on the roofs of buildings. Most accessible roofs have a guard rail system in place to prevent falls, but not all. In the case where guard rails are not installed a fall restraint shall be implemented.

*Note specialist contractors will be used where appropriate.

All ladders and stepladders provided by the College shall meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of 150Kg and are inspected on at least an annual basis. All work at height equipment including kick stools, step ladders and ladders, are subject to formal annual inspections in addition to pre-use inspection by the employee.

Where work at height is required, we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations, the effect of weather conditions and covers the risk of falling objects in addition to the risks of falling.

The Work at Height Regulations requires that the College do all that is reasonably practicable to prevent anyone falling and sets out the following simple hierarchy for managing and selecting equipment for work at height:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where working at height cannot be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur, such as man baskets, fall restraint harnesses and lanyards etc.

The regulations require that:

- All work at height is properly planned and organised.
- Where applicable, all work at height should take account of weather conditions that could endanger health & safety.
- Those involved in work at height are trained and competent to do so.
- The place where work at height is undertaken is safe.
- Equipment used for work at height is appropriately selected, used, inspected and maintained.
- The risks from fragile surfaces are properly controlled, and
- The risks from falling objects are properly controlled.

The above measures require that the risks arising from such work are risk assessed and that adequate risk control measures are implemented. HODs and/or College Management Team must ensure that:

- No work is undertaken at height if it is safe and reasonably practicable to do it other than at height.
- The work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- They take account of the findings of the risk assessment referred to above.

Heads of department must ensure that everyone involved in work at height is competent to do so, having received suitable and sufficient information, instruction and training.

16. **Hazardous Substances**

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the College is required to assess all substances kept at work to determine what risks there are to employees from their use.

Departments throughout the college such as Maintenance and Housekeeping do use limited quantities of hazardous and dangerous substances, including cleaning substances, paints,

lubricants, glues and sealants. From time to time the College is also required to undertake activities which generate hazardous or dangerous substances such as welding fumes & wood dusts.

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. The relevant Head of Department will undertake a COSHH assessment for the use of each substance and exposure to any hazardous by-products and we then apply the recommended risk control measures. The COSHH assessments are undertaken prior to the activities which involve the generation, or exposure to, hazardous substances.

When storing hazardous and dangerous substances, the storage area must be suitable and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Where possible, we shall try and substitute less harmful substances for all harmful ones or, if this is not practicable, to change the way that things are done so that we no longer need to use the substance concerned.

Where it is not possible to do either of the above, the College is required to consider such things as:

- Isolating the substance and process away from general work areas
- Reducing the amount of the substance used and the number of people exposed to it, as well as the length of time the exposure occurs.

Where use of a substance cannot be avoided, the College shall control exposure by way of ventilation so as to extract fumes and dust away from the process. In addition, the College will ensure that the point of extraction is as close to the source of the process as practicable (possibly by using a localised exhaust ventilation (LEV) system). Personal protective clothing and equipment must be provided where relevant, but always as a last resort and never as a substitute for the controls described above.

No member of staff shall undertake a procedure involving use of a substance potentially hazardous to health unless trained.

Further assessments, in full or in part as relevant, will be undertaken:

- If any process or substance is changed
- No later than 12 months after a previous assessment.

When dealing with a substance potentially hazardous to health, particularly a harmful one, the following general points are relevant.

- Never decant it into food or drink containers
- Never store it in open containers
- Always label containers with the contents
- Always store rags contaminated by chemicals in suitable covered container. Rags must be disposed within a reasonable time frame.
- After handling substances, always remove protective clothing worn (including overalls etc.) And clean your hands before consuming food or drink.
- Do not use solvents, such as turpentine, bleach or white spirit, as a substitute for proper cleaning agents
- Never siphon substances by mouth
- Always check that personal protective equipment and substance control arrangements (such as local exhaust ventilation systems) are in good working order and report all defects when found.
- Seek first aid treatment for all cuts.
- Monitor your skin regularly and consult your GP or Medical Practitioner should any rash appear. Inform your head of department at once should this happen.

Where substances are surplus to requirements, these are disposed of via licensed waste contractors.

Spillage and emergency procedures are determined as part of the risk assessment process and advice is followed according to the Material Safety Data Sheet.

17. **Asbestos**

Many buildings contain asbestos in various forms. The College estate includes building(s) that contain asbestos in which records are maintained and kept for 40 years.

The Asbestos register is subject to annual inspection and review.

Guidance notes and procedures provide more detailed information on the hazards, risks and appropriate preventive control measures required in order to fulfil the College's obligations under the Control of Asbestos Regulations 2012.

To control the risks to staff, building users, contractors and other persons, the following measures will be adopted:

- The College shall ensure that an appropriate survey shall be carried out on all properties which, due to their age or nature of construction, are likely to contain asbestos. This will be reviewed prior to undertaking works.
- The College shall ensure that an Asbestos Management survey is developed, maintained and reviewed annually for all College properties.
- Where existing properties contain asbestos, then containing material, which is sound, in good condition and has not been, or is not likely to be subject to abrasion or deterioration, shall be labelled and left undisturbed, its position noted in Asbestos Management Documentation and its condition monitored and periodically reassessed.
- Where existing installations or parts of property contain damaged, deteriorating or inadequately sealed asbestos-containing material, the material shall be:
 1. enclosed, sealed or encapsulated
 2. removed and replaced by suitable material not containing asbestos
 3. in the case of vacant or unoccupied property, the property, or the affected parts of the property, will be secured to prevent access.

18. Legionella

Legionella bacteria occurs naturally in water sources and can grow and develop within internal water systems given the right conditions. Risks increase, for example, where there is a central hot water source, storage of hot and cold water, air conditioning and mixer showers. Another risk associated with hot water, is the risk of scalding.

Maintenance arrangements should include checks to reduce both of these risk areas. There are additional safeguards required for the protection of vulnerable persons, such as those suffering from weakened immune systems, pregnant women, the elderly etc.

The College has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'.

These arrangements include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor (Eton Environmental)
- appointment of the Head of Buildings & Maintenance as 'responsible person' with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the HSE's Approved Code of Practice and any particular precautions specified in the risk assessment.
- the maintenance of records of all applicable maintenance and testing which are held by the Maintenance Supervisor together with a copy of the risk assessment and details of the competent person who conducted it.
- monitoring by the College Health, Safety & Compliance Advisor to check the records and confirm that the precautions have been implemented.

In the event of test results falling outside of the required limits, the Maintenance Supervisor reports this immediately to the Head of Buildings & Maintenance and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by skilled & competent internal or external plumbers in order to ensure compliance with water regulations and byelaws.

19. **Confined Spaces**

Definition of a confined space includes enclosed rooms such as basements, pits, open manholes, trenches, pipes, flues, ducts, ceiling voids, tanks and other places where there is inadequate natural ventilation. Dangers can arise in confined spaces through:

- Lack of oxygen
- Limited access or egress
- Poisonous gas, fumes or vapour
- Liquids and solids suddenly filling the confined space, or releasing gases into it when disturbed.
- Fire and Explosions
- Residues left behind which can give off gas, fumes or vapours
- Dust
- Hot working conditions

Work will only be carried out within a confined space when absolutely necessary or where it cannot be undertaken from outside of the chamber, vessel etc. By planning tasks adequately and utilising the correct tools and equipment, the need for confined space working should be eliminated as far as is practical.

Where working in a confined space cannot be avoided it will only proceed once a risk assessment and a safe system of work have been put into place. Depending on the level of risk associated with the task, a permit to work and permit to enter system may be required. Any assessment will include consideration of:

- The task
- The working environment
- Cleaning and purging processes
- Working materials and tools
- The suitability of the individual carrying out the task to work in a confined space
- Arrangements for emergency rescue

All employees shall receive full information, instruction, training and supervision on confined space work and the associated risk before entry to any confine space. Confined spaces will be fully risk assessed before they are entered, and no confined space will be entered if there is foreseeable risk of serious injury.

Confined space work will be conducted by two persons, an “Entrant” and an “Attendant”. Safe access to and egress from the confined space will be established and maintained throughout the work. The “Attendant” will be present at the entrance to the confined space at all times and under no circumstances enter the confined space. Effective channels of communication between “Entrant” and “Attendant” will be maintained throughout the duration of the work.

Emergency procedures will be in place and followed, whereby an incapacitated “Entrant” can be recovered without additional risk to the rescuer’s safety.

Non-sparking tools will be used in any potentially flammable or explosive atmospheres. Checks shall be made to ensure all mechanical and electrical isolations have been completed before work commences.

The College strictly prohibits lone working in confined spaces.

20. **Welfare Arrangements**

The College has evaluated the welfare facilities required for our College to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

The essential facilities to be provided are as detailed below:

General requirements:

- All welfare facilities must be readily accessible.
- All welfare facilities must have adequate heating, lighting and ventilation.
- Clear arrangements must be made to ensure that welfare facilities are kept clean and tidy.

Toilets:

- An adequate number of toilets must be provided at all times.

Washing and changing facilities:

- Washing and changing facilities should be provided as required.
- There must be a supply of clean, hot and cold water.
- Soap and towels (or a dryer) must be provided.
- Men and women must have separate changing facilities

Storing and changing clothes:

- There must be a provision for storing clothing not worn on site when there is a need for specific work wear to be worn.
- There must be a provision for storing protective clothing needed for site working.
- The facilities should provide for wet clothing to be dried.

Rest facilities:

- There must be facilities for taking breaks and they must provide shelter from the weather and be adequately heated.

Drinking water:

- There must be an adequate supply of wholesome drinking water provided.
- Drinking water must be marked as drinking water.
- Cups should be made available unless it is a drinking fountain.

21. **Noise**

Exposure to noisy plant is a concern for maintenance staff. In accordance with the Control of Noise at Work Regulations 2005 the College is required to take action to protect members of staff where, throughout any eight-hour period of work, they are likely to be exposed to noise averaging 80 decibels or more. Where this is the case, the College must inform those members of staff affected and provide hearing protection as necessary.

Where staff are likely to be exposed to noise averaging 85 or more decibels, the College is required to reduce either the level of this noise or the time staff are exposed to it. The College is required to do this by any of the following means:

- Rotating jobs to ensure that no one person is exposed throughout the whole eight-hour period
- Constructing noise refuges around machine control areas
- Boxing in noisy machines using sound insulation material
- Changing machines and methods of work
- Grouping particularly noisy machines together in a single, sound-controlled area

Where it is not practical or possible to reduce noise level over an eight-hour period in any work area to below 85 decibels, the College must mark the area concerned with recognised signs and ensure that no one enters these areas unless wearing hearing protection.

22. **Hand-Arm Vibration**

Exposure to excess vibration causes contraction of the blood vessels, as well as secondary tissue changes to bones, nerves and the musculature. This can cause impaired sensation and eventually persistent pain. A vibration risk assessment must be undertaken for such work. Under the Management of Health & Safety at Work Regulations 1992, the College is required to undertake a risk assessment of all processes that result in operators experiencing hand-arm vibration and then take action to help protect those undertaking these tasks from developing hand-arm vibration syndrome (HAVS).

A range of recommended protective actions has been drawn up by the HSE, including the following:

- Changing the way work is carried out to ensure that operators do not come into contact with high-level vibrating equipment
- Replacing older tools with tools of a more modern design that incorporate vibration-reduction devices
- Ensuring that equipment is properly maintained at regular intervals and is always in good working order

- Only using equipment that gives off high levels of vibration for relatively short periods of time before taking a break
- Encouraging members of staff to exercise their fingers and forearms during these breaks to improve blood supply
- Rotating work to ensure that no one or two people are always exposed to a vibrating process.

Training will be provided to relevant members of staff by competent persons. A training record will be kept, and when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Further risk assessments, in full or in part as relevant, will be undertaken:

- On the introduction of new or second-hand machinery and equipment;
- If any process is altered;
- No later than 12 months after a previous assessment.

23. **Lone Working**

There are no legal restrictions on working alone, but the Health and Safety at Work etc. Act 1974 (HASAWA) and the Management of Health and Safety at Work Regulations 1999 apply. These lay a responsibility upon the employer to identify any hazards, assess the risks involved and put measures in place to avoid or control risks.

The Head of Department will carry out a risk assessment of each lone worker upon appointment and thereafter whenever there is a change or when a routine review would take place anyway. The risk assessment will be prepared in consultation with the individual and the Health, Safety & Compliance Advisor.

The College aims to ensure all relevant hazards are identified and appropriate control measures put in place, including proper instruction, training, supervision and protective equipment.

The risk assessment will determine the correct level of supervision. Where it indicates there is a risk to the safety of a lone worker, but the work is still to be done by one person, the HOD will make arrangements to provide help or back up when necessary. Under no circumstances is a lone worker authorised to undertake high risk activities for which an additional person is required to be present (such as working in a confined space or electrical work near live conductors). Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

The extent of supervision required will depend upon the tasks involved and the ability of the lone worker to identify and handle health and safety issues. The level of supervision required will be a management decision based on the findings of the risk assessment. It will not be left to individual employees to decide if they need assistance.

Procedures to be put in place to monitor lone workers to ensure the safety of the employee and the College include:

- Periodic visits from HOD's/College Management Team/Supervisors or Health, Safety & Compliance Advisor.
- Regular contact via telephone/ email as appropriate
- A record of travel/working hours/appointments with regular checks of the lone worker
- An agreed plan of action should a worker fail to report in as required.
- A report to be completed following any incidents so that lessons can be learnt and control measures implemented
- Support mechanisms readily available for lone workers affected by an incident.

All employees working alone who are mobile should be contactable by either a personal mobile device or one issued by the College.

Lone workers must report any illness or accident, however minor, to their Head of Department. Emergency procedures shall be established, and appropriate training given.

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. To work alone employees and workers must be sufficiently experienced and fully understand the risks and precautions of each task they undertake. Heads of Department will set limits as to what can and cannot be done while working alone and should ensure employees under their control are familiar with the warning signs of a potential risk; are aware of the location of emergency exits and first aid facilities and are competent to deal with circumstances which are new, unusual or beyond the scope of training. Employees and workers should be advised of the types of circumstance when they should stop work and seek advice, how to handle aggressive/difficult individuals or when the emergency services should be called.

If a lone worker discovers a building has been broken into, he/she must not enter alone but should contact the Porters Lodge at the College and wait for support. Factors to be considered in assessing lone working situations will include:

- The health of the individual concerned
- Training on lone working
- Who would be contacted in an emergency situation and how?
- Provision in the event of an accident or illness - note: is the person medically fit and suitable for carrying out the work?
- Actions in the event of fire
- Workplace conditions e.g. Access and egress, excesses of temperature
- Manual handling
- Hazardous substances
- Is there a risk of violence?

Further risk assessments, in full or in part as relevant, will be undertaken

- Should the health or the personal circumstances of the individual change;
- If any process or procedure is altered;
- No later than 12 months after a previous assessment.

24. **Stress & Mental Health**

The Health & Safety Executive (HSE) define stress as “an adverse reaction people have to excessive pressures or other types of demands placed on them”.

Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Life places demands and pressures on all of us, but if these stressors become too great or exist for a prolonged period of time, they can affect our health. Stressors can originate from within the workplace or from our lives outside the office, e.g. bereavement, break up of a relationship, financial situation.

The College recognises that stress is not the same as ‘pressure’. Pressure can be motivating and challenging and can actually improve performance and whilst each member of staff has a different ability to cope with pressure this can fluctuate according to individual personal situations. Additionally, each role carries with it a performance level which the member of staff is expected to meet.

Mental Health is defined as a state of wellbeing in which an individual can cope with the normal stresses of life and can work productively. However, when a person is suffering from mental ill health their emotional wellbeing has been affected.

The College encourage a supportive culture where colleagues assist each other to ease peaks in workload. The nature of our work demands regular communication between HODs and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The College discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

The College offers support through Senior College Officers, HODs, the HR Manager, Welfare Officer and where necessary professional counsellors via [Cambridge University Counselling Service](#), where individuals experience excessively stressful situations or stress related ill health can be signposted to.

The College intends that all staff will be properly resourced and trained to undertake their role. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, Senior College Officers and HODs identify and manage training and development needs. Management and supervisory staff receive training in good staff management practices.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated, and the College has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

The College recognises that stress, especially chronic stress, can be a considerable risk to both physical and mental health so is committed to promoting a healthy environment and a supportive climate.

All sensitive personal data will be treated in accordance with (data protection and medical confidentiality legislation).

25. Gardens and Sports Pavilion

The Head Gardener and Groundsman are required to raise a maintenance ticket and report to the Health, Safety & Compliance Advisor, any faults in the railings, fences, paths, bridges, paved areas etc, in any of the College grounds which provide a hazard to those using the grounds.

Safe, lockable storage will be provided for all hazardous chemicals and petroleum fuels used by the gardening staff. All relevant material safety data sheets will be held electronically by the Health & Safety Department, and hard copies kept in the groundsman's and Head Gardeners office. Adequate warning notices that may be required, will be displayed.

26. Maintenance Workshops and Plant Rooms

The special requirements of the various statutory instruments relating to plant rooms, workshops, electrical equipment, asbestos & gas etc. will be strictly observed and the appropriate notices clearly displayed at all times.

The maintenance staff have a specific responsibility for identifying and reporting failure faults and potential hazards they may encounter in the course of their duties.

All users of the College buildings should, however, also report to the Maintenance Department any faults or dangerous situations in the College buildings arising from structural or equipment failure or misuse.

27. Public Rooms and Circulation Areas

The College Porters are required to ensure that all staircases, passages etc. are kept reasonably illuminated during times when the natural light is inadequate for safe usage. Any

defective lighting, including emergency lighting identified during daily walk arounds must be reported to the Maintenance Department as soon as possible.

28. Residential Accommodation

The Head of Buildings and Maintenance shall arrange for appropriate inspection(s) to ensure the satisfactory condition of electrical and gas appliances within the College. In residential areas, the post-holder shall maintain a written record of such inspections and take any necessary action to maintain appliances in a safe condition.

29. Meal Preparation and Serving Areas

A warning notice at the entrance to the kitchen should advise all intending visitors that there is no admittance except for staff employed there or others who have business that must be conducted in the kitchens. The notice should warn of the hazards from hot stoves, cooking vessels, moving equipment and possible slippery floor surfaces. Hazard warning notices should also be displayed on the cold store, individual machines, electrical equipment and hoists.

Hand sanitising dispensers and hair/beard nets provided should be used to ensure that all food hygiene standards are adhered to.

Staff shall be trained and competent in using catering equipment, and adequate safety guards will be fitted on all equipment and used at all times.

On each shift one person will be responsible for ensuring that at the end of the shift that all stoves and equipment are switched off and where applicable all electrical equipment is disconnected.

30. Communication & Consultation

As an employer, the College has duty under the Health & Safety (Consultation with Employees) Regulations 1996, to consult with employees on health & safety matters such as:

- Changes in procedures that substantially affect employees
- Risk Assessments
- Health & Safety training requirements
- Introduction of new technology/processes
- General health and safety matters and trends

The College utilises regular committees, working groups and departmental meetings to hold consultations on all matters that arise that have the potential to affect the employees' health and safety during their work. These channels, along with direct emails and the college website

are used to communicate any changes that have been implemented after consultations have been completed and changes have been agreed.

All staff are given an appropriate Health & Safety induction when they first join the College and this covers:

- Individual responsibilities
- Emergency procedures
- General arrangements for Health & Safety, e.g. welfare facilities, first aid arrangements, accident reporting, PPE, fire safety etc.

Other methods of communication include:

- College notice boards (including web-pages) are used as a visual way of providing information from a variety of sources, which may include security and safety alerts
- Posters for immediate visual impact
- Individual consultation if requested is available with the Health & Safety Fellow and Health and Safety Manager.
- Heads of Departments acting and leading by example.

Health & Safety matters will be communicated to staff by a combination of electronic communication (e.g. e-mails), notice boards, committee meetings, departmental briefings or individual consultation.

Part D - Performance Monitoring and Measuring

Monitoring:

The content of this Health & Safety Policy and its effectiveness in terms of Health & Safety performance is the subject of an annual review by the Health, Safety & Compliance Advisor, the General Estates Committee and the College Governing Body with input from HODs and the Senior College Officers.

Health & Safety performance will be monitored by the Operations Director, Health, Safety & Compliance Advisor and relevant Committees.

Accident / incident data and other relevant statistical analysis, results from safety initiatives with specific objectives, or the findings of management inspections will be reviewed at the General Estates Committee meetings whose minutes are forwarded onto the Governing Body.

HOD's personnel shall regularly monitor and record whether Health & Safety responsibilities in their areas are being properly identified and discharged correctly and address any failings accordingly. Any adverse findings should be communicated to the College Health, Safety & Compliance Advisor without delay.

Items to be monitored include: -

- Maintenance related problems
- General housekeeping
- Appropriate Health & Safety training for all staff is up to date
- Ensuring that statutory requirements are being met

Measuring:

The College will make provision for periodic inspections of workplace activities and internal auditing as a means of measuring the effectiveness of this policy its objectives and for periodic consideration of the commitment to continued improvement, thereby identifying any requirement for corrective actions at source, or further opportunities for improvement.

Audits will be carried out periodically as deemed necessary by the College and the results will be discussed with HODs and during relevant committee meetings, so that a strategy for continuing improvement can be developed.