

ROBINSON COLLEGE

HEALTH AND SAFETY POLICY

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed: CD Warner
Chairman of the Health and Safety Committee

Dr Christopher D WARNER

APPROVED by College Council 26 September 2011

Date: September 2011

Review Date: September 2016

Arrangements

Responsibilities

1. Overall and final responsibility for health and safety is that of the Warden and Fellows of Robinson College.
2. Day-to-day responsibility for ensuring the Policy is put into practice is delegated to the Chairman of the Health and Safety Committee , who shall be a Fellow of the College appointed by College Council.
3. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

<u>Name</u>	<u>Responsibility</u>
Facilities Manager	Maintenance Staff
Head Gardener	Gardeners
Head Porter	Lodge Porters
IT Manager	IT Staff
Housekeeper	Bedmakers and Cleaners
Librarian	Library Staff
Conference & Catering Manager	Conference & Catering Staff
Finance Manager	Office Staff

4. All employees must:
 - co-operate with managers and co-ordinators on health and safety matters.
 - not interfere with anything provided to safeguard their or others health and safety.
 - take reasonable care of their own health and safety.
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety Risks arising from Work Activities

- Risk Assessments will be undertaken by Heads of Departments.
- The findings of the risk assessments will be reported to the Chairman of the Health and Safety Committee, but retained by the respective Head of Department.
- Action required to remove/control risks will be approved by relevant Head of Department with advice from Facilities Manager.
- Head of Department will be responsible for ensuring the action required is implemented.

- The Chairman of the Health and Safety Committee, with advice from Facilities Manager, will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

Consultation with Employees

- Employee Representatives are:

Development Assistant	Head Gardener
College Nurse	Housekeeper
Conference & Catering Manager	IT Manager
Deputy Catering Manager	Librarian
Deputy Head Chef	Finance Manager
Facilities Manager	Senior Tutor's Assistant
Head Porter	Warden's Secretary

- Consultation with employees is provided by termly meeting of the Health & Safety Advisory Committee.

Safe Plant and Equipment and Power Regulations

- Facilities Manager, Head Gardener, IT Manager, Conference & Catering Manager and Head Porter will be responsible for identifying all equipment/plant needing maintenance.
- Facilities Manager, Head Gardener, IT Manager, Conference & Catering Manager and Head Porter will be responsible for ensuring effective maintenance procedures are drawn up.
- Facilities Manager, Head Gardener, IT Manager, Conference & Catering Manager and Head Porter will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Facilities Manager, Head Gardener, IT Manager, Conference & Catering Manager or Head Porter as appropriate.
- All Heads of department will check that any new plant and equipment being planned meets health and safety standards before it is purchased.

Safe Handling and Use of Substances

- Facilities Manager, Head Gardener, Conference & Catering Manager and Housekeeper will be responsible for identifying all substances which need COSHH assessment within their Department.

- Facilities Manager, Head Gardener, Conference & Catering Manager and Housekeeper will be responsible for undertaking COSHH assessments.
- Facilities Manager, Head Gardener, Conference & Catering Manager and Housekeeper will be responsible for ensuring that all actions identified in the assessments are implemented.
- Facilities Manager, Head Gardener, Conference & Catering Manager and Housekeeper will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Facilities Manager, Head Gardener, Conference & Catering Manager and Housekeeper will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision

- The Health and Safety Law poster is displayed at the Porters' Lodge, Gardens Department, Catering Department, Maintenance/Housekeeping area.
- Health and safety advice is available from the Facilities Manager.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Conference & Catering Manager, Head Gardener, Facilities Manager.
- The HSE guide to the purpose of the Health and Safety Act is held by the Chairman of the Health and Safety Committee.

Competency for Tasks and Training

- Induction training will be provided for all employees by their Head of Department.
- Job specific training will be provided by Head of Department or outside contractor.
- Training records are kept by Head of Department.
- Overall training needs will be identified, arranged and monitored by Heads of Department and the Personnel Manager.
- The Facilities Manager will coordinate general health and safety training needs, including working at heights, manual handling, fire extinguishers.

Accidents, First Aid and Work-Related Ill Health

- Health surveillance is required for employees as follows:

Eye tests for those using VDU

- Health surveillance will be arranged by Head of Department
- The first aid boxes are kept at:

Porters' Lodge
Conference Office
Housekeeping
College Nurse
Kitchen

Maintenance Dept
Library
Gardens
Bar

- The first aiders are:

Colin Brown
Vicky Sealy
Gary Swan
Claire Davies
David Cracknell
Lynne Freestone
Peter Smith
David Faircliff

Jason Callaghan
Sarah Harold
Helen Grattidge
Gary Hollis
Roger Russell
Paul Horner
Edward Migdal
Kara Sheehan
College Nurse

- All accidents and cases of work-related ill health are to be recorded on Accident Report Forms which are held in all Departments. Completed forms are to be forwarded to the Bursar's Assistant, who will arrange for them to be reviewed by the Chairman of the Health and Safety Committee, recorded and retained for at least 5 years (the law requires them to be kept for 3 years).
- Heads of Department are encouraged to report "near misses" which will help inform the Health and Safety Committee and staff in general. A suitable form is at Annex A.
- The Chairman of the Health and Safety Committee is responsible for reporting incidents, diseases and dangerous occurrences to the enforcing authorities. The Chairman of the Health and Safety Committee reports to College Council and the Governing Body annually on accident statistics.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will inspect areas periodically and arrange external auditing every 10 years (most recent audit November 2008).
- The Chairman of the Health and Safety Committee is responsible for arranging the investigating of accidents.

- The Personnel Officer is responsible for arranging for the investigating of work-related causes of sickness absences.
- The Chairman of the Health and Safety Committee is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

- The Facilities Manager/Head Porter are responsible for ensuring the fire risk assessment is undertaken and implemented. The Facilities Manager/Head Porter is to retain the Fire Risk Assessments and review them each year, or earlier if installations or work patterns change.
- Escape routes are checked by Housekeeping and Porters at least weekly.
- Fire extinguishers are maintained and checked by a contractor employed by the Facilities Manager.
- Alarms are tested by the Head Porter/Facilities Manager weekly on a rotational basis.
- Emergency evacuation will be tested twice a year.

Legionella

The Facilities Manager is responsible for implementing the Legionella Policy (Annex B).

Asbestos

The Facilities Manager is responsible for implementing the Asbestos Policy (Annex C).