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: \[Signature\]
Chairman of the Health and Safety Committee

Signed: \[Signature\]
Chairman of College Council

APPROVED by College Council 18th July 2016

Date: July 2016
Review Date: July 2019
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 College Steward, in consultation, where necessary, with 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 and improved, the following people have responsibilities in the following areas:

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>College Steward</td>
<td>Policy Implementation throughout the College</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Maintenance Staff</td>
</tr>
<tr>
<td>Head Gardener</td>
<td>Gardeners</td>
</tr>
<tr>
<td>Head Porter</td>
<td>Lodge Porters</td>
</tr>
<tr>
<td>IT Manager</td>
<td>IT Staff</td>
</tr>
<tr>
<td>Housekeeper</td>
<td>Bedmakers and Cleaners</td>
</tr>
<tr>
<td>Librarian</td>
<td>Library Staff</td>
</tr>
<tr>
<td>Conference &amp; Catering</td>
<td>Conference &amp; Catering Staff</td>
</tr>
<tr>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Office Staff</td>
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</table>

4. All employees must:
   • cooperate with managers and coordinators 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 department.

• The findings of the risk assessments will be reported to the College Steward and 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 and/or College Steward if required.

• Heads of department will be responsible for ensuring the action required is implemented within their respective departments.

• The College Steward and, where appropriate, the Chairman of the Health and Safety Committee, with advice from Facilities Manager, will check that the implemented actions have removed or reduced the risks to acceptable levels.

• Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

Consultation with Employees

• Employee Representatives are:

<table>
<thead>
<tr>
<th>College Steward</th>
<th>Head Porter</th>
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<tr>
<td>Development Assistant</td>
<td>Head Gardener</td>
</tr>
<tr>
<td>College Nurse</td>
<td>Housekeeper</td>
</tr>
<tr>
<td>Conference &amp; Catering Manager</td>
<td>IT Manager</td>
</tr>
<tr>
<td>Deputy Catering Manager</td>
<td>Librarian</td>
</tr>
<tr>
<td>Deputy Head Chef</td>
<td>Finance Manager</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Graduate Admissions</td>
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<tr>
<td></td>
<td>Assistant</td>
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• Consultation with employees is provided by termly meetings of the Health & Safety Advisory Committee.

Safe Plant and Equipment and Provision and Use of Work Equipment Regulations (PUWER)

• Facilities Manager, Head Gardener, IT Manager, Conference and Catering Manager, and Head Porter will be responsible for identifying all equipment and plant needing maintenance within their respective departments.

• Facilities Manager, Head Gardener, IT Manager, Conference and Catering Manager, and Head Porter will be responsible for ensuring effective maintenance procedures are drawn up within their respective departments.

• Facilities Manager, Head Gardener, IT Manager, Conference and Catering Manager, and Head Porter will be responsible for ensuring that all identified maintenance is implemented within their respective departments.

• Any problems found with plant and equipment should be reported to Facilities Manager, Head Gardener, IT Manager, Conference and Catering Manager, or Head Porter as appropriate within their respective departments.
• All Heads of department will check that any new plant and equipment being planned for their departments meets health and safety standards before it is purchased.

Safe Handling and Use of Substances

• Facilities Manager, Head Gardener, Conference and Catering Manager, and Housekeeper will be responsible for identifying all substances which need COSHH assessment within their respective departments.

• Facilities Manager, Head Gardener, Conference and Catering Manager, and Housekeeper will be responsible for undertaking COSHH assessments within their respective departments.

• Facilities Manager, Head Gardener, Conference and Catering Manager, and Housekeeper will be responsible for ensuring that all actions identified in the COSHH assessments are implemented within their respective departments.

• Facilities Manager, Head Gardener, Conference and Catering Manager, and Housekeeper will be responsible for ensuring that all relevant employees are informed about the COSHH assessments within their respective departments.

• Facilities Manager, Head Gardener, Conference and Catering Manager, and Housekeeper will check that new substances can be used safely before they are purchased for their respective departments.

• Assessments will be reviewed annually 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 and Housekeeping area.

• Health and safety advice is available from the Facilities Manager and the College Steward.

• Supervision of young workers and trainees will be arranged and undertaken by the appropriate Head of department.

• 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 proved for all employees by their Head of department.

• Job specific training will be provided by Heads of department or outside contractor.
• Training records are kept by Heads 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 and manual handling in cooperation with Heads of department.

• The Head Porter will arrange training in fire extinguisher use as required.

**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 Heads of department.

• The first aid boxes are kept at:

  | Porters' Lodge | Maintenance Dept |
  | Conference Office | Library |
  | Housekeeping | Gardens |
  | College Nurse | Bar |
  | Kitchen |

• The current list of first aiders is distributed at meetings of the Health and Safety Committee for display at various locations in the College.

• 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 Graduate Admissions 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).

• All staff are encouraged to report "near misses" which will help inform the Health and Safety Committee and staff in general. A suitable form is available on the shared computer.

• 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 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 5
years (most recent audit November 2008). In addition, regular internal inspections will be carried out by Heads of department at an appropriate frequency depending on the level of risk.

- The Chairman of the Health and Safety Committee is responsible for arranging, with the College Steward, the investigating of accidents.

- The Personnel Officer is responsible, under direction from the College Steward, for arranging for the investigating of work-related causes of sickness absences.

- The Chairman of the Health and Safety Committee is responsible for acting, with the College Steward, on investigation findings to prevent a recurrence.

**Emergency Procedures – Fire and Evacuation**

- The Facilities Manager and Head Porter are responsible for ensuring the fire risk assessment is undertaken and implemented. The Facilities Manager and Head Porter are 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 and a record of checks is kept.

- Fire extinguishers are maintained and checked annually by a contractor appointed by the Facilities Manager.

- Alarms are tested by the Head Porter and Facilities Manager weekly on a rotational basis and a record of checks is kept.

- Emergency evacuation will be tested twice a year.

**Legionella**

The Facilities Manager is responsible for implementing the Legionella Policy which is kept on the shared computer drive.

**Asbestos**

The Facilities Manager is responsible for implementing the Asbestos Policy which is kept on the shared computer drive.