

# **ST. JOHN'S COLLEGE OXFORD**

## **HEALTH AND SAFETY POLICY**

## DOCUMENT CONTROL

Section/Page	Date	Description
Whole document	6 June 2012	Draft for comment
Whole document	13 July 2012	Final
Whole document	1 July 2014	Review and revision
Whole document	13 May 2015	Review
Whole document	1 June 2016	Review and revision
Whole document	25 September 2017	Review and revision
Whole document	25 June 2018	Review and revision
Whole document	11 June 2019	Review

**Statement of best practice endorsed by  
Conference of Colleges Meeting in May 1999**

**Health & Safety At Work etc. Act 1974  
Management of Health and Safety Regulations 1999**

**OBLIGATIONS OF COLLEGE GOVERNING BODIES**

Obligations are imposed upon the governing bodies of colleges, partly by virtue of their status as employers. The Health and Safety at Work etc. Act 1974 and related legislation ('relevant statutory provisions') impose general and specific requirements upon college Governing Bodies.

Breaches of health and safety legislation, including any failure to implement a 'risk management strategy', are criminal offences and command unlimited sentences at Crown Court and/or unlimited fines.

In the context of a college, the policy itself and the means of implementing it should be adopted at the highest level within that organisation: the Governing Body. Implementation should encompass all employees i.e. non-academic staff, academic staff including Fellows: whether members of the Governing Body or not.

College officers may be tasked with implementation of defined requirements, but overall responsibility for Health and Safety cannot be delegated. Whatever arrangements are made for delegating implementation, it is the Governing Body which will be answerable in the case of proceedings.

The most effective way to achieve compliance is through what has come to be known as a risk management strategy. Compliance could be achieved by Governing Body oversight of relevant college officers and/or by the appointment of a competent external person (i.e. a Health and Safety auditor) providing a report not less frequently than annually.

Governing Bodies need to be able to demonstrate that health and safety is being managed effectively. This is a specific requirement of the Management of Health and Safety Regulations 1999. These regulations require Governing Bodies (as employers, but also in respect of students, staff, visitors, contractors and members of the public) to:

- Carry out a written risk assessment procedure
- Put in place preventative and protective measures
- Have arrangements for the 'effective planning, organisation, control, monitoring and review of the protective and preventative measures'.

The above deals with an institution's obligations under relevant criminal law. Requirements under civil law are based on the duty of care owed to those affected by the institution's activities.

## **HEALTH AND SAFETY POLICY AND PROCEDURES**

1. The Health and Safety at Work etc. Act 1974, along with other Regulations, contains the most important provisions for business, their organisations and employees.
2. The general objectives within the scope of the above act and regulations are:
  - a. To secure the Health, Safety and Welfare of employees at work.
  - b. To protect people other than employees at work against risks to their Health and Safety arising out of work activities.
  - c. To control the keeping and use of explosive or highly flammable or otherwise dangerous substances and generally prevent people from unlawfully having and using such substances.
  - d. To control the release into the atmosphere of noxious or offensive substances from premises, which also may come within the scope of the environmental protection legislation.
  - e. To identify hazards in the workplace and carry out risk assessments and introduce such control measures as necessary.
3. The Health and Safety at Work etc. Act 1974 places general duties on:
  - a. The employer.
  - b. The self-employed (e.g. contractors).
  - c. The manufacturers, suppliers, designers and importers of articles and substances for use at work.
  - d. The people in control of premises and all people at work.

These legal requirements apply to all types of work.

- 4 The scope of the legislation is comprehensive and is designed to encourage employers and employees to take a wide-ranging view of their role and responsibilities. Some duties imposed by the legislation are absolute and must be complied with and this Health and Safety Policy document has been designed to meet all the legal requirements and obligations.

# HEALTH & SAFETY POLICY

## **1 Health & Safety Policy Statement**

## **2 Organisation and Responsibilities**

- 2.1 General Arrangements/Control of Policy
- 2.2 Review and Communication of Policy
- 2.3 Health and Safety Committee
- 2.4 Health & Safety Management Structure
- 2.5 Responsibilities - The Governing Body
- 2.6 Responsibilities – Principal Bursar
- 2.7 Responsibilities – Safety Officer
- 2.8 Responsibilities - Heads of Department
- 2.9 Responsibilities - Employees

## **3 Risk Management**

- 3.1 Risk Management Strategy

## **4 General Arrangements**

- 4.1 Training
- 4.2 Office Safety
- 4.3 Premises
- 4.4 Housekeeping
- 4.5 Slips, Trips and Falls
- 4.6 Prevention and management of work-related stress
- 4.7 Employees Dress
- 4.8 Visual Display Units (VDU's) and Display Screen Equipment (DSE)
- 4.9 Purchasing Policy
- 4.10 The Disability Discrimination Act (DDA)
- 4.11 Young Persons
- 4.12 Pregnancy
- 4.13 Lone Working
- 4.14 Crowds and Crowd Control
- 4.15 Personal Protective Equipment (PPE)
- 4.16 First Aid
- 4.17 Motor Transport within College Premises
- 4.18 Workshops and Maintenance Facilities
- 4.19 Asbestos
- 4.20 Control of Substances Hazardous to Health (COSHH)
- 4.21 Manual Handling
- 4.22 Fire
- 4.23 Bomb Threat
- 4.24 Contractors
- 4.25 Noise at Work
- 4.26 Vibration
- 4.27 Working at Height
- 4.28 Food Hygiene
- 4.29 Permit-to-Work (PTW) System
- 4.30 Statutory & Non-Statutory Inspections
- 4.31 Gas Safety
- 4.32 Electrical Safety
- 4.33 Machinery and Equipment
- 4.34 Legionella
- 4.35 Snow and Freezing Conditions
- 4.36 Trees

## SECTION 1 HEALTH & SAFETY POLICY STATEMENT

The Governing Body of St John's College recognises its statutory obligations to ensure all reasonable and practicable measures are taken to promote the health and safety of its staff, students, authorised visitors and members of the general public.

The Governing Body considers Health and Safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that persons not in the College's employment are not exposed to risks which may arise from the College's activities.

The Bursar will have the functional responsibility for the introduction of this Health & Safety Policy in practical terms.

All departmental managers are directly responsible for the health and safety of staff members they manage. They must ensure the standards, practices and procedures within this policy are observed by those under their control.

All staff have a duty to exercise reasonable care and do everything to prevent injury to themselves and others, they are expected to cooperate fully in implementing this policy by following safe working practices and by using safety equipment supplied.

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the College by:

- a) Following instructions in the safety rules or notices displayed on College property.
- b) Complying with any code of practice or guidance which may apply to their work or workplace.
- c) Taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or omissions at work.

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

Signed \_\_\_\_\_

*A. J. Haller*

Date \_\_\_\_\_

*3 July 2019*

Position \_\_\_\_\_

**Principal Bursar**

## **SECTION 2 ORGANISATION & RESPONSIBILITIES**

### **2.1 General Arrangements/Control of Policy**

- 2.1.1 The Safety Officer and all Heads of Departments are responsible for the day-to-day operation of this policy and the local arrangements which form part of the policies and procedures within each Department. The term 'Department' is used generically to designate any management structure of employees of St John's College, both academic and non-academic.
- 2.1.2 The Safety Officer will be responsible for the accuracy and relevance of the policy and make a copy of the Policy readily accessible to all Staff, Fellows, College Officers and the Governing Body. Staff will also be provided with any Health and Safety information which is relevant to their employment, whether it derives from this policy or any other source.
- 2.1.3 The Safety Officer, in conjunction with the Health and Safety Committee will monitor the policy and recommend amendments to the Governing Body.

### **2.2 Review and Communication of Policy**

- 2.2.1 This policy and any related guidance, information, instruction and training must be communicated to all employees and visitors to the College premises, in so far as it affects their actions.
- 2.2.2 The relevant aspects of this policy will be covered in the induction of all new employees. All employees are to have access to the full text of this policy.
- 2.2.3 All employees will be provided with appropriate training by their Head of Department, in those elements of the policy which relate to their responsibilities and will be required periodically to demonstrate their understanding of the procedures and familiarity with the policy. It is an employee's responsibility to seek to clarify any aspect of the policy which they do not understand.
- 2.2.4 The policy is a working document and will change constantly as employees, materials, equipment and systems change. It will be formally reviewed once per year by the Safety Officer and submitted to the Health and Safety Committee and ultimately Governing Body for revision and re-approval.
- 2.2.5 All employees will be made aware of any changes of significance which have been made as a result of the review process.

### **2.3 Health and Safety Committee**

- 2.3.1 The College's Health and Safety Committee meets at least twice a year. The committee is responsible for keeping Health & Safety matters under review.

## **2.4 Health & Safety Management Structure**

- 2.4.1 Staff employed by the College must know the lines of communication together with their responsibilities to ensure that Health and Safety matters are dealt with efficiently. [Staff and Heads of Departments refer to all College staff, academic and non-academic.](#)
- 2.4.2 College Officers are responsible to the Governing Body for the operation of the areas of the Health and Safety policy that relate to the Officer's post.

## **2.5 Responsibilities - The Governing Body**

- 2.5.1 The Governing Body takes ultimate responsibility for Health and Safety and is fully committed to implementing the Health and Safety Policy in accordance with the provisions of the act:
- Provide a safe working environment including safe access to and egress from the college premises.
  - Provide adequate supervision and information to enable all staff to avoid hazards and also to contribute positively to their own health and safety.
  - Ensure that compliance with Health and Safety at Work etc. Act 1974 is the minimum safety standard to be achieved by this college.
  - Ensure as far as is reasonably practicable that all work undertaken by staff of the college is done so that the health and safety of themselves, students and the general public is not put at risk.
  - Consult staff and health and safety representatives on arrangements for co-operating in the promotion and development of health and safety at work on the college premises.
  - Ensure adequate resources, funds, materials and equipment are available to fulfil its legal obligations and the standards set out in this policy.
- 2.5.2 The Governing Body aims to achieve these minimum standards through the college management team and staff with the highest regard for the health and safety of students, visitors and the general public while on the college premises.
- ## **2.6 Responsibilities - Principal Bursar**
- 2.6.1 The Principal Bursar will continually monitor the effectiveness of the College Health and Safety Policy and ensure that any necessary changes are made and maintained in line with the College overall objectives for health and safety, whilst having special regard for the following:
- Ensure that effective communication channels are maintained, so that information concerning health and safety is communicated to all staff and any matters concerning Health and Safety raised by staff are investigated and the appropriate action taken.



- Ensure that safe systems of work are implemented so that all work within the control of the Bursar is carried out in accordance with statutory regulations and approved codes of practice.
- Ensure all accidents occurring at the College are thoroughly investigated, recorded and reported as detailed in the college accident reporting procedure.
- Ensure that monitoring procedures are undertaken and control measures are implemented where there is shown to be a health or safety hazard.
- Ensure that meetings regarding Health and Safety matters are convened on a regular basis.
- Ensure that Health and Safety is made a prime consideration in all project planning.
- Ensure that the appropriate cover, which embraces both statutory and business needs are met and maintained.

## **2.7 Responsibilities - Safety Officer**

- 2.7.1 The Safety Officer will encourage and support all Heads of Department and staff in maintaining high standards of Health and Safety.
- 2.7.2 The Safety Officer is responsible to the Governing Body for monitoring the general implementation of this policy.
- 2.7.3 The Safety Officer will take the lead role in updating and reviewing the College Health and Safety Policy once a year or whenever circumstances dictate.
- 2.7.4 The Safety Officer, with the assistance of the Lodge Manager and Master of Works, will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible.

## **2.8 Responsibilities - Heads of Department**

- 2.8.1 Heads of Department shall be responsible for Health and Safety within their area of control. Heads of Department will ensure that all employees under their control comply with the policies and procedures set out in this document.
- 2.8.2 Heads of Department will ensure that all persons under their control fully understand and observe all aspects of the Health and Safety Policies and Procedures and shall monitor for safe practice the conduct in any area for which they exercise responsibility and for any contractor or visitor to their area.
- 2.8.3 Heads of Department will attend all and any meeting regarding health and safety matters when requested.
- 2.8.4 Heads of Department shall ensure that any information regarding health and safety matters are communicated to all persons under their control, and regularly consult employees as and when necessary to identify matters relating to their Health and Safety that need to be addressed.

2.8.5 Heads of Department will provide access and assistance to the Safety Officer in connection with his duties.

2.8.6 Shall ensure that, on a day-to-day basis, Health and Safety standards are maintained and that employees are not placed at risk. In particular Heads of Department will be responsible for:

- Ensuring that their staff wear the appropriate personal protective clothing.
- Shall be involved in the production of risk assessments relating to their responsibilities, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
- Adequately supervising staff to ensure that they do not exceed their experience, knowledge and training.
- Ensuring that equipment used by staff is maintained in a safe condition. Ensuring that their staff use the correct procedures including guards or control measures. Ensuring that all persons under your control are instructed concerning relevant safe systems of work.
- Setting an example to staff in all matters relating to Health and Safety.
- Ensuring that all persons safely handle and store any hazardous substances in accordance with established rules and procedures.
- Ensuring that all areas under your control are maintained in a condition that is safe and without risk to health and that any defective plant, equipment or facilities reported are, where necessary, taken out of use until repaired or replaced or appropriate action taken.
- Ensuring that all persons under your control are instructed regarding the provision, location and use of safety equipment and making every practical and reasonable effort to ensure that employees use the safety equipment.

## **2.9 Responsibilities - Employees**

2.9.1 Employees have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, employees have a responsibility under their contract of employment. Employees are required to have regard to their own Health and Safety and equally to look after the Health and Safety of others who might be affected by what they might or might not do.

2.9.2 The legal responsibilities are defined principally in the Health and Safety at Work Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. Employees in particular are required to:

- Follow the arrangements and information contained in this policy and any other guidance or training provided by the College; Read and understand the College Health and Safety Policy and Procedures for their department.

- Observe and have regard to the various signs and notices displayed on the College premises.
- Use correctly personal protective equipment provided by the College. Use the correct tools/equipment for the task. Keep tools and equipment in good condition at all times.
- In cases of doubt seek guidance from his or her Head of Department, or the Safety Officer.
- Not use plant or equipment for work for which it was not intended or if not trained or experienced to use it. Not to play dangerous or practical jokes (horseplay) on the college premises.
- Work in a safe manner at all times, not to take unnecessary risks which could endanger oneself or others who may be affected by your acts or omissions. Warn other employees, particularly new employees of the college of particular known hazards.
- Attend all training schemes provided by the college and comply with any control measures laid down within the risk assessments appropriate to their areas of work.
- Cooperate with your Head of Department and Safety Officer as far as is necessary to enable the college management to carry out the statutory duties imposed on them in respect of health and safety at work.
- Report any injury which results from accident while working on the college premises even if the injury does not stop you working.
- Report any hazards or defects to his or her Head of Department immediately.

## **SECTION 3 RISK MANAGEMENT**

### **3.1 Risk Management Strategy**

3.1.1 This section forms part of the College's risk assessment strategy and details the main prevention and protective measures required to reduce risks so far as is reasonably practicable.

3.1.2 The ways in which risks can be reduced are many but start with the College's intention to comply with the Health and Safety at Work etc. Act 1974 and its supporting Acts and Regulations, in particular the Management of Health and Safety at Work Regulations 1999.

3.1.3 Risks associated with the various hazards will depend on the employee's particular task. However, as some tasks are allocated only to certain workers, normally those trained to carry out the tasks, exposure to the hazards associated with those tasks will be limited to those employees who have the knowledge, skill and experience to understand the hazards and guard against them.

3.1.4 In general terms risks will be reduced by the following policies and arrangements:

- A positive attitude towards Health and Safety from Senior Members of the College, supported by the statements made within this policy.
- The College managing Health and Safety on a structured basis, including a formal Health and Safety organisation, with employees nominated to undertake certain Health and Safety responsibilities and tasks.
- The establishment of formal arrangements for self monitoring and inspection of the College's premises, systems, machinery, equipment, etc. and of a system of reporting to Heads of Department.
- Providing written policies, procedures and guidance to staff.
- Providing written policies, procedures and guidance to students, such as The Student Handbook.
- Removing the hazard by substitution.
- Combating risks at source.
- Adapting work where possible to suit the individual employee.
- Exploiting technological developments to improve and make safer the College's working practices.
- Progressively examining and identifying means of reducing risks which cannot be altogether prevented.
- Giving priority to measures which protect the whole workplace and all those who work in it.

- By training employees in Health and Safety awareness with respect to their own tasks and responsibilities.
  - By an active Health and Safety culture.
- 3.1.5 In addition to approving general measures designed to identify hazards and reduce risk, the Governing Body will seek the advice when necessary of a competent person or authority in order to determine and assess hazards and to carry out particular risk assessments.
- 3.1.6 Health and Safety awareness is to be integrated within the College's overall management arrangements and includes the following four main elements; Planning, Organisation, Control & Monitoring.
- 3.1.7 A systematic approach will be adopted which will identify hazards and risks in the workplace. These assessments will determine priorities for eliminating risks to staff, visitors, contractors and all others affected by workplace activities. Where risks cannot be eliminated, appropriate controls will detail procedures that are designed to reduce such risks, satisfactorily. Detailed Risk Assessments will be carried out by the appropriate Head of Department.
- 3.1.8 Detailed compliance with the Risk Assessment will be the responsibility of the appropriate Head of Department.
- 3.1.9 The training of employees in respect to Risk Assessment awareness and control measures will be the responsibility of the appropriate Head of Department in accordance with Regulation 10 (MHSWR) 1999. In accordance with Regulation 4 of the MHSWR 1999, all employees will comply with the control measures outlined within the detailed Risk Assessment.
- 3.1.10 When carrying out the detailed Risk Assessment, appropriate provision will, at all times, be made for the safety of others who may be affected by the activity involved. Heads of Departments will ensure that any significant outcomes from Risk Assessments are communicated adequately to employees.

## **SECTION 4 GENERAL ARRANGEMENTS**

### **4.1 Training**

- 4.1.1 The Governing Body recognises the importance and value of Health and Safety training and is committed to providing adequate information, instruction and training. Training will be given in accordance with the requirements under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 4.1.2 The College will ensure that all new employees receive departmental induction training as soon as is reasonably possible after commencing employment with the College. The induction training will cover the following in so far as each item is relevant to the employee's tasks and responsibilities.
- Safety Policy
  - Accident, diseases and reporting
  - Fire arrangements
  - Emergency arrangements
  - First aid treatments
  - Electrical safety
  - Manual handling safety
  - Machinery and equipment
  - Safe use of display screen equipment
  - Safe use of hazardous materials
  - The College's Risk Assessment policy
  - Protective and preventative measures adopted as a result of the risk assessments
  - Use of personal protective equipment and clothing
  - Employee responsibilities
- 4.1.3 Information relevant to an employee's particular tasks or job will be provided by the relevant Head of Department or designated representative.
- 4.1.4 Employees will be made aware during inductions and continuation training of those elements of the College's Health and Safety policy which relate to their own responsibilities and tasks. Specifically the following matters will be included:
- Fire Precautions
  - First Aid Arrangements
  - Security
  - Welfare Facilities
  - Manual Handling
- 4.1.5 The College will continually review the Health and Safety training needs of employees in the light of new legislation or professional guidance and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who wants further information, instruction or training should seek this in the first instance from his or her Head of Department.

- 4.1.6 Employees must not attempt any task that they are not trained or competent to perform. Heads of Department should first satisfy themselves that employees are adequately trained before allocating tasks to them.
- 4.1.7 Whenever appropriate, notices will define whether special procedures, training or arrangements are required for the conduct of task. Employees must have regard to such notices and must not remove or deface notices.
- 4.1.8 The College will ensure that managers receive adequate training, instruction and information to ensure that they can properly manage their Health and Safety responsibility and exercise due care in relation to the employees under their control.

## **4.2 Office Safety**

- 4.2.1 The risks within an office environment are generally of low, however the following points should be borne in mind since the College consists of old and historic buildings and therefore may present greater potential risk than contemporary working environments.
- Floors and aisles should be kept clear at all times.
  - Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall.
  - Anything heavy or awkward which is likely to cause injury should only be done so after having due regard for manual handling assessment and training.
  - Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets etc.
  - Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately
  - Guidance or instructions on notices or signs should be followed
  - Fire exits must be kept clear at all times
- 4.2.2 Office staff must make themselves familiar with the arrangements for dealing with emergencies including fire.
- 4.2.3 Employees are required to keep their own work areas clean and tidy at all times. Employees are advised not to drink and eat in the vicinity of electrical equipment.
- 4.2.4 Due care should be taken when persons have to lift or carry any load which have the potential to cause injury.
- 4.2.5 Employees must not use anything other than stepladders or other specifically designed aids to reach high shelves or other areas out of reach from the ground, e.g. files on shelves. 'indg402 - Safe use of ladders and stepladders: An employers' guide' provides useful guidance on the safe use of ladders and is available from the HSE website. Boxes and other items should not be stored on top of cabinets and cupboards. On no account should persons attempt to lift any weight which is too heavy for them.
- 4.2.6 Hazardous materials or substances used in the office must be treated as any other as chemicals, COSHH Assessments will be carried out and made available as appropriate.

- 4.2.7 Effective cable management procedures should be implemented where electrical equipment is in use.

### **4.3 Premises**

- 4.3.1 All College premises will be maintained in a condition which so far as is reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age, Listing and structural features of the buildings.
- 4.3.2 All employees have a responsibility to maintain the premises and not to do anything to damage the College, its equipment, facilities or building fabric. Employees must report any defects or damage to their Head of Department.
- 4.3.3 Notices designed to protect the Health and Safety of employees will be displayed on the College premises. Such notices will be positioned in conspicuous places and employees are required to comply with them. Employees must not interfere with, remove or deface any signs or notices.

### **4.4 Housekeeping**

- 4.4.1 The general tidiness and cleanliness of the premises is a key factor in the promotion of Health and Safety and can contribute greatly to reducing risks and accidents.
- 4.4.2 All employees are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste material in the containers provided and should not allow accumulations of waste material.
- 4.4.4 Employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately using appropriate materials and observing the relevant warning signs during and after the operation.
- 4.4.5 No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object which is likely to affect safe movement through them.
- 4.4.6 Employees are to ensure the correct containers for disposal are used, i.e. the appropriate recycling point is used. Hazardous Waste may require specialist removal and is not to be placed in general rubbish containers. Hazardous Waste includes paints, electrical items and light bulbs etc.
- 4.4.7 Employees will be responsible for clearing away any and all mess or surplus material of which they are the cause and for placing it in the relevant containers.

### **4.5 Slips, Trips and Falls**

- 4.5.1 Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year. The Governing Body therefore requires strict observance of the Workplace (Health, Safety and Welfare) Regulations 1992 which specify that floors must be suitably surfaced, in good condition and free from obstructions.



4.5.2 Employees are encouraged to report to their Head of Department any obvious hazards to safe movement, including:

- Spillage of wet and dry substances
- Trailing cables
- Miscellaneous rubbish
- Loose rugs or mats
- Slippery surfaces
- Poor Lighting
- Smoke/steam obscuring view
- Unmarked changes of level or slopes

4.5.3 Notices are to be prominently displayed when floors are being cleaned and staff carrying out floor cleaning are to wear appropriate footwear. Signage is to be used sparingly to identify the hazard of flooring cleaning operations, but is no substitute for good practice, and adequately removing the risk of slipping through drying the floor to an acceptable level. Signs are to be removed as soon as the risk of slipping has been removed.

4.5.4 Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.

4.5.5 Unavoidable ground-level obstructions are to be cordoned off.

4.5.6 Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

## **4.6 Prevention and management of work-related stress**

4.6.1 In line with the University's policy, the College is committed to protecting the health, safety and welfare of all employees and seeks to maintain a positive and supportive working environment.

4.6.2 The College has adopted the Health and Safety Executive's (HSE) definition of stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them", and which makes an important distinction between pressure, which can be a motivating factor, and stress, which can occur when pressure becomes excessive.

4.6.3 The College aims to ensure, as far as reasonably practicable, that employees work in a positive, safe and supportive working environment by seeking to:

- promote sound management practice;
- provide a framework of employment, health, and safety policies systems and monitoring to employees to ensure effective work performance and minimise the risk of work-related stress;
- provide advice and information to employees about stress in order to promote preventative measures and ensure early intervention in cases of work-related stress;
- promote equality of opportunity, and provide a workplace free from harassment and bullying;
- foster effective workload allocation and feedback on performance;
- promote good communication throughout the College;

- provide information and training to enable employees to develop their skills and maximise their contribution to the success of the College;
- ensure effective and timely consultation with staff representatives (*staff representatives include safety representatives and staff representatives serving on consultative bodies.*) on proposed actions relating to the prevention of work-related stress;
- recognise the positive role that staff representatives can play in the prevention and management of work-related stress by ensuring their effective and timely involvement in the monitoring and review of the College's policy on work-related stress
- provide appropriate employee support services.

4.6.4 The College recognises that Line Managers and Heads of Departments play an important role in supporting employees to carry out their jobs effectively and contribute to the success of the Departments and College. To support staff to minimise work-related stress, managers should:

- ensure good communications, particularly where there are organisational or procedural changes;
- ensure that jobs are properly designed, with realistic demands and workload, and that expectations and job role are clear;
- ensure that employees are trained to undertake the demands of their job and are able to contribute to decisions about how the job is done;
- ensure that there are regular opportunities to discuss the work and obtain feedback on performance, eg regular one-to-one meetings and/or team meetings;
- monitor working hours and holidays to ensure that employees are not overworking and are taking appropriate breaks;
- identify or respond to issues of concern promptly and seek constructive solutions;
- ensure employees are provided with meaningful training and development opportunities;
- ensure that bullying and harassment are not tolerated;
- be alert to signs of problems and offer additional support to any employee who is known to be experiencing stress;
- seek advice and support at an early stage from a line manager if difficulties arise.

4.6.5 The College recognises the HSE's six Management Standards, which represent a set of conditions that, if present, are associated with good levels of health, productivity and decreased accident and sickness absence rates. The six standards are summarised below:

- Demands: employees are able to cope with the demands of the job, including workload, work patterns and the work environment
- Control: employees are able to communicate and have a say about how their job is done
- Support: employees receive adequate information, resources and encouragement from their Line Managers, Heads of Department and College
- Relationships: the promotion of good working relationships, dealing with conflicts and unacceptable behaviour (eg harassment and bullying)
- Role: employees understand their roles and responsibilities

- Change: organisational change (large or small) is communicated and managed effectively

- 4.6.6 All employees may experience short periods of pressure from time to time and this is not necessarily of concern. It is the risk from sustained and/or of successive pressure, without the opportunity to recover, that needs to be assessed and measures put in place to control the risk of adverse effects. The College will regularly assess the potential for work-related stress, and how this can be mitigated, eg by the provision of adequate training and support, ensuring effective and timely communication, ensuring demands on employees are not otherwise excessive, and by seeking to ensure a supportive management culture.
- 4.6.7 Line managers and Heads of Departments should have arrangements in place to identify and address potential stressors in the workplace eg sickness absence records/certificates, employee turnover rates, issues arising/emerging from individual and staff meetings, personal development reviews.
- 4.6.8 Where individual cases of workplace stress are identified, line managers should seek information from the individual as to the contributory factors perceived by the individual and possible remedies. Departmental managers and individuals are encouraged to seek advice and support as early as possible. The management of employees affected by work-related stress will be the responsibility of the Line Managers in liaison with the College and other support services including Occupational Health and Personnel Services.
- 4.6.9 All employees have a duty to take care of their own health and safety at work and play an active role in contributing to their own well-being and development. To minimise the risk of work-related stress, employees should:
- Ensure good communication with their colleagues and Line Manager
  - Support colleagues by providing appropriate information and by sharing knowledge and resources where appropriate
  - Talk about their performance and act on feedback
  - Raise issues of concern as early as possible and seek constructive solutions
  - Make use of the support and training uses available
  - Ensure that harassment and bullying are not tolerated
  - Seek advice and support at an early stage if difficulties arise.
- 4.6.10 Where an employee feels under pressure, the employee should raise the issue/alert their line manager, or another appropriate person (eg staff representative, College Advisor, College Harassment Advisor, Occupational Health Service clinician etc), or seek assistance as soon as possible.

## **4.7 Employee Dress**

- 4.7.1 All employees must dress in such a manner that is appropriate for their job, wearing the appropriate where provided by the College.
- 4.7.2 Employees should be aware of the dangers of wearing any loose, baggy or hanging clothing which can become trapped or entangled causing serious injury. Long hair should be tied back when using equipment where entanglement is possible. Specific departmental policy and procedures will detail where Employees must not wear any jewellery which is liable to cause danger or increase the risk of injury.

- 4.7.3 Slippers, backless footwear, heels or open-toed sandals are considered inappropriate in certain locations such as kitchens and workshops, or where specific tasks are being carried out. Heads of Departments will advise through departmental procedures where sensible footwear providing good grip and foot protection are required.
- 4.7.4 Where appropriate, items of Personal Protective Equipment (PPE) must be worn whilst the task for which the PPE has been provided is being carried out. All PPE must be maintained in a clean and serviceable condition.

#### **4.8 Visual Display Units (VDU's) and Display Screen Equipment (DSE)**

- 4.8.1 It is the policy of St John's College to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when working with Display Screen Equipment (DSE). The College will endeavour to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE.
- 4.8.2 A user is an employee who uses equipment for continuous spells of more than an hour at a time; in the same way more or less daily, who has a requirement for fast transfer of information between individual and screen. Users will have no discretion as to use or non-use of equipment.
- 4.8.3 All employees including agency and temporary staff using College equipment who are classed as users will receive training in the Health and Safety aspects of using their workstations, and the best postural positions to adopt.
- 4.8.4 Heads of Departments will assess workstations in association with the user, and maintain a record of findings and actions. DSE Assessments will take into account the following:
- DSE
  - Desk and work surfaces
  - Lighting
  - Chair
  - Environment
  - Type of work
  - User

Identified users will be issued with additional guidance notes about correct use and set up of equipment.

- 4.8.5 Where a problem arises in the use of display screen equipment e.g. eye strain, upper limb pains, headaches etc., employees must inform their Heads of Department. The College will take all necessary steps to investigate the circumstances and take corrective measures where appropriate.
- 4.8.6 All employees identified as users are entitled to have the cost of eye tests paid for by the College. Employees of users of DSE are encouraged, in order to avoid the possibility of visual discomfort, to have their eyes tested as soon as possible on commencement of employment and again on a regular basis.

#### **4.9 Purchasing Policy**

- 4.9.1 It is the policy of the Governing Body to purchase articles or services which will meet the Health and Safety standards expected by the College or the standards set by official bodies, including the European Community (EC) and British Standards (BS).
- 4.9.2 In purchasing any articles or services, regard shall be given to Health and Safety and relevant quality standards.
- 4.9.3 Purchases should take into account whole life costs rather than just capital costs and include the cost of disposal and/or recycling. All purchases should have regard for the WEEE Directive aims to reduce the amount of electrical and electronic equipment being produced and to encourage everyone to reuse, recycle and recover it.
- 4.9.4 All tenders will include adequate clauses on Health and Safety and must be consistent with the relevant contractor's Risk Assessments and the College's Health and Safety Policy.
- 4.9.5 No item of machinery shall be purchased unless it meets the requirements and specifications of the Provision and Use of Work Equipment Regulations 1998.
- 4.9.6 All equipment must have regard for *The Control of Noise Regulations 2005*. The choice of equipment should take account of noise levels to protect workers exposed to noise levels, and the choice of equipment should have the lowest possible noise output.
- 4.9.7 When any equipment or article is purchased, the purchaser must seek adequate Health and Safety, instruction and maintenance information.
- 4.9.8 Before the purchase of any equipment or article, whenever necessary, consultation will take place with the appropriate Head of Department with respect to Health and Safety.
- 4.9.9 Any hazardous substance purchased from a supplier will be required to include the Material Safety Data Sheet (MSDS) specifying the ingredients etc. of the substance, in order to assist Heads of Departments in producing a relevant COSHH Risk Assessment.
- 4.9.10 When purchasing any article or substance, the College will endeavour to acquire items presenting least risk in terms of Health and Safety and environmental protection.
- 4.9.11 Furniture and Furnishings will be flame retardant and passed the appropriate fire tests as required under *The Furniture and Furnishings (Fire) (Safety) Regulations 1988*.
- 4.9.12 Environmentally preferable products are ones that are less harmful to human health and the environment when compared with competing products that serve the same purpose. They should be energy and resource efficient, not from endangered species (flora and fauna) with minimal use of virgin materials, be non or reduced polluting, reusable and recyclable.
- 4.9.13 The Works Office should be contacted for advice, prior to the purchase or installation of any significant assets to ensure the correct power supplies are available, and access for maintenance etc.

#### **4.10 The Disability Discrimination Act (DDA)**

- 4.10.1 The Governing Body recognises its obligations under The Disability Discrimination Act (DDA). The College aims to comply with the requirements of the Act, making all reasonable adjustments to College access and circulation arrangements. Alternative arrangements and managed solutions will be employed where such adjustments are not practicable.
- 4.10.2 The College aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through full and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for re-training if appropriate.

#### **4.11 Young Persons**

- 4.11.1 The Governing Body is aware of the risks of employing young persons, i.e. under 18s, and will take all measures necessary to minimise those risks so far as is reasonably practicable.
- 4.11.2 Young people, especially those new to the workplace, encounter unfamiliar risks from the jobs they will be doing and from the working environment. In addition they may lack experience and/or maturity or be unaware of how to raise concerns.
- 4.11.3 Heads of Departments will assess the risks and develop Risk Assessments for young persons, detailing the activities that will be carried out, level of supervision and instruction required.
- 4.11.4 Young persons will be given the necessary level of information, instruction, training and supervision required to enable them to work safely.
- 4.11.5 Heads of Department will ensure work is properly supervised by a competent person.
- 4.11.6 The College will restrict young persons from using specific items of equipment, such as circular saws, sanders, spindle moulders, planes, and other such equipment within departments.

#### **4.12 Pregnancy**

- 4.12.1 The Governing Body aims to meet the requirements of the Management of Health and Safety at Work Regulations 1999 and will ensure that sufficient and appropriate Risk Assessments relating to pregnant employees and nursing mothers are carried out and maintained on file awaiting notification of pregnancy by an employee.
- 4.12.2 Where a risk to a pregnant employee, the foetus or (in the case of pregnancy that has come to term) the mother and child is identified then every step possible will be made to remove the risk. In the event that the risk cannot be removed then the employee will be relocated to a job that is free of such risks. In the event that neither course of action is possible then the employee will be suspended from work on full pay.

- 4.12.3 It is the duty and responsibility of the employee to notify the college that she is pregnant and to provide medical proof of the pregnancy.
- 4.12.4 Once notified of a pregnancy, the relevant Head of Department will undertake specific Risk Assessments relating to the pregnant worker's work tasks. These will be discussed with the pregnant worker and any alterations necessary to her work schedule will be agreed.
- 4.12.5 No employee who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the foetus or new born baby at risk of harm.

#### **4.13 Lone Working**

- 4.13.1 The College will ensure, so far as is reasonably practicable, that employees and contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
- 4.13.2 Measures will be adopted to protect anyone else affected by solitary working.
- 4.13.3 Solitary working exposes employees and others to risks from certain hazards. The College's intention is either to entirely remove the risks from these hazards, or where complete elimination is not possible, to reduce them to an acceptable level.

#### **4.14 Crowds and Crowd Control**

- 4.14.1 Overcrowding can lead, in emergency, to congestion of evacuation routes, panic, trampling and fatality.
- 4.14.2 For standard and reoccurring events in College involving large numbers Risk Assessments will be developed.
- 4.14.3 For events held for the first time, specific Risk Assessments will be developed by the Lodge Manager in consultation with the relevant Heads of Department, Student representatives or Fellows.
- 4.14.4 Fire Risk Assessment will identify approximate numbers expected to use a certain building or section of a building. In addition, buildings may be licensed for specific numbers for entertainment or alcohol consumption. Relevant Heads of Departments are to ensure that numbers are not to be exceeded.
- 4.14.5 All such Risk Assessments will consider the numbers, including maximum safe numbers, vulnerable groups such as children and disabled, event timing and duration, parallel events and alcohol consumption.
- 4.14.6 The relevant Risk Assessment will form part of the event planning briefing. Refer to the HSE publication IND (G) 142L "Managing Crowd Safety in Public Venues".

#### **4.15 Personal Protective Equipment (PPE)**

- 4.15.1 The Governing Body aims to fully meet the requirements of the Health and Safety (Personal Protective Equipment) Regulations (PPE) 1992.

- 4.15.2 PPE is to be used as the last resort in reducing and preventing risk, and should only be considered after all other measures have been exhausted. Provision for use of PPE will be specified in Risk Assessments.
- 4.15.3 Employees must co-operate with the College in the use of PPE and must wear the correct PPE if instructed to do so, and continue to do so where the hazard is present. Employees must not misuse any PPE.
- 4.15.4 Employees must report any damaged, expired or defective PPE immediately to their Heads of Department.
- 4.15.5 Employees are responsible for looking after and safely storing and handling PPE, and will make sure that it is only used for the intended purpose at the workplace.

#### **4.16 First Aid**

- 4.16.1 The College, in making adequate arrangements for first aid, will comply with the Health and Safety (First-Aid) Regulations 1981 and HSE Approved Code of Practice, L74 "First Aid at Work".
- 4.16.2 The College will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times. The names of all first aiders will be displayed throughout the College.
- 4.16.3 A fully equipped first aid box will be available at each place of work.
- 4.16.4 No medicine, drugs or other medications will be administered by any member of staff other than a doctor or the College nurse, except where a qualified First Aider is under the direct guidance of a doctor.
- 4.16.5 Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials and personnel.
- 4.16.6 All accidents, injuries, diseases and dangerous occurrences involving employees, students or others on College premises must be reported immediately. The College is required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and HSE guidance HS (R) 23 "A Guide to RIDDOR". Employees are encouraged to make themselves aware of accidents and disease reporting.
- 4.16.7 Employees must report all such accidents/incidents immediately to their Line Manager or Head of Department. All such reports will be recorded in the College accident book, held in the Porters Lodge. Normally the College accident book will be completed by the affected person or a first aider or witness if they are not able. Accidents will be investigated as soon as practicable as per section 2.7.4.
- 4.16.8 In the event of a serious injury, the area in which the accident occurs must not be changed in any way following the removal of the casualty to hospital. Clear up operations will only commence after the HSE have deemed this appropriate.
- 4.16.9 The College will ensure that Heads of Department report injuries that are *reportable* as classified by the Reporting of Injuries, Diseases and Dangerous Occurrences



Regulations 2013 (RIDDOR) and lead to an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

- 4.16.10 All employees will report any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees.
- 4.16.11 The College Nurse will provide First Aid and medical care to students whilst on the college premises, record surgery attendance and treatments given and ensure all accidents are recorded accurately.
- 4.16.12 Accidents and cases of ill health will be investigated to endeavour to identify the cause of the accident or ill health. Measures for prevention will be devised wherever possible, in order to attempt to prevent recurrences. Full co-operation is required from all employees during any investigation by the College, insurers or enforcing authority inspectors.
- 4.16.13 All entries in the accident book will be checked periodically by the Safety Officer with the aim of noting recurrences or trends.

#### **4.17 Motor Transport within College Premises**

- 4.17.1 Due to the continual heavy pedestrian use at the College particular care must be taken when manoeuvring cars, vans, contractors' vehicles, motorised trolleys or trucks within the premises. All drivers must confine their speed to a normal walking pace and whenever necessary should seek assistance in manoeuvring by a member of staff.
- 4.17.2 Vehicle operators will ensure that vehicles are maintained in a satisfactory condition, and notify Heads of Department of any defects. User checks will include lights, oil and washer fluid levels, tyres & seatbelts.
- 4.17.3 Using a hand-held mobile phone when driving is illegal and an endorsable offence. Although using a hands-free phone when you're driving is usually allowed by law, employees may face the same risks of being distracted and losing concentration. The use of hands-free equipment is not recommended and staff are discouraged from using such equipment.
- 4.17.4 All drivers must be trained and authorised, with the appropriate and valid licence. Drivers must meet the necessary insurance requirements.
- 4.17.5 No person should normally enter the space beneath the raised body of a tipping vehicle. Where this is necessary for maintenance or repair, the body must be securely blocked and supported and notices displayed.
- 4.17.6 Under no circumstances should tipping vehicles be driven with the body in a raised position. Particular attention must be paid to any overhead obstructions and services when operating tipping vehicles.

- 4.17.7 Persons must not remain on a vehicle that is being loaded, unless adequate protection is provided. Passengers are not permitted to be carried on vehicles unless there is a suitable fixed position. Persons must not mount or dismount from a moving machine, and should use the proper hand/foot holds.
- 4.17.8 Vehicles are not to be overloaded. Loads are to be checked to ensure they are secure and evenly distributed. Floors of cabs to be kept tidy, free from oil and trip hazards.
- 4.17.9 Before reversing, a check must be made that the rear of the vehicle is clear. If the rear view is obstructed, a banksman should be provided
- 4.17.10 Keys, should not be left with any vehicle/machines, and are to be left secured when unattended. Unattended vehicles should be left on firm level ground, in neutral, hand brake engaged, and engine switched off with keys removed.
- 4.17.11 Passengers are not permitted to ride any dumper, tractor or in any trailer, unless the driver is under competent instruction and a fixed seat is provided. Trailers must not be towed on public roads unless the towing vehicle is suitable for the purpose, and fitted with the correct towing hitch, registration plate and appropriate lamps, indicators, reflectors etc.

#### **4.18 Workshops and Maintenance Facilities**

- 4.18.1 There are a number of risks associated with Workshops and Maintenance Facilities, including, noise, fumes, dust, manual handling, power tools, abrasive wheels and various machinery. Particular attention needs to be given to good housekeeping.
- 4.18.2 All substances and liquids must be stored correctly, employees must never leave tins open or put any substances in unmarked tins or containers.
- 4.18.3 All materials should be stored in a safe and secure manner. Tools should be stored in designated storage areas when not in use.
- 4.18.4 Access to workshops will be restricted to only those employees and visitors who need access to it and are authorised to do so.
- 4.18.5 Floors must be kept clear at all times. Spillages must be cleared up immediately.
- 4.18.6 Suitable safe access and egress must be provided and maintained.
- 4.18.7 Hand tools must be maintained in a safe and good condition, paying particular attention to handles on files and shafts on hammers, and the avoidance of "mushroom headed."
- 4.18.8 All machines must be adequately guarded, and guards must be kept in position. Fixed grinders will be fitted with a permanently fixed eye shield and maintained regularly. Bench mounted tools will be securely fastened to a bench of adequate strength.
- 4.18.9 Effective extraction will be provided and maintained to keep fitting shops clear of all fumes, exhaust gases, etc.

- 4.18.10 Any damage to the workshop, fixtures or equipment must be reported immediately to the Works Office.
- 4.18.11 Periodic inspections of the workshop and associated areas will be undertaken by the Works Department.

#### **4.19 Asbestos**

- 4.19.1 The Governing Body aims to comply with the Control of Asbestos Regulations 2012.
- 4.19.2 All types of asbestos can be dangerous if disturbed. The danger arises when fibres, as a very fine dust, become airborne and are breathed in. Exposure can cause diseases such as lung cancer.
- 4.19.3 Asbestos is known to exist in some areas of the College. The Works Office holds an up to date Asbestos Register which records location, type and condition of Asbestos Containing Materials (ACMs). The Asbestos Register is based on a survey carried out by a competent & approved contractor.
- 4.19.4 If Asbestos Containing Materials are, or believed to be discovered, they should not be disturbed or touched, the area affected should be sealed and the discovery reported to the Master of Works.
- 4.19.5 The Works Office will arrange for a qualified contractor to undertake survey work, removal, or sealing when appropriate. The remedies, permanent sealing or removal are not to be undertaken by employees of the College without authorisation and prior specialist advice.
- 4.19.6 For in-house works, only trained and competent College employees are allowed to carry out non-licensed works, with prior approval of the Master of Works. Licensed works must be carried out by a HSE Licesned contractor.
- 4.19.7 Non-licensed work will be subject to a Risk Assessment which will decide if the works is in addition notifiable.
- 4.19.8 A plan will be prepared, in conjunction with the competent organisation, setting out how the risks from these materials are to be managed.
- 4.19.9 The College will attempt to remove all asbestos, where practical to do so, on major refurbishment of buildings, staircases or College properties.
- 4.19.10 To ensure no employees, visitors or students are put at risk from ACMs, only authorised College staff or contractors are permitted to carry out building operations or maintenance to the college fabric, however minor i.e. nails, hooks and screws in walls.
- 4.19.11 Information on the location and condition of the ACMs will be provided to anyone who is liable to work on, or disturb them.

#### **4.20 Control of Substances Hazardous to Health (COSHH)**

- 4.20.1 The College will comply with all legislation in relation to hazardous substances in particular the Control of Substances Hazardous to Health Regulations 2002 and the Codes of Practice and guidance issued by the HSE.
- 4.20.2 The College will identify all hazardous substances and assess the risks associated with their use to identify preventative measures that will be brought to the attention of all employees.

- 4.20.3 An appropriately detailed COSHH Assessment will be carried out by the relevant Head of Department for all potentially hazardous substances to include all those substances classified as harmful, toxic, very toxic, corrosive or an irritant, or combinations of substances which may become hazardous if mixed. Substances will include not just liquids but also dusts, fumes, solids and any composition that can be hazardous to health.
- 4.20.4 In addition to the above, all substances that are classified as having a workplace exposure limit (WEL) will be included. Reference should be made to the latest edition of HSE EH/40.
- 4.20.5 To identify hazardous substances and produce suitable & sufficient Risk Assessments the College will use information supplied with the product, obtain and use Material Substance Data Sheets (MSDS), and observe all warning notices and labels. In addition the College will have regard to HSE guidance and other guidance from trade associations, consultants or other competent persons, taking into account experience in the use of substances.
- 4.20.6 Risk Assessments will consider the hazardous properties of the substance, information on health effects, the level, type and duration of exposure, the circumstances of the work, including the amount of substance involved.
- 4.20.7 The following methods of preventing or controlling hazardous substances will be considered and followed where appropriate, elimination of the use of the substance, substitution of the substance with a less hazardous one. Control will, wherever possible, be by methods other than by the use of personal protective equipment (PPE) which will be the last resort.
- 4.20.8 The College will ensure that where relevant, any control measures provided are maintained in an efficient state, in efficient working order, in good repair and in a clean condition.
- 4.20.9 Substances will be stored in a safe manner and their use restricted to designated personnel. Employees will use hazardous substances only in accordance with the information and instruction that they have been given.
- 4.20.10 The College will provide appropriate training for using COSHH, first aid and clean up materials for use in the event of an accident, incident or emergency.

#### **4.21 Manual Handling**

- 4.21.1 The Governing Body accepts its responsibilities under the Manual Handling Operations Regulations 1992, and acknowledges that there are risks of injuries to employees from manual handling operations; to prevent and reduce those risks, it will comply with appropriate legislation and guidance given by the HSE.
- 4.21.2 Employees who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.
- 4.21.3 The College will identify manual handling operations by the means of Risk Assessments, assessments will include activities involving pushing, pulling, lifting, carrying and supporting a load. Manual handling assessments will be carried out by the relevant Head of Department and will examine the manual handling operations and determine the measures that need to be put into place to prevent or reduce the risk. These Risk Assessments and the preventative and protective measures will be made available to all employees who need them

- 4.21.4 Assessments may need to have regard for PPE; gloves to assist with grip or for use with objects are sharp or hazardous, and suitable footwear and not lifting from a slippery or unstable position
- 4.21.5 If the task can be avoided then it should be. If the task can be automated or mechanised it will be assessed to reduce the risks to the lowest level reasonably practicable.
- 4.21.6 All remaining manual handling operations which involve a risk of injury and cannot be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.

## **4.22 Fire**

- 4.22.1 The Governing Body acknowledges its responsibilities under The Regulatory Reform (Fire Safety) Order 2005. The College attaches great importance to the proper and pro-active management of fire-related risks.
- 4.22.2 The College will provide appropriate resources and procedures for dealing with emergencies such as fire and major incidents.
- 4.22.3 The College will be provided with fire protection in accordance with the Fire Safety Order, associated regulations, recommendations made by the local authority Fire Prevention Officer, all based on a Fire Risk Assessment approach.
- 4.22.4 Fire alarm activators and sounders will be tested and maintained to a pre-arranged schedule.
- 4.22.5 Fire-fighting equipment will be provided and maintained throughout the College. Extinguishers that are appropriate to the circumstances will be provided. All staff will be made aware of the position of fire extinguishers. Fire-fighting equipment will be checked annually by a competent person or organisation.
- 4.22.6 Means of escape in case of emergency will be clearly marked and be kept clear and unobstructed at all times. All staff will be required to be aware of the exits in their area and the location of their assembly point. All staff are responsible for maintaining escape routes and reporting any defects or obstructions.
- 4.22.7 As part of staff inductions and ongoing training, all staff must be made aware of general fire prevention principles, action to take on discovering a fire, means of raising the alarm and evacuation procedures.

## **4.23 Bomb Threat**

- 4.23.1 In certain circumstances an evacuation will be ordered by the emergency services or other legal bodies. These include a crime scene or an accident resulting in serious injury or death.
- 4.23.2 A decision to evacuate will either be obvious as in the case of a fire, gas leak, flooding or structural failure to a building or one that will require a decision from a Designated Senior Member of College.

- 4.23.3 The College may receive threat or bomb warnings, it is most likely that the duty Porter at the Lodge will have to deal with telephone bomb warnings but any member of staff who has a direct line might also receive a threat.
- 4.23.4 The evacuation of the College could be either total or partial dependent upon the nature and scale of the threat or incident. Evacuations should never involve persons moving through an area of danger, or within the danger zone of a suspect device.
- 4.23.5 University Security Services (OUSS) ext72944 or 89999, will assist in the assessment of any threat and will contact Thames Valley Police. It is strongly recommended that the decision to evacuate buildings should not be taken until the incident has been evaluated by Thames Valley Police.
- 4.23.6 Lodge Porters will be trained how to recognise suspected letter and parcel bombs and raise the necessary alarm.
- 4.23.7 When dealing with telephone threats Porters will obtain as much detailed information as possible about the caller, location, device etc.
- 4.23.8 Details of threats made by email will be kept and provided to Thames Valley Police to be analysed. Emails will not be deleted. IT Services will be informed and can investigate to provide police with the IP address of the sender.
- 4.23.9 All actions resulting from a bomb threat will be co-ordinated by the Home Bursar or, in their absence, the Lodge Manager.
- 4.23.10 The College will hold and maintain an evacuation plan, providing the procedure to be adopted in the event of a bomb threat becoming apparent in any of the College buildings or properties
- 4.23.11 In all cases where there is a need for outside assistance the Oxfordshire Emergency Planning Officer (EPO) can be contacted on 01865 815064. They will be able to provide temporary accommodation, meals, bedding, heating, transport, clothing etc.

#### **4.24 Contractors**

- 4.24.1 The College acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any College premises and also those affected by their work, through identifying the potential for harm arising from the proposed work, identifying who may be affected and instigating appropriate controls.
- 4.24.2 There can be a number of different types of contractor; short term one off, employed for a particular task; short term repetitive, employed for a recurring task; medium term, such as to carry out a refurbishments and projects and long term, continuing functions.
- 4.24.3 In cases where work is required at the College by external contractors, those departments that then engage contractors will have a nominated coordinator who shall be responsible for ensuring that all applications to undertake works are considered by a suitably competent contractor. The level of competence required will depend on the complexity of the work.

- 4.24.4 The College coordinator will take steps to ensure that the contractor is not only sufficient competent but also arrangements are in place to review risk assessments, method statements and safe systems of work before work commences to ensure that contractors and anyone else that could be affected by their activities are not at risk of harm.

**4.24.5 HSE Notifiable Projects & CDM.**

- 4.24.5.1 The Construction (Design and Management) Regulations 2015 (CDM 2015) cover the management of health, safety and welfare when carrying out construction projects, refurbishments, small-scale building works, certain maintenance activities, and temporary structures as required for College events, and works involving more than one contractor.
- 4.24.5.2 The Regulations apply to every construction project, and the whole construction process on all construction projects, from concept to completion, although only projects over a certain threshold require notification to the HSE.
- 4.24.5.3 The coordinator will ensure that a principal designer and principal contractor are appointed, in writing for all projects involving more than one contractor.
- 4.24.5.4 The addition the coordinator will provide pre-construction information to every contractor and designer (i.e. relevant, reasonably obtainable information relating to the project, its planning and management, its potential hazards, any existing health and safety file for the site and any relevant safety policies)
- 4.24.5.5 Furthermore the coordinator will ensure that the contractor or principal contractor prepares a construction phase plan before work begins, ensure that the principal designer prepares a health and safety file and take reasonable steps to ensure that designers and contractors comply with the remainder of their duties.
- 4.24.5.6 Before work commences, the coordinator must be satisfied that all risks have been identified and that the appropriate controls are in place and are to be followed.

**4.24.6 Contractor selection**

- 4.24.6.1 The College will satisfy itself that the chosen contractor can do the job safely and without risks to health by making enquiries about the competence of the contractor. The degree of competence required will depend on the work required. The coordinator will check the qualifications, skills and experience the contractor has and membership of any trade association or professional body.
- 4.24.6.2 The College will ensure that the contractor holds adequate insurance cover. The coordinator is responsible for checking that contractors have appropriate insurance policies. As a minimum, contractors must have public liability insurance with a limit of indemnity to be determined based in the project, risks, location of work.

- 4.24.6.3 Contractors must be able to demonstrate health and safety competence. Depending on the scale of the works, the College may wish to ask potential contractors about their accident record and for information about any enforcement action. The College should ask to see a copy of the potential contractor's health and safety policy and existing risk assessments.

#### 4.24.7 **RAMS**

- 4.24.7.1 Prior to commencement of any works the coordinator will ensure that the contractor has considered any hazards associated with the works, who might be harmed and provide details of how any risks will be controlled. The contractor will be expected to provide Risk Assessments and Method Statements (RAMS) for review that describe in a logical sequence exactly how a job is to be carried out in a safe manner, without risks to health and include all the risks identified in the risk assessment and the measures needed to control those risks.
- 4.24.7.2 A Permit-to-Work is a formal system of control which is issued for any significantly high-risk activity. Certain works at the College require a permit-to-work (PTW), such as hot works, work at height and works to confined spaces (see section 4.27). Permits-to-Work are issued by the Works Office and require RAMS to be reviewed and discussed prior to the issue of the PTW.

#### 4.24.8 **Supervision**

- 4.24.8.1 The coordinator will be required to have an ongoing responsibility to monitor contractor compliance in accordance with any submitted risk assessments and method statements and ensure that the agreed controls are being followed and are working effectively. The level of monitoring will be proportionate to the hazards and risks associated with the job. If there is any doubt, the work should be stopped or readjusted to ensure the continuing health and safety of all concerned.
- 4.24.8.2 At the end of a period of work, it will be agreed that the work has been completed to each other's satisfaction. If the work has not been fully completed and residual risks still remain, then the area and equipment will be made safe before it is left unsupervised. This may require the temporary reinstatement of guarding and other controls or the isolation of equipment and areas by barriers or lockout systems.

#### 4.24.9 **Site Information**

- 4.24.9.1 Contractors may be at particular risk as they may be strangers to the College and therefore unfamiliar with the organisation's procedures, rules, hazards and risks. Even regular contractors may need reminding. The level of control needed will be proportionate to the complexity of the task. Contractors must therefore be made aware of potential hazards (e.g. presence of hazardous chemicals, flammable liquids, compressed gases etc.) in the area in which they are working. The coordinator will ensure that contractors brought onto the premises are provided with information on risks to Health and Safety on the premises including risks specific to the works or the area in which the works will be carried out.



- 4.24.9.2 In the case of CDM projects the information will generally be provided as part of the Pre-construction Information.

#### 4.24.10 Induction

- 4.24.10.1 Contractors will be provided with an induction prior to starting work; for project work this may be formalised into a prestart meeting, and should consist of, although not limited to, parking arrangements, access arrangements, sign-in and sign-out procedures, fire safety, evacuation procedures, Permit-to-Work (PTW) arrangements, First-aid arrangements, waste disposal arrangements etc.

#### 4.24.11 Accidents

##### 4.24.11.1

All accidents and incidents involving a contractor must be reported via their own arrangements. However, the College should also investigate the cause of any incident and identify if there is a need to modify existing departmental procedures. In that regard, details of the accident should be gained from the contractor before they leave site. Contractors will be informed to report all accidents, incidents and near misses to the College.

#### 4.25 Noise at Work

- 4.25.1 The College recognises its responsibilities under The Control of Noise at Work Regulations 2005.
- 4.25.2 The College will take a risk management approach to noise in the workplace and to prevent or reduce risks to health and safety from exposure to noise.
- 4.25.3 Heads of Department will carry out Risk Assessments and record details, to assess the risks to their employees from noise at work; take action to reduce the noise exposure that produces those risks, provide employees with hearing protection if they cannot reduce the noise exposure enough by using other methods. In addition, procedures will be put in place to ensure legal limits on noise exposure are not exceeded, and provide employees with information, instruction and training
- 4.25.4 As part of the assessments Heads of Department will consider measures to reduce exposure to noise and provide protective measures for employees.
- 4.25.5 Employees must make use of the protective measures supplied.
- 4.25.6 The Control of Noise at Work Regulations requires employers to take specific action at certain action values. These relate to the levels of exposure to noise of their employees averaged over a working day or week; and the maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- **Lower Exposure Action Values:** – daily or weekly exposure of 80 dB; peak sound pressure of 135 dB
- **Upper Exposure Action Values:** – daily or weekly exposure of 85 dB; peak sound pressure of 137 dB.

- **Exposure Limit Values** - There are also levels of noise exposure which must not be exceeded which are daily or weekly exposure of 87 dB; peak sound pressure of 140 dB.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

4.25.7 The College will consider the following controls to reduce risks of noise:

- **Engineering controls** – purchasing equipment which has low vibration and noise characteristics
- **Orientation and location** – moving the noise source away from the work area, or turning the machine around
- **Enclosure** – by surrounding the machine or other noise source with sound-absorbing material
- **Use of silencers** – these can suppress noise generated when air, gas or steam flows in pipes or is exhausted to the atmosphere
- **Lagging** – this can be used on pipes carrying steam or hot fluids as an alternative to enclosure
- **Damping** – this can be achieved by fitting proprietary damping pads, stiffening ribs or by using double skin construction techniques
- **Screens** – these are effective in reducing direct noise transmission
- **Absorption treatment** – in the form of wall applications or ceiling panels
- **Isolation of workers** – in acoustically-quiet booths or control areas which are properly enclosed
- **Personal protection** – the provision and wearing of ear muffs (defenders) or plugs. This must be regarded as the last line of defence, and engineering controls should be considered in all cases. Areas where personal protective devices must be worn should be identified by signs, and adequate training should be given in the selection, fitting and use of the equipment, as well as the reasons for its use.

4.25.8 The Regulations do not apply to members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places, and low-level noise which is a nuisance but causes no risk of hearing damage. The College will also give consideration to the people who may visit these places and may be at risk.

4.25.9 If employees are likely to be exposed to noise at or above the **Lower Exposure Action Value** the College will:

- Identify which workers are at risk from hearing damage.
- Inform employees and make hearing protection available.
- Determine the daily personal noise exposure of the workers.

- Identify whether noise control measures or hearing protection are needed and if so, the type of hearing protection required and in which area.
- Record the noise assessment and review regularly or if something changes.

If employees are likely to be exposed to noise at or above the **Upper Exposure Action Value** you should reduce their exposure to noise, so far as is reasonably practicable, in ways other than by providing hearing protection.

You must ensure that:

- Areas where these levels are reached are clearly identified as areas where hearing protection must be worn.
- The immediate risk is tackled e.g. by providing hearing protection as a stop gap.
- All exposed personnel are informed and adequately trained.
- Ways of reducing noise exposure by engineering controls or organisational means are identified.
- Priorities for action are established; consider where changes could be made to produce immediate benefits and what your future strategy should be.
- Arrangements for health surveillance are made for employees.
- Someone is responsible for ensuring any necessary action is taken.

- 4.25.10 Risk Assessments will detail necessary PPE, with considerations to include, Earmuffs (ear defenders), Earplugs, which are inserted in the ear canal and semi-inserts which cover the entrance to the ear canal. Hearing protection must reduce the employees' noise exposure to below the new action values, be suitable for the environment that they work in and be compatible with other protective equipment used by the employee.
- 4.25.11 The College will provide health surveillance as appropriate under the regulations for any employees who are likely to be exposed to noise above the Upper Action Value or who may be at risk for any other reason (e.g. they already suffer from hearing loss or are particularly sensitive to noise).
- 4.25.12 The College will provide information, instruction and training for employees who are exposed to noise above any of the action levels.

## **4.26 Vibration**

- 4.26.1 The College recognises its responsibilities under The Control of Vibration at Work Regulations 2005.
- 4.26.2 Regular and frequent exposure to hand-arm vibration can lead to permanent health effects, known collectively as hand-arm vibration syndrome (HAVS), as well as specific conditions such as carpal tunnel syndrome and vibration white finger (VWF). Hand-arm vibration can be caused by operating certain hand-held power tools or by holding materials being processed by machines.
- 4.26.3 The College will adopt a risk management approach to vibration to ascertain the risk to employees. A risk assessment will be carried out to identify who is at risk and to what extent. Risk Assessments will ascertain if employees are likely to be above the daily exposure action value EAV or daily exposure limit value ELV, and to highlight which tasks need to be controlled.

- 4.26.4 Where staff are exposed above the EAV the College will take action to eliminate or reduce exposure to as low as is reasonably practicable and provide health surveillance. The daily exposure action value is  $2.5 \text{ m/s}^2$ .
- 4.26.5 The exposure limit value (ELV) is the maximum amount of vibration that an employee may be exposed to on a daily basis. The regulations set this at  $5 \text{ m/s}^2$  which corresponds to a high risk which employees should not exceed. Where staff are likely to be exposed above the ELV immediate action will be taken to reduce their exposure below that limit.
- 4.26.6 The College will consider one or more of the following techniques for controlling exposure to vibration, selection, use and maintenance of tools, use of protective equipment etc, eliminate exposure by adopting alternative work methods, and ensuring that equipment is suitable for the task and purchase tools to the lowest vibration level available.
- 4.26.7 Heads of Department will maintain and monitor the condition of tools to ensure that there is no rise in the exposure level as a result of use. Work activities will be planned to reduce exposure, for example through job rotation.
- 4.26.8 Regularly checks and monitoring of the measures that have been implemented will be carried out by Heads of Department to ensure they remain effective at controlling the risk.
- 4.26.9 The College will provide information and training for employees who are exposed to vibration.
- 4.26.10 The College will provide health surveillance for all employees who are likely to be regularly exposed above the EAV. Where an employee reports the onset of any symptoms it will be assumed there is a risk of HAVs and will refer the employee to an Occupational Health Practitioner and act upon any advice given.

#### **4.27 Working at Height**

- 4.27.1 The Governing Body recognises its duties under The Work at Height Regulations 2005 and subsequent amendments, and will ensure that the College does all that is reasonably practicable to prevent anyone falling and ensure that all work at height is properly planned and organised.
- 4.27.2 Falls from height are the single most frequent cause of work-place fatalities, whilst falling objects cause a high proportion of reported injuries. Working at height is defined as any work being undertaken at a height from which a person could fall and injure themselves even if it is at or below ground level, it includes maintenance staff working on roofs and ladders and office staff working from step ladders.
- 4.27.3 Whenever work is to be undertaken at height on College premises, Risk Assessments will be completed for circumstances where there is a risk of falling where significant injury may occur. The safest possible method for working at height will be used at all times.
- 4.27.4 Everyone involved in work at height will be competent and suitably trained and/or supervised by a competent person. Employees will use supplied equipment and any safety devices properly, following any training and instruction. Any safety hazards or concerns will be reported immediately to the employee's Head of Department.

- 4.27.5 When selecting equipment for work at height, the most suitable equipment must be chosen. Collective protection measures such as guard rails will be given priority over personal protection measures such as safety harnesses.
- 4.27.6 Equipment such as ladders and steps are required to be inspected at suitable intervals and for a record of the inspection to be kept until the next inspection takes place. Such inspections will be carried out by Heads of Departments at intervals determined by frequency of use. In addition, users will carry out daily visual checks prior to ascending ladders.
- 4.27.7 A safe system of work should be operated which may include the use of a fall-arrest system or safety lines and harnesses and secure anchorage points.
- 4.27.8 Risk Assessments for work at height using fall arrest systems should include adequate consideration for emergency release without the need to call the emergency services, which can no longer be relied upon to provide an immediate response to incidents such as where a fall arrest system has been deployed.
- 4.27.9 Scaffolding may only be assembled on site by competent and qualified contractors or staff. Arrangements will be made for independent safety inspections at the statutory intervals.
- 4.27.10 Work will be postponed while weather conditions endanger Health and Safety.

#### **4.28 Food Hygiene**

- 4.28.1 Contamination caused by disease, inadequate procedures, poor personal hygiene, pest infestation or chemicals, can lead to illness and, in extreme cases of food poisoning, to death.
- 4.28.2 The College's kitchen, food handling areas and processes are inspected at regular intervals by Oxford City Council's Environmental Health Officers.
- 4.28.3 All employees who handle food must have a Basic Food Handling certificate.
- 4.28.4 All staff must be COSHH trained and attend regular refresher training.
- 4.28.5 The Catering Manager will arrange for regular deep cleaning to be undertaken in all food handling areas once a year.
- 4.28.6 Food is purchased only from approved sources which can satisfy the Catering Manager's food hygiene audit trail.
- 4.28.7 In all food production and service areas, food temperature probing and monitoring programmes will be maintained.
- 4.28.8 Food Hazard Analysis and Critical Control Points (HACCP) assessments will be carried out for all food preparation activities. All food preparation staff will be instructed upon the outcomes of HACCP assessments.

#### **4.29 Permit-to-Work (PTW) System**

- 4.29.1 The Permit-to-Work Procedures held and maintained by the Works Office are aimed at providing a formal control system for the prevention of accidents and damage to property where specific and foreseeable hazardous work is carried out.
- 4.29.2 The College requires Permits-to-Work to be issued for hot works, which are all temporary activities including gas/electric welding and cutting; blowtorches; tar boilers; grinding wheels and cutting discs. Hot work to be carried out only by people trained in use of equipment, hazards and precautions to prevent fires.
- 4.29.3 Permits-to-Work may also be required, when identified by a Risk Assessment for activities such as confined spaces, roof works, restricted and hazardous areas and river works.

#### **4.30 Statutory & Non-Statutory Inspections**

- 4.30.1 The College recognises its responsibilities under the Gas Safety (Installation and Use) Regulations 1998, Lifting Operations & Lifting Equipment Regulations 1998 and The Provision & Use of Work Equipment Regulations 1998
- 4.30.2 Statutory inspections which need to be carried out on the College premises for boilers & pressure vessels, fire detection & alarms, emergency lighting, lifts and lifting equipment will be carried out by competent persons, within the time-scale and a record kept of the result of the inspection.
- 4.30.3 Where inspections identify any unsafe equipment or practice, equipment will be decommissioned or practice suspended until the required standard can be achieved.
- 4.30.4 Annual insurance inspections will also be carried out at regular intervals as required by the College's insurers.
- 4.30.5 The respective Heads of Department are responsible for the periodic inspection of processes, equipment and materials which are detailed in this policy. Some of these inspections are not required by law but will be undertaken in order to maintain the highest standards of Health and Safety.
- 4.30.6 All employees will be responsible for examining any equipment or machinery before they use it.

#### **4.31 Gas Safety**

- 4.31.1 The risks associated with the use of gas depend on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- 4.31.2 It is Governing Body's policy to comply with the Gas Safety (Installation and Use) Regulations 1998, which are designed to achieve safety in relation to gas installations, servicing and use of fittings and appliances.
- 4.31.3 All gas-related work shall be carried out only by a competent person or contractor. The Master of Works maintains an approved list of contractors who are Gas Safe registered, and authorised to work on the College's gas installations.

- 4.31.4 Gas fittings will be of correct construction, material, strength and size and should be regularly maintained by a competent person or contractor.
- 4.31.5 Employees, unless competent and authorised to do so, must not interfere in any way with any gas appliances or fitting.
- 4.31.6 Any employee who smells gas should initiate evacuation procedures (as for fire).
- 4.31.7 Any fault or defect in any gas appliance or fitting must be reported immediately to the appropriate Head of Department.

#### **4.32 Electrical Safety**

- 4.32.1 The Governing Body recognises its duty to comply with the Electricity at Work Regulations 1989. In addition the College will also comply with other codes of practice, guidance and the current edition of the IEE Regulations (17<sup>th</sup> Edition).
- 4.32.2 Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The College will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular testing and inspection.
- 4.32.3 Staff who use electrical equipment must report any fault or defect immediately to their Head of Department. Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.
- 4.32.4 Electrical work, installation, repairs and maintenance will be carried out only by those persons deemed to be competent to do so.
- 4.32.5 Portable Appliance Testing (PAT) - Electrical systems are required to be constructed, maintained and used in such a manner as to prevent danger, and in consequence a system of inspection and testing of systems is required to determine what maintenance is required.
- 4.32.6 The College considers it the responsibility of all students to ensure the suitability and safety of electrical equipment they bring to campus, and does not track student equipment due to the transient nature. Students should contact either the Works Office or Domestic Stores if there is any doubt about the state or suitability of equipment.
- 4.32.7 College owned items of equipment, will be PAT Tested to include both visual and electrical testing. The frequency of the recall, and area of responsibility (Domestic Office & Works Office) will depend on the type, location and use of the apparatus based on an assessment of risk.
- 4.32.8 Daily checks (visual inspections) are expected to be carried out by all staff, students and occupants, prior to use of any items of equipment.
- 4.32.9 Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately and entered into the accident book.
- 4.32.10 Only competent and authorised contractors and/or College electricians will work on HV systems (above 600v AC or 900v DC). Works to Low Voltage and Extra-Low

Voltage will be carried out in accordance with Risk Assessments, best practice and relevant regulations and codes by competent staff or contractors.

- 4.32.11 Wherever possible electrical tools and equipment should be rated at 110v. This significantly reduces the risk of harm from electrocution.
- 4.32.12 Although the risks of harm are reduced, care must still be taken to ensure that plant, transformers and tools are properly maintained, inspected and tested at regular intervals.

### **4.33 Machinery and Equipment**

- 4.33.1 The Governing Body's aim is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health. The College will therefore satisfy the requirements of all legislation in relation to equipment and in particular the Provision and Use of Work Equipment Regulations (PUWER) 1998 and associated Regulations and information.
- 4.33.2 The College will endeavour to ensure that the right equipment is purchased. Prior to use, equipment will be checked and any manufacturer's guidance will be considered. Information, instruction and training will be given to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any requirement for personal protective clothing.
- 4.33.3 Employees must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 4.33.4 Employees must report any damage, malfunction or unsafe equipment to their Head of Department. Employees must not interfere with or repair any equipment unless competent and authorised to do so.
- 4.33.5 All equipment will be maintained in efficient working order. Particular items of equipment will have a routine and planned maintenance programme.
- 4.33.6 Machinery and Equipment are not to be loaned out, or other employees, students, contractors and visitors allowed to use such equipment without the express permission of the relevant Head of Department to ensure they have the correct training and authorisation.
- 4.33.7 All hand tools must be used for the job for which they are intended. Appropriate tools will be provided by the relevant Head of Department. Employees must use hand tools in a safe manner and in accordance with any training given in their use.
- 4.33.8 Hand tools must be maintained in an efficient working condition. Defects must be reported and repaired. Only staff competent and authorised to carry out repairs to tools shall do so.
- 4.33.9 Hand tools must be stored appropriately and not be subject to substances or articles which will affect their safe use.



- 4.33.10 When using hand tools employees must take appropriate care not to expose themselves or others to undue risk. Any employee who is unsure of the correct use of hand tools should consult his or her Head of Department or request training.
- 4.33.11 Tools will not be loaned to other Departments, employees, students or contractors without the express agreement of the relevant Head of Department.

#### **4.34 Legionella**

- 4.34.1 The College will comply with the requirements of the HSE's L8 Approved Code of Practice for the control of legionella in water systems, The College will provide a safe place of work in which the management and control of Legionella is such that the risk of infection to employees, visitors and staff, is so far as reasonably practical reduced to a minimum.
- 4.34.2 Legionella pneumophila and other bacteria can cause an infection known as Legionellosis. Legionnaire's disease is a pneumonia that principally affects those who are susceptible, due to age, illness, immunosuppression, smoking, etc, and may be fatal. However it is a significant health issue for anyone who is exposed to the spores of the bacteria. Legionella bacteria are present in water systems and do not pose a health concern if the appropriate control measures are in place and maintained. The risk from Legionella bacteria increases if the water in the systems is stagnant and bio-film can develop on the inside of the water pipes, this bio-film provides nutrients and encourages proliferation of the bacteria. Legionella proliferation can be suppressed by controlling the water temperature and by keeping the flow of water through the system consistent. The spores of the bacteria have to be airborne, such as the aerosol spray from a shower and breathed in to cause the pneumonia associated with Legionnaires disease.
- 4.34.3 The College will employ a competent contractor to carry out the necessary risk assessments, temperature checks, sampling and biological testing, and provide written reports detailing the findings of the assessment.
- 4.34.4 Cleaning and sterilising showerheads will be carried out on a regular basis.
- 4.34.5 The College will arrange to carry out such remedial work as is required to remove the hazard of legionella, if identified, from any parts of the water systems.
- 4.34.6 The majority of outlets, including basins, toilets, showers etc will be flushed on a regular basis through normal use, cleaning or maintenance. Heads of Department will ensure all outlets are flushed regularly within their area of responsibility.
- 4.34.7 The Boatman, Head Gardener, Woodsman and Head Groundsman in particular will be responsible for flushing outlets within premises they operate out of.
- 4.34.8 Outlets should be flushed regularly; at least once a week, and for at least two minutes. Staff flushing outlets should obtain a rate of flow that flows rather than sprays to produce as little aerosol as possible and to avoid breathing in the aerosol. If outlet is a mixer (TMV) set to midway point to allow both hot and cold water to flow through the valve. Run outlet at normal operating flow. If the shower has a flexible hose attachment then place the head and hose as low in the shower cubicle/bath as possible. Shower/spray outlets should be turned on to a level that achieves as high a flow as possible with the minimum aerosol production.

#### **4.35 Snow and Freezing Conditions**

- 4.35.1 Whilst it is expected that members and employees of the College, and visitors, will take due care for their own safety in adverse conditions, The College aims to maintain safe passage through main external routes as far as is practicable within available resources; provide safe pathways for pedestrians, and some vehicle access.
- 4.35.2 The severity and length of such weather conditions will determine, to some extent, how quickly and effectively snow clearance operations can be carried out. The College will prioritise areas as per the Snow and Freezing Weather Clearance Policy Dated November 2011.
- 4.35.3 The Duty Porter will make a determination to close entrances where it is felt necessary on Health & Safety grounds/apply salt where appropriate to make safe until support from Gardens and Works staff are available.

#### **4.36 Trees**

- 4.36.1 St John's College holds great diversity of trees, exhibiting examples from a wide variety of species, some protected under Tree Preservation Orders . The College recognises that trees provide numerous benefits, enhancing the College community, including: beauty and landscape, wildlife habitats, and environmental benefits (absorbing atmospheric pollutants).
- 4.36.2 The College's policy is to protect, care, nurture and renew its tree stock and will therefore make all reasonable efforts to maintain, preserve and protect trees and to keep them pruned, stabilised, and free from damage from the elements and disease.
- 4.36.3 College trees are subject to ad hoc and routine safety inspections, based on professional advice, taking into account degree of risk, exposure and location, to ensure that College members, and members of the public are not subjected to unacceptable risk from dangerous trees. The in-house gardeners will also monitor trees on a regular basis, carry out maintenance work and seek professional guidance where appropriate.
- 4.36.4 Inspection reports are logged with the Works Office, Gardens Department or Bagley Woods Sawmills as appropriate.
- 4.36.5 Arboriculture remedial work identified from the inspections will be carried out in a prioritised order either by in-house gardeners or competent arboriculturist dependent on the works identified.