HEALTH AND SAFETY POLICY

Our statement of general policy is that we will maintain safe and healthy working conditions as follows:

- by providing suitable and sufficient control of the health and safety risks arising out of our work activities;
- by consulting with our employees on matters affecting their health and safety;
- by providing and maintaining safe plant and equipment;
- by ensuring safe handling and use of substances;
- by providing information, instruction and supervision for employees;
- by ensuring that all employees are competent to do their tasks by giving them suitable and sufficient training;
- by minimising and preventing as far as practicable, accidents and cases of work related ill-health;
- by implementing management systems to comply with legislation and achieve continual improvements;
- by adopting a positive safety culture to facilitate and encourage employee commitment to the timely reporting and resolution of health & safety issues;
- by promoting the wellbeing of staff;
- by reviewing and revising this policy as necessary at regular intervals.

APPROVED by College Council

Signed: Warden
Signed: Domestic Bursar

Signed: Chairman of College Council

Date: July 2019
Review Date: July 2022
Arrangements

Responsibilities

1. Overall and final responsibility for health and safety is that of the Warden and Fellows of Robinson College through the College Council.

2. Day-to-day responsibility for ensuring the Policy is put into practice is delegated to the Domestic Bursar, through Heads of Department (HOD) and in consultation with the Health & Safety Advisor. The Domestic Bursar is the “Responsible Person”.

3. To ensure health and safety standards are maintained and improved, the following people have responsibilities in the following areas. They are each responsible for making local arrangements to deliver this policy. The areas of College for which each HOD has responsibility are marked on College plans below pages 10-15:

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Finance Bursar</td>
<td>Finance provision</td>
</tr>
<tr>
<td>Domestic Bursar</td>
<td>Policy Implementation throughout the College, HR and Warden’s PA and areas</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Maintenance Staff and areas</td>
</tr>
<tr>
<td>Head Gardener</td>
<td>Gardeners and areas</td>
</tr>
<tr>
<td>Head Porter</td>
<td>Lodge Porters and areas</td>
</tr>
<tr>
<td>Head of Conference &amp; Catering Services</td>
<td>Conference &amp; Catering Staff and areas</td>
</tr>
<tr>
<td>IT Manager</td>
<td>IT Staff and areas</td>
</tr>
<tr>
<td>Housekeeping Manager</td>
<td>Bedmakers and Cleaners and Housekeeping areas</td>
</tr>
<tr>
<td>Librarian</td>
<td>Library Staff and areas</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Office Staff and Office areas</td>
</tr>
<tr>
<td>Director of Development</td>
<td>Development Staff and areas</td>
</tr>
<tr>
<td>Senior Tutor’s Assistant</td>
<td>Tutorial &amp; Admissions Staff and areas</td>
</tr>
<tr>
<td>Human Resources Manager</td>
<td>Training and OH reviews</td>
</tr>
</tbody>
</table>

4. All employees must:
   
   a. cooperate with managers and coordinators on health and safety matters;
   
   b. not interfere with anything provided to safeguard their or others health and safety;
   
   c. take reasonable care of their own health and safety;
   
   d. identify and report hazards and take positive action to minimise health and safety risks;
   
   e. report all health and safety concerns to an appropriate person (as detailed in this policy statement).
5. Health and Safety Organisational Chart

Management of Health and Safety Risks arising from Work Activities - Risk Assessments

6. Risk Assessments will be undertaken by HODs in conjunction with members of their staff.

7. Such risk assessments will cover all activities, areas, people and processes within the remit of the HOD – i.e. activities, areas and equipment, chemicals in use, manual handling, vulnerable people *inter alia*.

8. The findings of the risk assessments will be reported to the Domestic Bursar and to the Health and Safety Committee, but retained and maintained/updated by the respective HOD. The main repository for risk assessments will be on the shared drive. All staff will have access to risk assessments and HODs will ensure that staff are briefed on the outcome of all risk assessments. Contractors will also be made aware of any hazards in the workplace and the resulting risk assessments.

9. Action required to remove/control risks will be approved by relevant HOD with advice from Facilities Manager and/or Domestic Bursar if required. HODs will be responsible for ensuring the action required is implemented within their respective departments.

10. The HOD and, where appropriate, the Domestic Bursar and/or members 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.

11. All risk assessments will be reviewed every year or when the work activity changes, whichever is the soonest.
Consultation with Employees

12. Consultation with employees is provided by termly meetings of the Health & Safety Committee.

a. Employee representatives are elected by their departmental colleagues for a term of three years plus three years. The number of representatives are based upon the number of staff within each department.

<table>
<thead>
<tr>
<th>Group of Departments</th>
<th>Number of Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Tutorial</td>
<td>One</td>
</tr>
<tr>
<td>Catering</td>
<td>Two</td>
</tr>
<tr>
<td>College Office, IT &amp; Library</td>
<td>One</td>
</tr>
<tr>
<td>Development and Warden’s Office</td>
<td>One</td>
</tr>
<tr>
<td>Gardens</td>
<td>One</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>Two</td>
</tr>
<tr>
<td>Maintenance</td>
<td>One</td>
</tr>
<tr>
<td>Porters’ Lodge</td>
<td>One</td>
</tr>
<tr>
<td>Fellowship</td>
<td>One</td>
</tr>
</tbody>
</table>

b. Management representatives - The Domestic Bursar is the management representative and is listed below as Ex Officio.

c. Co-opted and ex-officio members

<table>
<thead>
<tr>
<th>Job Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Bursar</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Head Porter</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>HR Manager</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>College Nurse</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>Co-opted Nick Lomax, Bursars’ Assistant</td>
</tr>
<tr>
<td>RCSA Representative</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>MCR Representative</td>
<td>Ex Officio</td>
</tr>
</tbody>
</table>
Safe Plant and Equipment and Provision and Use of Work Equipment Regulations (PUWER)

13. Facilities Manager, Head Gardener, IT Manager, Head of Conference & Catering Services, Head Porter, and Housekeeping Manager will be responsible, within their department or designated areas of responsibility, for:
   a. determining the suitability and fitness for purpose of all work equipment.
   b. implementing procedures that identify all equipment and plant needing maintenance.
   c. ensuring effective maintenance procedures are drawn up and implemented.

14. All employees are expected to check the suitability of any work equipment and that it is safe to use prior to using it in accordance with the procedures set up by their HOD. Any problems found with plant and equipment should be reported to the relevant HOD.

15. 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 - COSHH

16. Specified departments have requirements to deploy and utilise chemicals as part of their day-to-day operations. They are as follows:
   a. Maintenance
   b. Gardens
   c. Conference and Catering
   d. Housekeeping

17. The HODs of these departments will be responsible for:
   a. Identifying all substances which need COSHH risk assessment within their respective departments;
   b. Undertaking COSHH risk assessments within their respective departments;
   c. Ensuring that all actions identified in the COSHH risk assessments are implemented within their respective departments;
   d. Ensuring that all relevant employees are informed about the COSHH risk assessments within their respective departments;
   e. Checking that new substances can be used safely before they are purchased for their respective departments.

18. Risk assessments will be reviewed annually or when the work activity changes, whichever is soonest.

19. All other HODs are responsible for determining and asserting that there are no chemicals in use in their departments that require risk assessment under the COSHH regulations and where there are, for carrying out responsibilities as set out at 17 above.
Information, Instruction and Supervision

20. The Health and Safety Law poster is displayed in all departments and lists the Responsible Person and the department representative.

21. Health and safety advice is available from the Facilities Manager and the Domestic Bursar.

22. Supervision of young workers, trainees and any vulnerable adult employees will be arranged and undertaken by the appropriate HOD.

23. The HSE guide for the purpose of the Health and Safety Act is held by the Domestic Bursar.

24. HODs will ensure that employees are instructed in the safe use/application of all equipment, chemicals, processes and procedures, and will provide suitable and sufficient supervision to ensure that safe working conditions are in force.

Competency for Tasks and Training

25. Induction training will be proved for all employees by their HOD. This will include the screening of the College Induction video which sets out the College arrangements for fire prevention and evacuation.

26. Job specific training will be provided by HODs.

27. Statutory Health and Safety training (e.g. manual handling, COSHH, working at height), is planned annually for all employees on the basis of the required frequency of training – i.e. employees involved in higher risk or increased frequency activities will need to be (re)trained more often. This will vary from department to department and will be set and administered by the HOD. Training needs will be identified by the HOD and communicated to HR.

28. The provision of required training will be coordinated by the Facilities Manager in conjunction with HR. Training may be provided by internal trainers or external contractors. Training records will be maintained by HR.

29. The Head Porter will arrange fire training for all employees as follows:
   a. Evacuation drill annually
   b. General Fire Training biennially
   c. Operation of fire extinguishers and fire blankets triennially.

30. HODs will ensure the health and safety competency of any contractors they deploy.
Accidents, First Aid and Work-Related Ill-Health

31. 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 HODs for departmental review and then to the Domestic Bursar for review, recording and retention. Details of accidents are logged and stored for 4 years electronically and 1 year as hard copy (the law requires them to be kept for 3 years).

32. All staff are required to report “near misses” which will help inform the Health and Safety Committee and the College and its employees in general. A suitable form is available on the shared drive. Completed forms are to be forwarded to the Domestic Bursar for review.

33. Accidents and near misses are reviewed by the Domestic Bursar and the Facilities Manager to determine any necessary action and/or investigation. Heads of Department should routinely undertake investigations into serious or repetitive accidents and/or near misses to establish the root cause. Action should be taken to prevent or reduce the likelihood of repetition. The Domestic Bursar is responsible for arranging, with the Facilities Manager, the investigation of accidents above and beyond that undertaken by HODs.

34. The Domestic Bursar is responsible for reporting incidents, diseases and dangerous occurrences to the enforcing authorities under RIDDOR. The Domestic Bursar reports to the Governing Body annually on accident statistics.

35. The First Aid Policy sets out the number of First Aiders at Work (FAWs) that are agreed and the location of first aid boxes. The list of current FAWs is maintained by the HR Coordinator and distributed to departments for display at various locations in the College.

36. All employees whose job involves day-to-day computer work or who undertake computer work on a frequent basis are required to undertake Display Screen Equipment (DSE) risk assessment. This is arranged by HODs in conjunction with the IT department. Such staff may also have regular health surveillance in the form of biennial eye tests.

37. Other employees who undertake close vision work should also be considered for equivalent risk assessment and health surveillance.

38. The HR Manager is responsible, under direction from the Domestic Bursar, for arranging for the investigating of work-related causes of sickness absences, usually via Occupational Health. The Domestic Bursar is responsible, with the HR Manager and relevant HOD(s), for acting upon investigation findings to prevent a recurrence.
Monitoring

39. The College operates a “no blame” culture and all employees are encouraged to monitor the effectiveness of any health and safety arrangements and to report any deficiencies to their HOD, their representative or the Domestic Bursar.

40. To check our working conditions, and ensure our safe working practices are being followed, HODs will conduct regular inspections of their areas, systems and arrangements at an appropriate frequency depending on the level of risk.

41. Additionally we will arrange external auditing every five years (last audit carried out in July 2016).

42. HODs will report to College Council annually through the Domestic Bursar in respect of arrangements in place in their areas of responsibility. The outcome of such reporting may result in remedial action and/or objectives to be achieved to address any issues identified. The HODs and the Domestic Bursar will actively and openly review and report on our health and safety performance against any objectives and targets that may be set from time to time.

Emergency Procedures – Fire and Evacuation

43. The Domestic Bursar has overall responsibility for fire safety matters. He has delegated responsibility as follows:
   a. to the Facilities Manager for the installation, maintenance and testing of the fire detection and firefighting systems and equipment
   b. to the Head Porter for fire safety generally including risk assessment, information and training, and day-to-day monitoring and control of procedures and processes.

44. The Head Porter (together with the Domestic Bursar and the Facilities Manager) is responsible for ensuring fire risk assessments are undertaken and implemented. The Fire Risk Assessments are reviewed each year or earlier if installations or work patterns change.

45. Escape routes are checked in accordance with procedures set down in the fire risk assessments. Records of checks are kept.

46. Fire extinguishers and other firefighting apparatus are maintained and checked annually by a contractor appointed by the Facilities Manager. Intervening checks are carried out internally in accordance with procedures set down in the fire risk assessments. Records of checks are kept.

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

48. Other emergency equipment and systems (e.g. emergency telephones, lift emergency phones) are checked and reported upon by the Head Porter on a regular frequency.

49. Emergency evacuation will be tested twice a year.
Water Hygiene and Legionella

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

Asbestos

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

No Blame Culture

52. The College wishes to operate a positive safety culture through three key elements:
   a. Understanding, adopting and following working practices and rules for effectively controlling hazards
   b. Having a positive attitude towards risk management and compliance with the control processes
   c. Having the capacity to learn from accidents, near misses and safety performance indicators and bring about continual improvement.

53. To achieve this, a pre-requisite is good information. In order to ensure free flowing information, all employees are encouraged to actively participate and to report all their mistakes, accidents and near-misses.

54. Therefore our positive safety culture will be based on a fair allocation of responsibility. All but the most reckless health and safety failures can be reported without fear of retribution. The College will set out a clear distinction between acceptable and unacceptable, reckless behaviour.

Wellbeing

55. The College has a full Health and Wellbeing Policy in the Staff Handbook. This sets out the College’s commitment to providing a working environment which is managed in a way that minimises risk to health and promotes the health, safety and wellbeing of staff.

56. Through the provision of training and information the College strives to equip staff with advice and support to work in a healthy manner with due regard to their personal wellbeing and their ability to maintain a good work/life balance.

57. Where possible the College will provide support and assistance to employees experiencing mental health problems, or drugs, alcohol or substance abuse.

Policy Review

58. This policy is regularly reviewed and formally updated triennially through scrutiny by HODs and the Committee prior to review and agreement by College Council.