



HEALTH AND SAFETY POLICY

Statement of Intent

The College places the greatest importance on health and safety matters and undertakes to conduct its activities in such a way as to ensure the health and safety of all its employees, students, visitors and members of the general public.

To this end, as well as meeting its legal obligations, the College endeavours to create and develop a working environment in which there is an awareness of the vital importance of health and safety, and which encourages all employees to participate in developing and practising safe working methods, and to have a regard for the welfare of themselves and others.

The College is confident that all employees will comply with their obligation to act in a safe manner, and will fully co-operate with the College authorities in matters of health, safety and welfare.

The College will:

- through the arrangements set out below protect the health, safety and welfare of its employees and other people who might be affected by their work activities;
- identifying work activities that could cause injury or illness and take action to eliminate the hazard, or if this isn't possible, control the risk;
- give its employees information about the risks in their workplace and how they are protected and instruct and train them on how to deal with the risks;
- consult employees on health and safety issues through safety representatives;
- ensure that all employees are competent to do their tasks by giving them suitable and sufficient training;
- minimise and prevent as far as practicable, accidents and cases of work-related ill-health;
- implement management systems that at least comply with legislation and achieve continual improvements;
- adopt a positive safety culture to facilitate and encourage employee commitment to the timely reporting and resolution of health & safety issues;
- promote the wellbeing of staff;
- review and revise this policy as necessary at regular intervals.

APPROVED by College Council

Signed:
Warden
Chairman of College Council

Signed:
Domestic Bursar

Date: 25 October 2022
Review Date: October 2025

Contents

Statement of Intent	1
Responsibilities	4
1. Overall and final responsibility	4
2. Day-to-day responsibility	4
3. Management and Supervision	4
4. Employee's Responsibilities	5
5. Consultation with Employees	5
6. Health and Safety Organisational Chart	6
Arrangements for managing hazards arising from work activities	6
7. Aggression and violence	6
8. Asbestos	6
9. Bullying	6
10. Chemicals	6
11. Computer workstations	7
12. Conference activity/Guests and Visitors	7
13. Confined spaces	7
14. Contractors	7
15. Drowning in open water	8
16. Drugs and alcohol	8
17. Electricity	8
18. Fire	9
19. Gas	10
20. Getting in and out	10
21. Heights	10
22. Infectious diseases	11
23. Legionella and Water Hygiene	11
24. Lifts and Suspension Equipment	11
25. Lighting	11
26. Manual handling	12
27. Noise	12
28. Plant and Machinery	12
29. Sharps – needles, knives and other sharp hazards	12
30. Slips and trips	12
31. Stress	13
32. Temperature	13
33. Vehicles/transport	13
34. Vermin and Pests	14

35. Vibration	14
Management of risks arising from work activities and other arrangements.....	15
36. Risk Assessments	15
37. Information, Instruction and Supervision.....	15
38. Accidents, First Aid, Work-Related Ill-Health and Health Surveillance.....	16
39. Vulnerable Adults, Children and Personal Emergency Evacuation Plans.....	17
40. Fair Blame Culture.....	17
41. Wellbeing.....	17
42. Monitoring.....	18
43. Policy Review	18
Appendices – Plan of Level -1	19
Appendices – Plan of Level G	20
Appendices – Plan of Level 1	21
Appendices – Plan of Level 2	22
Appendices – Plan of Level 3	23
Appendices – Plan of Level 4	24

Responsibilities

1. **Overall and final responsibility** for health and safety rests with 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 Responsible Person (RP), through Heads of Department (HOD) and in consultation with the Health & Safety Advisor (HAS). The Domestic Bursar is the Responsible Person and the HAS is an appointed contractor.

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 – see Appendices below.

HOD	Responsibility
Director of Development	Development staff and areas
Domestic Bursar	Policy implementation throughout the College, Bursary areas and Warden's suite
Finance Bursar	Financial provision
Finance Manager	Office Staff and Office areas
Head of Conference & Catering Services	Conference & Catering staff and areas
Head Gardener	Gardeners and areas
Head Porter	Lodge Porters and areas
Head of Wellbeing	Student wellbeing and the Wellbeing Centre
Housekeeping Manager	Bedmakers and Cleaners and Housekeeping areas
Human Resources Manager	Training and OH reviews
IT Manager	IT staff and areas
Librarian	Library staff and areas
Maintenance Manager	Maintenance staff and areas
Projects Manager	Major Project works and sites
Senior Tutor's Assistant	Tutorial & Admissions staff and areas

3. Management and Supervision

Members of staff with management or supervisory responsibilities will:

- a. Ensure that on joining the College, all new employees are given training in health & safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions and the location of first aid equipment.
- b. Provide adequate information, instruction, training and supervision to ensure the health and safety of employees
- c. Ensure that all staff are familiar with the College's Health & Safety Policies.
- d. Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections.
- e. Review the safe operation of all work equipment
- f. Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of potentially dangerous articles and substances

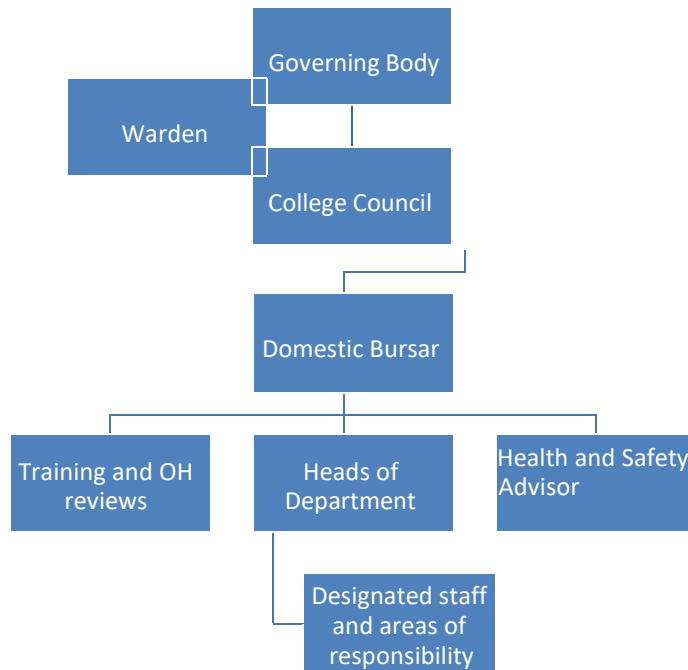
- g. With relevant staff members, prepare, record and maintain risk assessments for all area, locations, systems, procedures, equipment, etc within their area of responsibility.
- h. Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of potentially dangerous articles and substances
- i. With relevant staff members, prepare, record and maintain risk assessments for all area, locations, systems, procedures, equipment, etc within their area of responsibility.

4. **Employee's Responsibilities** – In carrying out their day to day work, all employees must:

- a. cooperate with managers and supervisors on health and safety matters;
- b. not interfere with anything provided to safeguard their or others' health and safety either through acts or omissions;
- c. take reasonable care of their own health and safety and that of others to prevent injuries or ill-health;
- 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. Staff who wish to report a hazard or ask advice about a safety matter should first contact their head of department. If they need to escalate the matter, the reporting hierarchy is as follows –
 - 1. Health and safety committee representative
 - 2. Health and safety adviser - Safetyadviser@robinson.cam.ac.uk
 - 3. Health and safety Responsible Person – domesticbursar@robinson.cam.ac.uk
- f. familiarise themselves with, and conform to, this Health and Safety Policy and other policies and rules of the College.

5. **Consultation with Employees** – is effected through the Health and Safety Committee. The Committee Constitution and details of meetings and arrangements are all set out in [Health & Safety Committee Constitution](#).

6. Health and Safety Organisational Chart



Arrangements for managing hazards arising from work activities

7. Aggression and violence

See [Lone Worker Policy](#). Also see Bullying section below.

8. Asbestos

See [Asbestos Policy](#).

9. Bullying

See [Health and Wellbeing Policy](#) and Dignity at Work - Bullying and Harassment Policy within the Staff Handbook.

There is a separate Harassment Policy in place for the student community.

10. Chemicals

Specified departments have requirements to deploy and utilise chemicals as part of their day-to-day operations. They are Maintenance, Gardens, Conference and Catering and Housekeeping.

- a. The HODs of these departments will be responsible for:
 - i. Identifying all substances which need COSHH risk assessment within their respective departments;
 - ii. Undertaking COSHH risk assessments within their respective departments – see COSHH Risk Assessment template;
 - iii. Ensuring that all actions identified in the COSHH risk assessments are implemented within their respective departments;
 - iv. Ensuring that all relevant employees are informed about the COSHH risk assessments within their respective departments;

- v. Checking that new substances can be used safely before they are purchased for their respective departments.
- b. Risk assessments will be reviewed annually or when the work activity changes, whichever is soonest.
- c. 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 10.a above.
- d. As identified in departmental risk assessments, Personal Protective Equipment is provided – See [PPE Policy](#).

11. Computer workstations

All employees whose job involves day-to-day computer work or who undertake computer work on a frequent basis are:

- a. required to undertake [Display Screen Equipment \(DSE\) risk assessment](#). This is a self-conducted on-line questionnaire and the results are reported to the employee's HOD for information and resolution of any identified issues;
- b. may also have regular health surveillance in the form of biennial eye tests which they College will pay for upon production of an optician's receipt (see Staff Handbook - Eye Tests for Display Screen Equipment Users section);
- c. recommended to review the [VDU checklist](#) and discuss any issues with their HOD.

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

Staff members who have eyesight prescriptions and need to wear vision PPE, may claim up to 50% of the cost of prescription PPE (e.g. goggles) subject to risk assessment and the [PPE Policy](#).

12. Conference activity/Guests and Visitors

All event organisers are issued with contracts including terms and conditions which include any health and safety provisions that the organiser is required to follow. Specific higher risk events e.g. exhibitions or those that include the services of a production company, have additional terms and conditions to follow. Conference staff are required to ensure that the correct contracts are issued and that the terms are followed by monitoring activity before and once the event is on site.

In respect of ensuring the safety of visitors, delegates, etc, see [Visitors Policy](#).

13. Confined spaces

Where working in confined (restricted access/exit) spaces or areas (e.g. lofts, voids, pits) is required, especially where lone working may be necessary, appropriate risk assessment must be undertaken by the relevant HOD and as necessary, method statement(s) prepared to ensure that staff are able to safely operate.

14. Contractors

See [Contractors Policy](#).

15. Drowning in open water

Bin Brook crosses through the grounds of the College and there is a small (deep) lake in the centre of the College garden. Access to the brook and the lake is not restricted by fencing but there is also no easy or natural slope that would be expected to tempt egress. Accidental falling into the water would be possible though thus far in the College's history there has been no such incident.

Safety life ring lifebuoys are positioned near to the open water and signage is in place advising no swimming, danger, deep water.

The College strives to ensure the safe accompaniment of children through its [Children in College Policy](#).

16. Drugs and alcohol

See relevant sections in [Health and Wellbeing Policy](#) within the Staff Handbook.

In respect of students, see [Alcohol use and abuse](#). There is a detailed [Management of Alcohol Policy](#) which details action to be taken each year and puts in place various protective measures. Consideration is given to the promotion of non-alcoholic beverages in menu planning.

Related to drugs is the potential for stick injuries – see below.

17. Electricity

Only competent trained operatives are permitted to work on the electrical systems installed in College. Such work may be controlled under the [Permit to Work System](#). Live working is not permitted without suitable Risk Assessment and Method Statement (RAMS) being in place and authorisation by the Maintenance Manager.

All fixed electrical systems are maintained safely and are regularly tested as part of the fixed wire testing procedure by competent NIC EEC approved contractors with approximately 20% of the entire estate being tested annually.

Auditorium Stage lighting – on a yearly basis an Electrical Installation Condition inspection is carried out on the electrical system in the auditorium that identifies any damage, deterioration, defects and/or conditions which may give rise to danger along with observations for which improvement are recommended.

Electrical Installation Condition Reports are filed on the shared drive [here](#). Results of tests are monitored and recorded [here](#). Auditorium EICRs are filed [here](#). Completion of work to resolve any faults is recorded on Condition Report hard copies.

Portable Appliances are maintained and tested in accordance with the [PA Testing Policy](#). All staff are required to inspect portable electrical equipment and report any damaged leads or casing and where necessary, ensure it is withdrawn from use.

Where possible, staff should look to use systems that minimise the risk when working outside, particularly by using battering powered tooling.

All those involved in digging or breaking into the ground – including contractors – should satisfy themselves of the location of buried services and use appropriate precautions to avoid cable strikes.

The portable back-up generator is stored in the Gardens Department and is maintained regularly by intervention from the Head Gardener.

Lightning protection systems are located variously around the estate as marked on a site plan held by Maintenance Manager. A contractor visits and checks annually to ensure these are earthed and to certify the systems. Certificates are held [here](#).

18. Fire

The Domestic Bursar has overall responsibility for fire safety matters. Day-to-day responsibility is delegated as follows:

- a. 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.
- b. to the Maintenance Manager for the installation, maintenance and testing of the fire detection and firefighting systems and equipment
- c. to HODs for local monitoring of their areas – clear evacuation routes, firefighting equipment good housekeeping and general fire safety - to include [quarterly reporting of checks](#) undertaken. HODs or their designated deputy are also responsible for accounting for their staff during an evacuation.

The Head Porter (together with the Domestic Bursar and the Maintenance 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. An external Fire Inspector conducts an independent fire risk assessment on a 5-yearly basis (last one in Jan 2022).

- Escape routes are checked in accordance with procedures set down in the fire risk assessments. Records of checks are kept.
- Fire extinguishers and other firefighting apparatus are maintained and checked annually by a contractor appointed by the Maintenance Manager. Intervening checks are carried out internally in accordance with procedures set down in the fire risk assessments. Records of checks are kept.
- Alarms are tested by the Head Porter and Maintenance Manager weekly and a record of checks is kept.
- All alarm activations are investigated, recorded and monitored. Steps are taken to prevent unnecessary activations.
- Other emergency equipment/systems (e.g. Emergency telephones, lift emergency phones) are checked and reported upon by the Head Porter on a regular frequency.
- Staff are trained in fire safety measures at the start of their employment (College Induction) and periodically – see Information, Instruction and Supervision below.
- Emergency evacuation will be tested/drilled twice a year.

See [Fire Risk Assessments](#) and [Fire Policy](#).

Information and rules on fire prevention and precautions including firefighting equipment are set out in the [Junior Members Handbook](#). See Fire section.

Smoking is prohibited in College other than in designated smoking areas. Details are covered in the [Junior Members Handbook](#) and the [Staff Handbook](#) see Health & Safety section.

19. Gas

Safety valves are provided at all local points enabling emergency cut-off.

Only Gas Safe certified engineers are permitted to work on the College gas systems – the College employs one GSC engineer and deploys competent contractors for annual servicing and maintenance.

All gas systems are annually serviced – all boilers, main kitchen cooking apparatus, and laundry driers. Records are maintained online [here](#).

Liquid Petroleum Gas (LPG) is used by the Gardens Department. Bottles are stored in locked cages outdoors within the locked Gardens compound to enable safe gas dispersal should leaks occur. Use of LPG is detailed in suitable and sufficient RAMS.

Gas canisters are used in the catering department and their use, especially changing cannisters, is detailed in suitable and sufficient RAMS.

20. Getting in and out

Staircases are risk assessed according to identified need (history of accidents) and appropriate measures may then be put in place.

Stair nosings may be highlighted though it is not deemed appropriate for all step risers to be treated this way because of the visual effect from above. Handrails are fitted on all staircases though they may not be in accordance with regulations. Adjustments are made as required during refurbishment programmes. Similarly, lighting is improved as required on staircases as part of refurbishment specifications.

Good housekeeping is maintained to ensure that evacuation routes are not blocked or made unsafe through fire evacuation arrangements being compromised. Corridors, stairwells, etc should not be compromised by unauthorised storage; fire doors should not be propped open. Students are instructed on these rules as part of the General Regulations – see [Junior Members Handbook](#). Staff are instructed by HODs.

Evacuation drills are undertaken twice each year.

21. Heights

Working at height and ladder training is conducted periodically as required. Ladders are checked and certified annually by a trained competent operative. Inspection tags are attached to ladders with one-way ties (not screwed to the frame).

HODs are responsible for ensuring that any steps or ladders used in departments are

regularly checked and are safe to use. Steps should have handles so that three points of contact can be maintained at all times.

Risk assessment are undertaken by HODs as necessary for working at height activity in their area and appropriate control measures are put in place.

Scaffolding is only erected and used by trained personnel.

Cherry pickers are only used by trained operatives.

Work on rooves – Roof spaces are controlled (locked access) and only trained operatives are allowed access. Such access is further controlled through the [Permit to Work System](#). Personnel are required to utilise the man-safe harnessing systems in place. Such activity is risk assessed by the Maintenance Manager as required.

22. Infectious diseases

Infectious respiratory diseases are not considered high risk as at Oct 2022. A guidance document is available for staff and students. In the event of a change in alert level as issued by the UK Government, appropriate procedures would be put in place. Relevant emergency procedures are in place.

The risks and symptoms of Meningitis are covered by the College Nurse as part of the induction for new students each year.

Business Continuity Procedures are in place to respond to individual or widespread outbreaks of infectious diseases.

23. Legionella and Water Hygiene

The Maintenance Manager is responsible for implementing the [Water Systems Management Policy](#).

24. Lifts and Suspension Equipment

Lifts not fire lifts, i.e. they should not be used in an evacuation.

Evacuation from lifts is as set out in [procedures](#).

All lifts are maintained regularly by a competent contractor.

On an annual basis, there is a thorough examination of lifting equipment in the auditorium such as lighting bars, winches, curtain tracks etc. Records of such tests are stored with EIRC certificates [here](#).

25. Lighting

External - Lamp post type lighting is largely in place along most paths in the gardens and there is lighting at the entrance to the various buildings. Walkway lighting in the Main College is mostly in place with an improvement programme underway for the remainder as needed. Duty Porters carry out regular inspections to check that lamps are operating and report out of order lamps to Maintenance for replacement. The Head Porter manages the lighting map.

Internal – workstation lighting should be assessed by individuals under DSE risk assessment – see Computer Workstations above

26. **Manual handling**

See [Manual Handling policy](#).

27. **Noise**

Where noisy work is undertaken - equipment that generates noise – assessment will be undertaken by the HOD and appropriate PPE provided. Restrictions to spaces where such noisy work is undertaken may be put in place.

28. **Plant and Machinery**

Maintenance 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 and as required, undertaking risk assessment.
- b. implementing procedures that identify all equipment and plant needing maintenance.
- c. ensuring effective maintenance procedures are drawn up and implemented.

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.

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.

29. **Sharps – needles, knives and other sharp hazards**

See [Sharps Policy](#).

30. **Slips and trips**

As far as possible, such hazards should be avoided/removed – careless storage, poor housekeeping, trailing cables, unusual hazards, extension leads across walk routes.

Some walkway surfaces can become slippery under wet conditions or when floors are washed as part of cleaning routines – polished, smooth paviers – e.g. Balcony and Umney Foyer; catering area floors – e.g. main kitchen, catering outlets. Catering staff operate carefully implemented procedures to cordon-off wet floor areas and use routines that encourage floors to dry as quickly as possible. In other areas, staff will introduce the use of portable mats in doorways under such circumstances - Housekeeping provide and maintain these mats.

Appropriate signage is in use where such hazards unavoidably occur – HODs are responsible to ensure that such signage is removed once the trip/slip hazard has been removed (i.e. when the floor is dry) so as to avoid complacency.

Some garden paths may also become slippery from time to time. The Gardens Department cleans and arranges appropriate maintenance as required.

Risk assessments should be undertaken by the relevant HOD where slip/trip hazards are identified and appropriate control measures introduced.

Staff are required to report any accidents or near misses so that such hazards can be removed or minimised.

31. Stress

The [Health and Wellbeing Policy](#) is expected to help manage stress in the work place and as necessary to enable staff to be referred to other agencies for support. The HR Department are able to offer some stress assessment help as required. Staff are encouraged to relax and take time away from their work place during breaks and are offered rest rooms, and other space away from work – College gardens, RBCB.

32. Temperature

See [Climate Environmental Working Conditions policy](#) in respect of management of conditions in the work place when extremes of temperature are prevalent.

33. Vehicles/transport

Staff who use their own vehicle for occasional business use are required to evidence that they have business insurance cover before mileage expenses will be paid. Permission should be sought from HOD and the Head of Finance before undertaking such action. Where staff use their vehicle on a regular/frequent basis, the College, at its sole discretion, may consider covering such cost. Staff undertaking journeys should also discuss with their HOD the risks that may occur and consider controls to be put in place. See [Lone Worker Policy](#). Staff who do not have suitable business insurance cover on their vehicle should not use it for College related journeys.

No cycling or riding is allowed on the College estate – cycles, e-scooters, e-bikes and the like must all be manually conducted along paths. Users must dismount before they cross the College boundary and walk their cycle, etc within the premises and back to the boundary before re-mounting on their journey.

While it is legal to buy and own an e-scooter, under UK law, e-scooters, alongside hoverboards and electric unicycles, are considered “powered transporters” and are not permitted on the public highway. Users cannot yet register an e-scooter (as they would a car), nor get insurance to ride these in public spaces which is why they CANNOT be legally ridden on roads, pavements or any public space. The College therefore advises against use of such transporters.

The main delivery point for the College is the service yard on Adams Road.

Management of vehicle movement are covered within the [Management of Deliveries Policy](#) which also details the separation of pedestrian routes from vehicle spaces - bollards and marked walk routes are in place.

Grange Road drop-off point is about to be reintroduced into regular use for deliveries to the Porters Lodge and for taxis/visitor drop-off. No parking is permitted here without approval of the Head Porter.

34. Vermin and Pests –

The control of vermin is undertaken through trapping and baiting as required by trained personnel and a competent contractor. Records are kept of measures taken and of regular inspections that are carried out. This matter is managed in College by the Maintenance Manager.

As far as possible, routes into building that such vermin and pest use are secured and sealed to prevent such access.

35. Vibration –

As far as possible, low vibration tools should be deployed so as to avoid the hazard. Where this cannot be achieved - equipment that generates vibration must be used – assessment will be undertaken by the HOD and appropriate control measures put in place – e.g. limited time usage, PPE provided.

Management of risks arising from work activities and other arrangements

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

- a. 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*. See template and policy.
- b. Significant findings of risk assessments will be reported to the Domestic Bursar and to the Health and Safety Committee. Documentation will be retained and maintained/updated by the respective HOD. The main repository for risk assessments will be [on the shared drive](#).
- c. All staff will have access to risk assessments and HODs will ensure that staff are briefed on the outcome of all risk assessments.
- d. Contractors will also be made aware of any hazards in the workplace and the resulting risk assessments.
- e. Action required to remove/control risks will be approved by relevant HOD with advice from the H&S Advisor and/or the Responsible Person if required. HODs will be responsible for ensuring the action required is implemented within their respective departments.
- f. The HOD and, where appropriate, the Responsible Person and/or members of the Health and Safety Committee, with advice from the H&S Advisor, will check that the implemented actions have removed or reduced the risks to acceptable levels.
- g. All risk assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

37. Information, Instruction and Supervision

- a. The Health and Safety Law poster is displayed in all departments and lists the Responsible Person and the department representative. Health and safety advice is available from the H&S Adviser and the Domestic Bursar.
- b. Supervision of young workers, trainees and any vulnerable adult employees will be arranged and undertaken by the appropriate HOD. See HR procedure and [Child & Vulnerable Adult Protection Policy](#)
- c. Induction training will be provided 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.
- d. Job specific training will be provided by who 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.
- e. The provision of College-wide training will be coordinated by HR. Training may be provided by internal trainers or external contractors. Training records will be maintained by HR and they will prompt HODs as re-training needs arise cyclically.
- f. 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. Where in-person training cannot conveniently be arranged, trainees will be able to undertake online training for specific topic modules.

- g. The Head Porter will arrange fire training for all employees through HR as follows:
 - i. Evacuation drill annually
 - ii. General Fire Training biennially
 - iii. Operation of fire extinguishers and fire blankets triennially.

38. Accidents, First Aid, Work-Related Ill-Health and Health Surveillance

- a. An accident is any unplanned event that results in injury or ill-health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity. A near miss is any unplanned event/incident/accident or emergency which did not result in an injury.
- b. All accidents 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).
- c. 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 [Near-Miss form](#) is available on the shared drive. There is also an [on-line form](#) for quick use. Completed forms are to be forwarded to the Domestic Bursar for review.
- d. Accidents and near misses are reviewed by the Domestic Bursar and the Health & Safety Advisor to determine any necessary action and/or investigation. Accidents are scored in respect of their severity as follows:
 - 0 = No Further Action
 - 1 = Investigate by Supervisor or HOD
 - 2 = Investigate by Supervisor or HOD and Domestic Bursar or Health & Safety Advisor
 - 3 = Investigate by Domestic Bursar or Health & Safety Advisor. Report to RIDDORLevels 2 and 3 accidents are also recorded as High Severity Incidents and will be discussed in respect of action taken at H&S Committee meetings.
- e. 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 Maintenance Manager, the investigation of accidents above and beyond that undertaken by HODs.
- f. 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.
- g. 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.
- h. The HR department monitor incidence of ill-health and particularly any that are work-related. A quarterly report is prepared for HODs and the Health & Safety Committee to determine any trends that may require attention.
- i. Health surveillance is undertaken for key workers – e.g. Night Workers.

- j. The HR Manager is responsible, under direction from the Domestic Bursar, for arranging for the investigating of any potential 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.

39. Vulnerable Adults, Children and Personal Emergency Evacuation Plans

- a. See [Child and Vulnerable Adult Protection Policy](#).
- b. It is our policy to undertake a risk assessment and prepare a Personal Emergency Evacuation Plan for any individual member of College (Staff, student or Fellow) who may have difficulty evacuating in the event of an emergency. See [PEEP Policy](#) and the [PEEP Register](#). Such PEEPs are reviewed on a frequency determined by the risk. Staff members who may be required to undertake execution of the PEEP are briefed as required.
- c. PEEPs are prepared to cover emergency evacuations by conference delegates or other visitors who may need support or intervention.

40. Fair Blame Culture

- a. The College wishes to operate a positive safety culture through three key elements:
 - i. Understanding, adopting and following working practices and rules for effectively controlling hazards
 - ii. Having a positive attitude towards risk management and compliance with the control processes
 - iii. Having the capacity to learn from accidents, near-misses and safety performance indicators and bring about continual improvement.
- b. 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.
- c. 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 would regard the following as examples of reckless health and safety failure:
 - i. Willful, deliberate acts or omissions
 - ii. Malicious activity directed at themselves or others or the College in general
 - iii. Carrying out, or failing to carry out activity which is contrary to a direct instruction given.
- d. Mitigations would be considered and would include for example, a lack of training,

41. Wellbeing

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

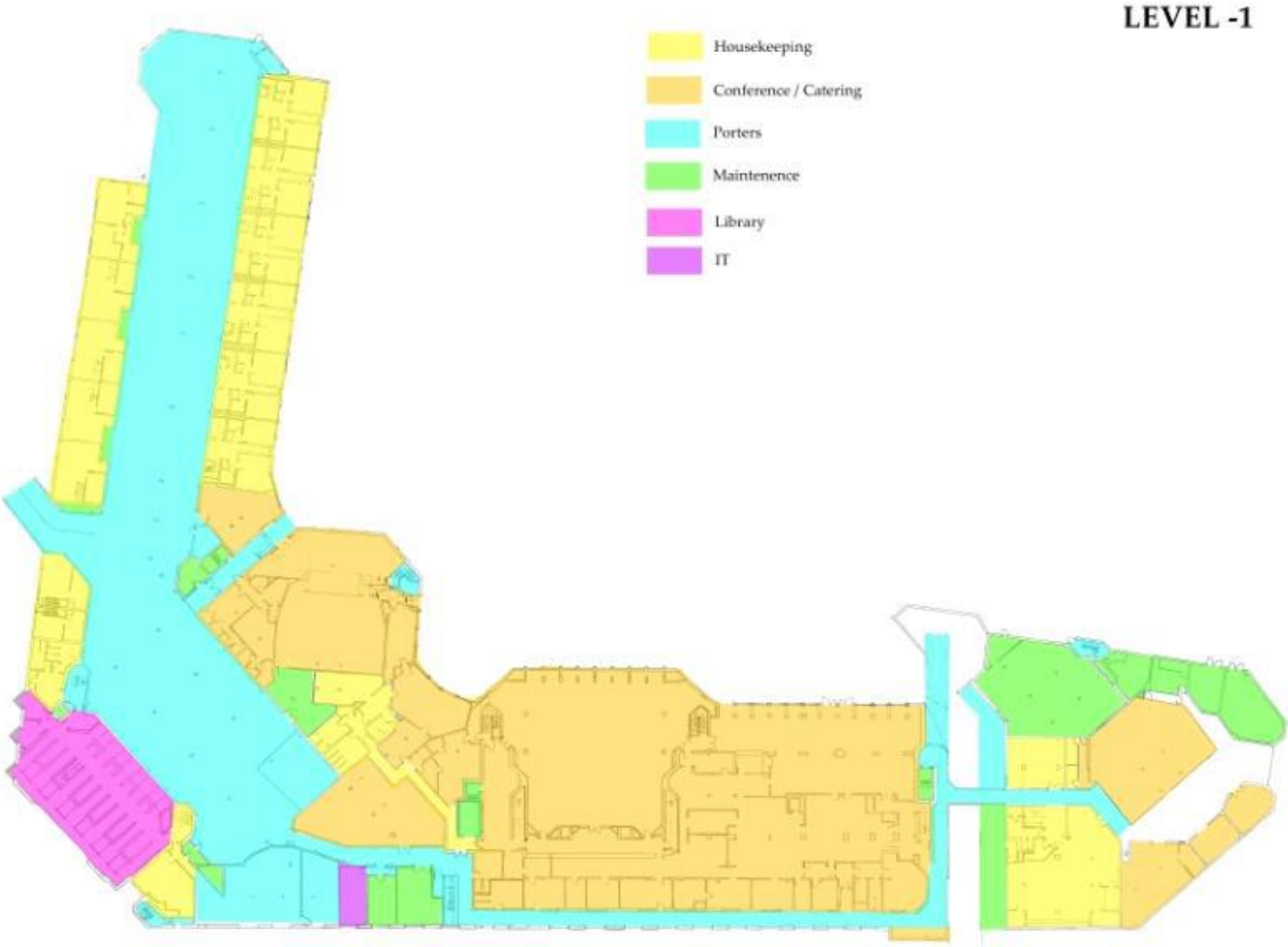
42. Monitoring

- a. The College operates a “fair 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.
- b. 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.
- c. Additionally we will arrange external auditing every five years (last audit carried out in May 2022).
- d. 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.

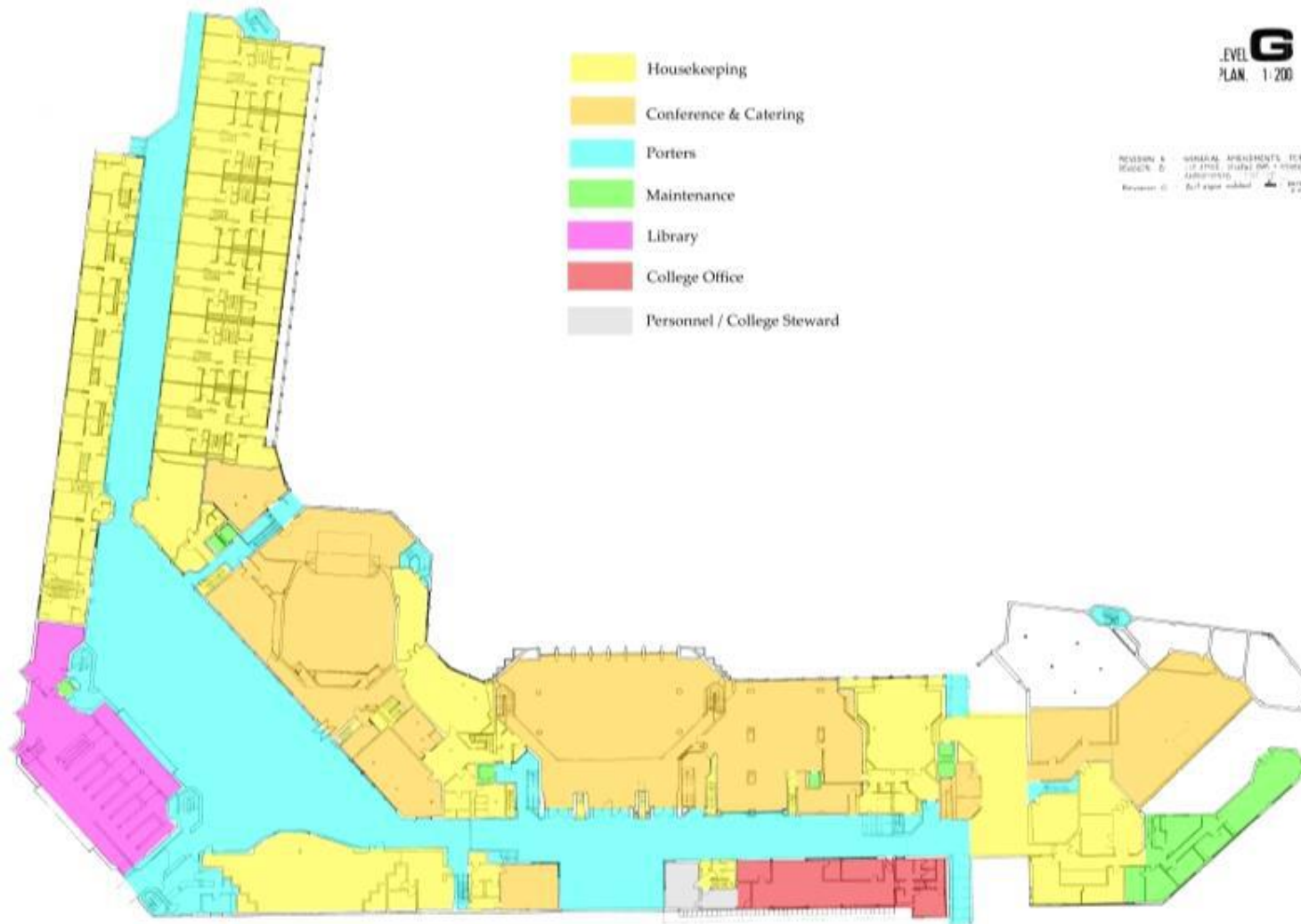
43. Policy Review

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

Appendices – Plan of Level -1



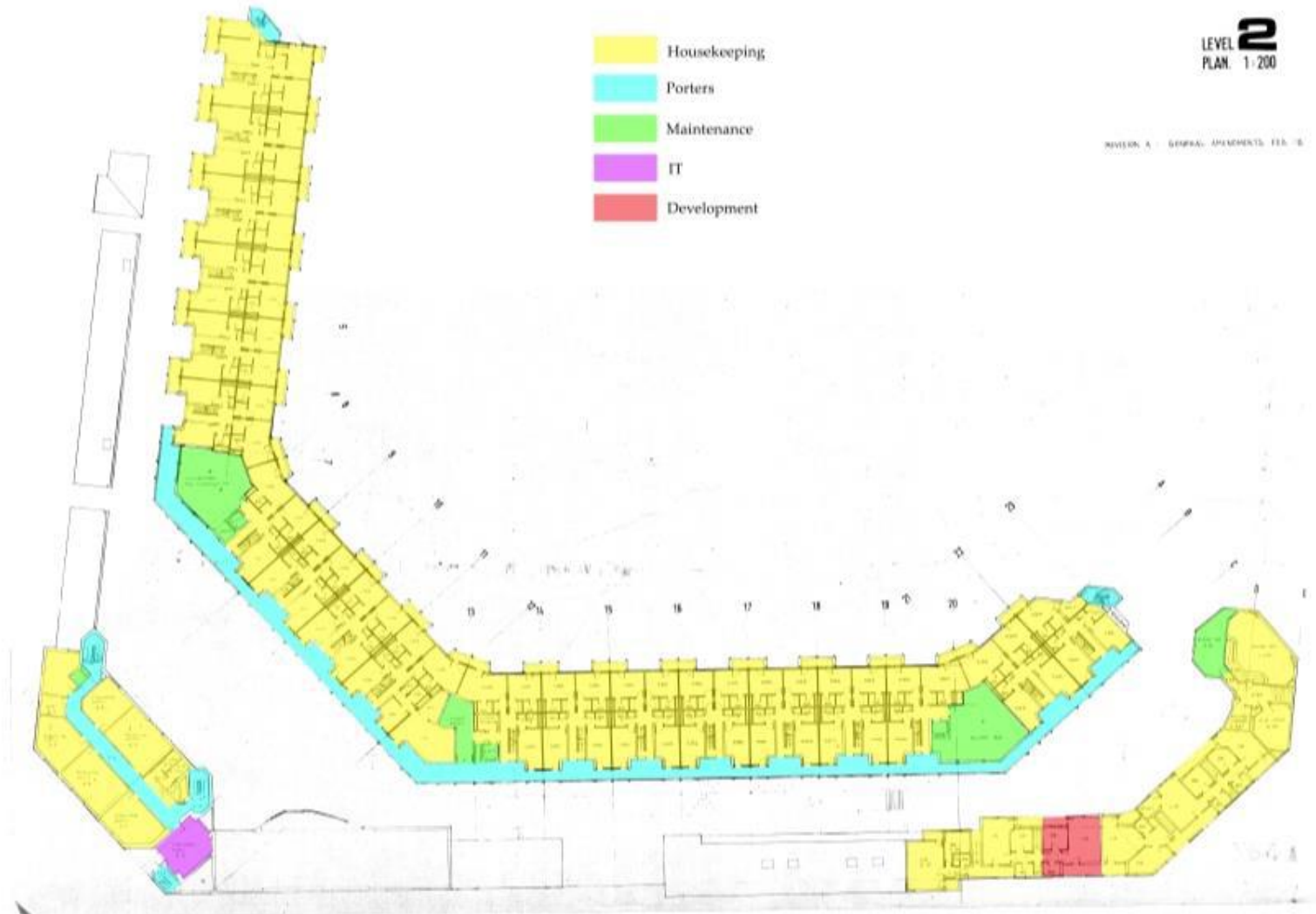
Appendices – Plan of Level G



Appendices – Plan of Level 1



Appendices – Plan of Level 2



Appendices – Plan of Level 3



Appendices – Plan of Level 4

