

**HEALTH & SAFETY POLICY,
ORGANISATION &
ARRANGEMENTS****WOLFSON COLLEGE CAMBRIDGE****1. HEALTH & SAFETY POLICY STATEMENT**

- (a) In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations and all other relevant legislation, it is Wolfson College's policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College staff, students, visitors, contractors' staff and members of the public who are, or may be, affected by our activities.
- (b) The Council of the College bears the legal responsibility for all matters of health, safety and welfare within Wolfson College and ensures that statutory requirements are met and appropriate standards applied through specialist College officers. The executive authority for the development and implementation of the health and safety policy is delegated to the Bursar. It is a core management function and must be integrated into all other management policies and practices, including planning.
- (c) The College will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with employee and student safety representatives. This function will be carried out by the Health and Safety Committee, which will comprise the following members (or their designated representative): a Fellow in the Chair, Domestic Bursar as Health & Safety Officer for the College, Nurse, Clerk of Works, Head Porter, Head Chef, Food Services Manager, Accommodation Manager, Housekeeper, Head Gardener and any elected employee safety representatives and student safety representatives. As well as monitoring policy implementation, this committee will be responsible for consulting on all matters affecting the health and safety of staff, students and visitors.
- (d) The management of health and safety is an integral part of good management at all levels of College organisation. This includes the provision of:
 - (i) Safe and healthy working conditions;
 - (ii) Arrangements for the operation, design and maintenance of safe systems of work;
 - (iii) Properly-maintained and guarded machinery;
 - (iv) Information, instruction, training, and supervision appropriate to College activities;
 - (v) Arrangements for consultation with staff and their representation on relevant Committees dealing with health and safety matters.

2. ORGANISATION OF HEALTH & SAFETY

(a) Organisation

Wolfson College Council has the overall responsibility for Health and Safety Management. The Council has appointed the Domestic Bursar as the College's Health and Safety Officer whose duties will be determined by the Council. The Health and Safety Officer will be the primary contact, or representative user, in any dealings with the University Health and Safety Division.

(b) Fire Safety

The Council has appointed the Domestic Bursar as the Fire Safety Officer whose duties will be determined by the Council.

(c) First Aid

Certain designated staff are trained first-aiders and maintain the first aid boxes. They undergo regular skills updates in line with recognised occupational first aid practice. Contact notices, about how to obtain first aid, are displayed around the College.

(d) Health & Safety Committee

Health and Safety is a standing item on the agenda for College Council meetings. The Health and Safety Committee meets three times a year. The Health and Safety Officer is responsible for disseminating any health and safety related information as may be pertinent to the needs of the College.

(e) Individual Responsibility

All individuals have a personal responsibility for their own safety and the safety of others. Individuals must not endanger themselves or others by their acts or omissions. Equipment supplied for any health and safety purposes must not be tampered with or misused in any way.

(f) Safety Induction and Training

All new staff will have a health and safety induction within the first week following their arrival and will complete all statutory training identified in the departmental Risk Assessments before working in an environment where statutory training is required. Staff who have safety duties delegated to them will have adequate training provided as appropriate for their tasks.

Signed: _____

J. H. Cheffins

Date: _____

8th July 2022

**Joanna Cheffins
Bursar**

3. HEALTH & SAFETY ARRANGEMENTS

(a) **Fire safety**

All buildings have automatic fire alarm systems, and appropriate fire extinguishers installed. The extinguishers are regularly maintained under contract.

While the Health and Safety Officer is the designated Fire Safety Officer, it is the responsibility of **every individual** to:

- Evacuate their room promptly
- Alert others
- Sound the alarm if necessary
- Proceed in an orderly manner to the designated assembly point
- Not return to the building until advised that it is safe to do so

(b) **First Aid**

There are several designated first-aiders in the College. A list of the designated first-aiders is available on the staff noticeboard and in each department. First aid boxes are located at the Porters' Lodge, Nurse's Office, College Office, Maintenance Workshop, Housekeeping Office, Catering Department and the Assistant Clerk of Works' Office. If any person uses first aid items, please inform a first aider.

(c) **College Nurse**

The appointed College Nurse is Sally Maccallum. The Nurse's office is on the ground floor of Morrison House.

(d) **Accidents and Near-misses**

All accidents and near-misses must be reported to the Health and Safety Officer via the Accident/Near Miss form held at the Porters' Lodge. Heads of Department must identify and address the causes of any accidents or near misses, if requested to do so by the Health & Safety Officer.

(e) **Ill Health**

Please refer to the separate Absence Policy.

(f) **Safety Inspections**

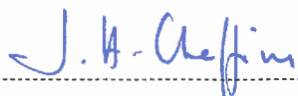
Safety inspections will be undertaken on a regular basis determined by the Health and Safety Committee. In-service testing is undertaken on all College-owned appliances to comply with current legislation. All student-owned portable electrical appliances should have a current Portable Appliance Test (PAT) certificate, which the student is required to provide

(g) **Risk Assessment**

Risk assessment is a legal requirement and as such all significant risk must be assessed by the person most familiar with that task, namely each Head of Department/Manager. Whoever creates the risk must manage it. Therefore, the Safety Officer cannot carry out risk assessments, although they may be able to help with the process. Standard assessment forms are available from the Health and Safety Officer.

- (h) **Control of Contractors and Visitors**
Contractors should be met and conducted to their place of work. Contractors must be advised of any Health and Safety issues that may affect them or their workforce; likewise, contractors must inform the College of any work that may affect the Health, Safety and Welfare of any College staff member, student or visitor within the College. Contractors need to be assessed to ensure they are competent to carry out the necessary tasks that they have been employed to carry out. Good practice would be to request Risk Assessments, Action Plans, a copy of their public liability insurance and proof of membership of any professional organisation to which they belong, as well as it being a requirement for them to complete a College Permit to Work form. All visitors must report to the Porters' Lodge.
- (i) **Movement of vehicles**
Every effort should be made to ensure cyclists and pedestrians are protected from the movement of motorised vehicles.
- (j) **Welfare**
Consideration is made to ensure that suitable and sufficient welfare facilities are available to all staff and students.
- (k) **Tools plant and equipment**
All tools, plant and equipment including: workshop equipment, garden machinery, lifts and boilers will be maintained to comply with current legislation.
- (l) **Substances**
Special control measures are in place when working with, transporting and storing substances hazardous to health; training is ongoing so as to address all new substances and work processes.
- (m) **Staff training**
Specialist training will be given to all staff when required to comply with current legislation.
- (n) **Personal Protective Equipment**
Personal protective equipment is made available to all staff, they will receive training in the use of it. All personal protective equipment will be supplied free of charge.
- (o) **Catering and food hygiene**
All staff associated with the preparation and dispensing of food will be trained to comply with current legislation.
- (p) **College policies**
All specific College Policies are held in the Personnel Department. All staff members must be made aware of these Policies.

Signed: _____



Date: _____



Joanna Cheffins
Bursar

