

Queens' College, Cambridge



HEALTH AND SAFETY POLICY STATEMENT

STATEMENT OF INTENT

1. Under the Health and Safety at Work Act 1974 each undertaking is required to issue for its employees, a statement of its Safety Policy and its Safety Organisation. The policy statement which follows applies to all Queens' College premises, including the Sports Ground, Boathouse, Owlstone Croft, and any other properties occupied for the purposes of the College (hereinafter called 'the College premises'), and to all who work or reside therein.

2. The Governing Body of the College, acting through its Officers, is the employer and responsible authority of the College. The Governing Body has overall responsibility to ensure that the College premises, in so far as is reasonably practicable, are a safe and healthy place in which to work, and in which to reside and use the College facilities.

3. The issue of this statement does not absolve anyone in the College from their personal responsibility to take care of their own health and safety and that of others living in, working in, or visiting the College premises.

4. It is the policy of the College to take all reasonable steps to secure the health, safety and welfare of all persons living in or working on the College premises, whether they be Fellows, staff, students or other residents. The College is committed to taking all reasonable steps to protect any visitors to the College against risks to their health and safety arising out of the working activities of the College. In making this commitment, the College recognises its responsibility to provide a safe place of work together with safe working systems for all persons conducting their business within the College premises.

5. The College will seek to identify any inherent risks within the workplace and will take all reasonable steps to minimize or mitigate them, if elimination is impossible. However, it is important that everyone plays his or her full part in this process, and it is therefore vital that all who work on the College premises acquaint themselves fully with the health and safety policy and procedures laid down. Those who have supervisory or managerial positions must understand that they have a responsibility to ensure that health and safety standards are maintained at all times and that those persons they supervise or manage are not placed at risk in breach of this policy; equally, they must ensure that such persons comply fully with all College health and

safety policies and procedures. For their part, employees and students must take all reasonable steps to ensure that they endanger neither themselves nor any other persons through their activities in the College. More specific health and safety requirements and responsibilities are set out in the paragraphs below.

Signed

Jonathan Spence
Senior Bursar

19th May 2011

Review date; May 2012

HEALTH AND SAFETY ORGANISATION

6. Ultimate responsibility for health and safety in Queens' College is vested in Governing Body. It is for the Governing Body to determine and approve health and safety policy for the College and to make provision for the implementation of its policies.

7. The College will appoint a College Safety Officer (CSO). Responsibility for day-to-day management of health and safety within the College is assigned to the CSO. As such, he or she is responsible for the following:

- a. Ensuring that the College complies, so far as is reasonably practicable, with all relevant health and safety legislation.
- b. Ensuring that assessments are undertaken of the risks to health and safety in all parts of the College premises and that all reasonable measures are taken to eliminate, mitigate or minimise such risks.
- c. Ensuring that all staff receive adequate health and safety training and that Heads of Departments maintain appropriate records of such training or briefing.
- d. Ensuring that all persons working on the College premises are briefed on the health and safety policies and practices of the College as may affect them.
- e. Ensuring that the College has sufficient fire safety alarms and fire-fighting appliances and that they are maintained in working order.
- f. Ensuring that all accidents occurring on the College premises are reported and recorded in writing and, if required, investigated promptly.
- g. Keeping all health and safety measures under constant review.
- h. Reporting to the Governing Body any major accidents or deficiencies in health and safety provision in the College premises.
- i. Conducting an annual review of the health and safety performance of the College
- j. Organising meetings of the Safety Committee and ensuring that it meets at least twice a year.

8. Below the CSO, responsibility for implementing College health and safety policy falls on Heads of Department, in respect of the College staff working under their direction; and on Fellows and others with a teaching or pastoral role in the College, in respect of the students with whom they deal. The CSO will arrange appropriate training where necessary and ensure that suitable records are kept. Those concerned must, in particular, ensure that the staff members or students under their control or supervision are not subjected to any unnecessary risk. In discharging this responsibility, they are to:

a. Carry out risk assessments for their areas of responsibility and take whatever measures they can to eliminate any hazards identified (such risks can arise from the nature of the work undertaken, substances used or generated as waste products, any plant or equipment used, the buildings or structures used, or the individuals involved in the work).

b. Ensure that all persons under their control or supervision comply with the College's health and safety rules and code of practice.

9. It is a fundamental principle that every individual employed by, or working or studying in, the College has a personal responsibility to promote the health, safety and welfare of all persons working on, living in or visiting the College premises. This is not just a moral responsibility; under the Health and Safety at Work Act 1974, all employees and students are required to ensure the following:

a. They take all reasonable steps to safeguard their own health and safety while at work or otherwise active on the College premises.

b. They take all reasonable steps to ensure that their actions do not expose others to risk.

c. They co-operate fully with the College in its efforts to promote and maintain a safe and healthy working environment. This includes undertaking whatever health and safety training the College may deem necessary and familiarizing themselves with, and observing, the College's health and safety rules and code of practice.

ARRANGEMENTS OF COLLEGE HEALTH AND SAFETY POLICY

10. The greatest danger to the College is fire. Fire can be caused in a number of ways but the most common circumstances are use of unsafe electrical equipment and overheating of combustible substances (e.g., causing fat fires when cooking). No appliance may be connected to the mains supply on College premises unless it conforms to British Standard 2754, or has BEAB approval, or meets the equivalent standards or approvals of other EC countries, or has been PAT tested and passed that test. Furthermore, electrical circuits must not be overloaded, for example by use of multi-socket adaptors. Further, cooking and other similar such appliances may only be used in the designated areas detailed in the College's Information and Regulations.

11. The College has set in place arrangements to deal with fire emergencies. These arrangements include the provision of fire alarms and fire-fighting equipment (principally fire extinguishers and fire blankets). However, it is the policy of the College that the first priority of anyone discovering a fire is to raise the alarm, to alert others to the hazard and to evacuate the building. No-one is to attempt to fight a fire unless he or she judges that it is safe for him or her to do so. All persons within the relevant building or part of a building must respond to all EVACUATION alarms by vacating the building and gathering at the appropriate assembly point until they are cleared by an appropriate person (usually one of the Porters' Lodge staff) to re-enter the building or to disperse. This includes response to practice alarms, which will be carried out from time to time to test the integrity of the system and to ensure that everyone involved knows and understands the evacuation and other arrangements.

12. While fire is the greatest danger to the College, there are numerous other hazards, which pose a risk to Fellows, students, staff and visitors. These include hazards from the use of power tools, electrical equipment and substances which might endanger

health, from manual handling operations and from the nature of the workplace itself. It is the policy of the College that, in all areas where hazards are perceived to exist, risk assessments shall be carried out by the appropriate Supervisor or Head of Department and reviewed regularly thereafter. The appropriate Supervisor or Head of Department must take the necessary action to eliminate, where practicable, mitigate or minimise the risk. This includes ensuring that the workplace remains free of unnecessary hazards (such as trip hazards or hazards from falling objects) and that staff or students receive the appropriate safety training (e.g., manual lifting training). The Supervisor or Head of Department must keep appropriate and accurate records of all risk assessments and any actions taken as well as all training given. The Supervisor or Head of Department is required to ensure that students and staff wear the appropriate personal protective equipment where it is provided.

13. Whenever accidents do occur, the College requires that, on every occasion, they shall be recorded in the Accident Book. During normal office hours, Accident Reporting forms are available in the Bursary. Outside working hours these forms are available from the Porters' Lodge. Each department has a small supply of forms for use at that location. If the accident is sufficiently serious, it shall be reported to the HSE by the Senior Bursar (or by a person delegated by the Senior Bursar) within the statutory timeframe. The CSO shall also formally investigate any serious accidents and incidents that may occur on the College premises. Each report must be signed by the Senior (or Junior) Bursar and the CSO and, if thought fit, further information or appropriate action asked for. The Accident Book must be kept securely and only available for inspection by authorized persons.

14. All records, duly signed and dated, except those specifically relating to activities initiated and carried out within individual departments, must be kept securely in the Health and Safety Office of the college and available for inspection by authorized persons. Departmental records must be kept, under the same conditions, in each department.

15. The College will establish a Safety Committee consisting of officers, senior staff and representatives of the employees and of the students. . The Committee shall meet at least twice yearly. The purpose of the Safety Committee shall be as follows:

- a. To review progress on the implementation of College health and safety policies.
- b. To draw attention to any deficiencies in the health and safety policies of the College.
- c. To review the accident record of the College and to take any necessary action in response to any incidents that may have occurred.

POLICY REVIEW

16. In the Michaelmas term the Safety Committee shall make an annual report to the Governing Body on the health and safety performance of the College. The College Health and Safety Policy shall be subject to annual review by the Safety Committee and its conclusions included in its annual report to the Governing Body.