



Jesus College
OXFORD

Health and Safety Policy and Procedures

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General Policy

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

This section explains how the health and safety responsibilities of key personnel within the organisation are being met.

Safety Arrangements

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

Safety Records (Held by various Heads of Department appropriate to their responsibilities)

We ensure that the following occurs:

- An Annual Review of our Health and Safety System and Procedures;
- Periodic Checklists are created specifically for individual roles and responsibilities;
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organization;
- Records are kept for Fire Safety Management;
- We have a system for keeping health and safety training records;
- Accident and incident reporting, and investigation takes place when necessary.

Health and Safety Policy

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been prepared after a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The general policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in college.

Organisation

This part of the policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the policy explains the systems and procedures in place for managing individual topics or subjects for which our College is responsible.

To assist us with our duty we retain professional Health and Safety assistance to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot transfer our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

JESUS COLLEGE

Health and Safety General Policy Statement

Jesus College recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Heads of Department, Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business activities within the College.

This College intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice via a third party provider;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy, and;
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work, and;
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Signature:

Date:

Position:

Record of Periodic Review of our Health and Safety Policy

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is recorded in minutes from a variety of sources and committees with College. Our third-party Health and Safety Consultants will also review our system and documentation during their routine visits, to ensure that they meet current statutory requirements and good practice relevant to our business.

Records of our reviews can be found in the Fire and Health Safety Officers Files.

Organisation

The Governing Body has overall accountability for the implementation of this policy, however the day to day responsibility for specific issues has been passed onto key personnel.

The structure within our College will show the hierarchal positions of all personnel from the Principal through to Employees. Every person employed in the College will have health and safety responsibilities commensurate with their job role and have associated delegated authority passed to them through the line management chain.

The five main broad levels of responsibility are:

- Principal and Governing Body
- Directors
- Managers
- Supervisors
- Staff

In very broad terms, the Health and Safety at Work etc. Act 1974, sets out what is expected of Controllers' of Premises, Employers and Employees alike, to ensure that the risk of harm, injury or damage associated to work activities is reduced to an absolute minimum or at least to an acceptable level. Jesus College holds this duty of care to protect its staff and employees; Contractors; Students and Visitors.

All members of College (Including senior staff) will have access to the Employee Safety Handbook associated to this policy, setting out their basic employee duties under Health and Safety Law.

Health and Safety Management Responsibilities

The Governing Body has recognised that they retain overall accountability for health and safety matters. They also recognise that the college needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on Directors, Managers and Supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system
- Make arrangements to consult with employees on health and safety matters
- Arrange and maintain appropriate Employers' Liability Insurance cover
- Ensure that health and safety implications are considered when acquiring new equipment and machinery
- Ensure that contractors (when used) are competent and monitored during work
- Ensure that a process is in place to identify and report hazards
- Ensure that all employees receive appropriate health and safety training
- Provide measures to protect the health and safety of employees working alone
- Monitor the health and safety performance of the organization

Occupational Risk

- Ensure that adequate procedures are in place to identify and address occupational risks
- Ensure that the measures required to reduce and control employees' exposure to occupational risks are in place and are used
- The college already has a separate policy that deals with assessing and reducing work related stress

Accidents, Incidents and First Aid

- Record accidents and incidents
- Complete accident and incident investigations, identify causes and measures for prevention
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority
- Ensure that adequate first aid arrangements are in place

Fire and Emergency Arrangements

Ensure that:

- Adequate arrangements are in place to deal with fire safety at our College and premises or, at our owned and rented off-site student accommodation premises;
- Employees are made aware of the fire and evacuation arrangements and other emergency procedures;
- Emergency equipment is provided, tested and maintained appropriately;

- Adequate Fire Risk Assessments are completed. Separate Documents deal with our Fire Safety Policy and Strategies.

Risk Assessment

Ensure that:

- Risk assessments are completed and Safe Systems of Work are produced for all activities that pose a significant risk of harm;
- Risk assessments are documented;
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities
- Ensure that the fixed electrical installation is adequately installed and maintained
- Introduce and maintain measures to control and manage the risks from asbestos
- Ensure good housekeeping standards are instigated and maintained
- Provide suitable and sufficient maintenance of the facilities provided within the workplace

Equipment

Ensure that:

- All equipment provided by the College is suitable and properly used;
- All work equipment is adequately maintained and safe;
- Portable electrical appliances are adequately maintained, inspected and tested;
- Appropriate hand tools are provided and maintained;
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that:

- All substances are used safely;
- All substances are appropriately stored;
- Staff and Scouts are suitably trained in the use of chemicals and substances.

Heads of Department, Managers and Supervisors

In addition to their general responsibilities for health and safety, we ensure that the individual departments are made aware that managers and supervisors have specific health and safety duties allocated to them. Managers and supervisors should refer to the relevant associated Safety Arrangements (online), for further detail.

Employee and workers' responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care of their own health and safety whilst at work and for that of others. Specifically we expect employees to:

- Ensure that College policies and procedures are read, understood and followed at all times;
- Ensure that isolation and lockdown procedures are followed at all times;
- Follow booking on and off-site procedures at all sites (including the main college site);
- Take reasonable care for their health and safety and the safety of others whilst at work;
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety;
- Visually inspect tools, PPE and equipment prior to use;
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation;
- Follow all safety instructions and guidance when using equipment;
- Report any near misses, obvious hazards, incidents, accidents and non-conformances to the Director of Accommodation Conferences and Catering ;
- Contribute to the promotion of health and safety in the workplace;
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements;
- Follow the safety instructions of senior staff and management;
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so;
- Comply with legislation, Approved Codes of Practice and guidance notes;
- Ensure all College vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use;
- Consult on health and safety matters and investigations to ensure a safe working environment is established;
- Seek advice from College management on any issues relating to health and safety at work;
- Obey all site safety signs, general College rules and arrangements.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms. The Governing Body has overall accountability for this, but the routine tasks are delegated to the appropriate members of staff. We also use an Annual Health and Safety Review process to determine whether our existing health and safety procedures and arrangements are adequate, and we seek guidance from our third-party Health and Safety Consultants in this regard.

People who have delegated responsibilities under this policy will also monitor their compliance with the policy and procedures and arrange for remedial actions to be taken where necessary. The outcomes of these actions will also be taken into account during the annual review.

The monitoring and review process helps us to check the effectiveness of our Safety Management System.

Responsibilities

The Principal and Governing Body hold overall accountability for all Health and Safety matters associated to the Colleges' activities and undertakings, but delegate their authority to the appropriate level within the college organisation, for others to act on their behalf in assisting them to discharge their duties under Health and Safety law.

The five levels of responsibility are:

- Principal and Governing Body
- Directors
- Managers
- Supervisors
- Staff and Employees

Jesus College

Safety Arrangements

The Safety Arrangements listed below can be found in the overarching Safety Manual.

Each referenced Safety Arrangement has an associated referenced Guidance Note. These can be found on the Peninsula Businesssafe Online system, in the Reference Library. For example: for the Safety Arrangement for Hand Arm Vibration is (SA5-1) hence the Guidance note would be (GN 5-1).

The safety arrangement is a statement of what needs to be achieved and the Guidance explains how it is achieved.

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-2	Managing Migrant Workers	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-12	Employing Children & Young Persons	v1
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-18	Home Working	v2
SA1-19	Employing Agency and Temporary Staff	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non-Hazardous Waste	3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-13	Working in the Open Air. Working in the Sun	v3
SA3-14	Water Temperature Control	v1
SA3-15	Premises	v2
SA4-1	Electrical Safety	v2
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-11	The Safe Use of Machinery	v1
SA4-13	Abrasive Wheels	v1
SA4-16	Pressure and Compressed Air Systems	v1

SA4-19	Lifts and Hoists	v1
SA4-20	Work at Height	v3
SA4-21	Access Equipment	v2
SA4-22	Permits to Work	v1
SA4-23	Hot Work	v1
SA4-26	Isolation & Lock-Off Procedures	v1
SA4-28	Workplace Transport & Pedestrian Control	v3
SA4-30	Battery Charging and Use	v1
SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-33	Water Hazards	v2
SA4-35	Safety in Food Preparation Environments	v1
SA4-37	Safety Harnesses, Lanyards & Fall Arrest Equipment	v1
SA5-1	Hand Arm Vibration	v1
SA5-5	Working Time, Night Work and Shift Working	v1
SA5-6	Work Related Upper Limb Disorders WRULD	v1
SA5-8	Leptospirosis	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-13	Radon	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-15	Horticultural Chemicals & Substances	v1
SA5-16C	Asbestos at Work- Survey ACMs Present & Off Site Risk	v2
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA5-21	Local Exhaust Ventilation	v1
SA6-6	Gym Equipment	v1
SA6-15	Educational Visits	v1
SA7-2	Contractor Control & Management	v1
SA7-4a	CDM - Client	v2
SA7-16	Site Security and Visitors	v1
SA7-24	Archaeology and Heritage	v1

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved. This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK).

Not every piece of the legislation will apply to our operations At College on a day-to-day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the Peninsula 24 Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)

Health and Safety (Amendment) (EU Exit) Regulations 2018

- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Public Health Act 1984 and various subsidiary COVID related regulations
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

NOTE:

Although the transition period for the UK exit from the EU has expired the European Regulations listed here have been continued in force, until replaced by domestic legislation, by the European Union (Withdrawal) Act 2018 and associated legislation.