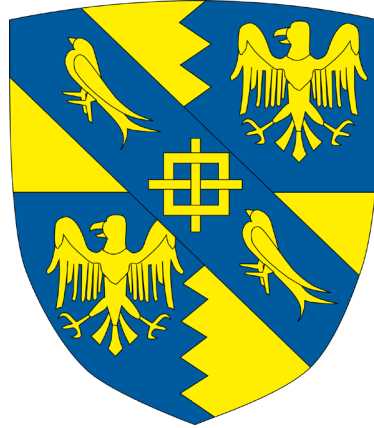




MAGDALENE COLLEGE CAMBRIDGE



# HEALTH & SAFETY POLICY & PROCEDURES



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## **INTRODUCTION**

1. This manual is published for the information of all Magdalene College employees in pursuance of the duty imposed by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. It is the responsibility of management to know and understand its contents so that they may implement College policy.
2. The manual details individual responsibilities, safety rules, emergency procedures and monitoring to measure the overall effectiveness of the policy.
3. CQMS Ltd carry out serious accident investigation, update all Health and Safety documentation on procedures as necessary and carry out Risk Assessments and Health and Safety Training as required by Magdalene College.
4. CQMS Ltd have been appointed to assist the College in meeting its statutory obligations under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to provide guidance and advice on Health and Safety issues, and the following personnel are authorised to contact CQMS Ltd at any time:

## **PART 1 - POLICY STATEMENTS**

**Statement of Intent**

**Health and Safety Policy Statement**

## **STATEMENT OF INTENT**

1. Magdalene College is part of the University of Cambridge and has its origins in the year 1428 and has an eclectic mix of buildings. Magdalene has approximately 350 under graduates, 200 postgraduates, 100 fellows and teaching officers and an administrative and domestic staff of over 120. The College provides halls of residence, living accommodation, catering facilities, welfare facilities, conference and meetings facilities including dining halls and a newly built library.
2. The Governing Body of Magdalene College believes that its employees are its most important asset and that a happy, successful and quality organisation is one in which Health and Safety is effectively managed. The cost of incidents and accidents in terms of human pain and suffering, lost production, dissatisfied customers, damaged equipment and fines is such that accident prevention is an essential part of a professional manager's operational judgment and decision making. It is recognised that the development of a Health and Safety culture, which is supportive and pro-active, is essential to achieve adequate control over risks. This culture will be achieved by the active participation of the Bursar, Managers/Heads of Department and Employees in a systematic dialogue to identify risks and eliminate or reduce them.
3. Consequently, as part of its strategy, the College intends to:
  - > Develop a culture which recognises the importance of Health, Safety and the Environment to the success of its business and exercise its responsibilities in a manner that reflects this.
  - > Ensure that only the highest standards are achieved and adhered to in all our undertakings.
  - > Operate facilities in a manner that minimises risk to employees, the Environment and the community at large.
  - > Continually improve our performance in Health, Safety and the Environment through the participation, commitment and support of all our employees.

## HEALTH AND SAFETY POLICY STATEMENT

1. It is the Policy of Magdalene College to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all our members, employees and volunteers. Equally, we accept a similar responsibility for the Health and Safety of other persons who may be affected by our activities. Every member, employee and volunteer have a moral and legal responsibility to see that their actions, or lack of them, do not place others in jeopardy from an accident or health hazard.
2. We regard the legal Health and Safety requirements as a **minimum standard** and expect managerial targets to be achieved without compromising Health and Safety criteria.
3. We acknowledge that the key to successful Health and Safety management requires an effective policy, organisation and arrangements that reflect the commitment of senior management to improving Health and Safety. To sustain that commitment we will continually measure, monitor and improve our performance in Health and Safety matters and will prepare and revise where necessary an annual plan to ensure that Health and Safety standards are adequate.
4. We will provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our members, employees and volunteers.
5. We will ensure that all Risk Assessments as required by relevant legislation are completed, their recommendations implemented and that all employees are provided with sufficient information regarding those assessments.
6. We will provide such information, training and supervision as necessary to enable our employees to develop and maintain essential Health and Safety skills and will encourage the growth of a positive Health and Safety culture.
7. We will ensure continued consultation with our members and workforce to enable all viewpoints and recommendations to be discussed at meetings between the members and employees, safety committee and management at regular intervals.



Signature	_____
Name	Steven Morris
Position	Senior Bursar
Date	19 June 2026

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## **PART 2 – ORGANISATION**

College Health & Safety Management Structure

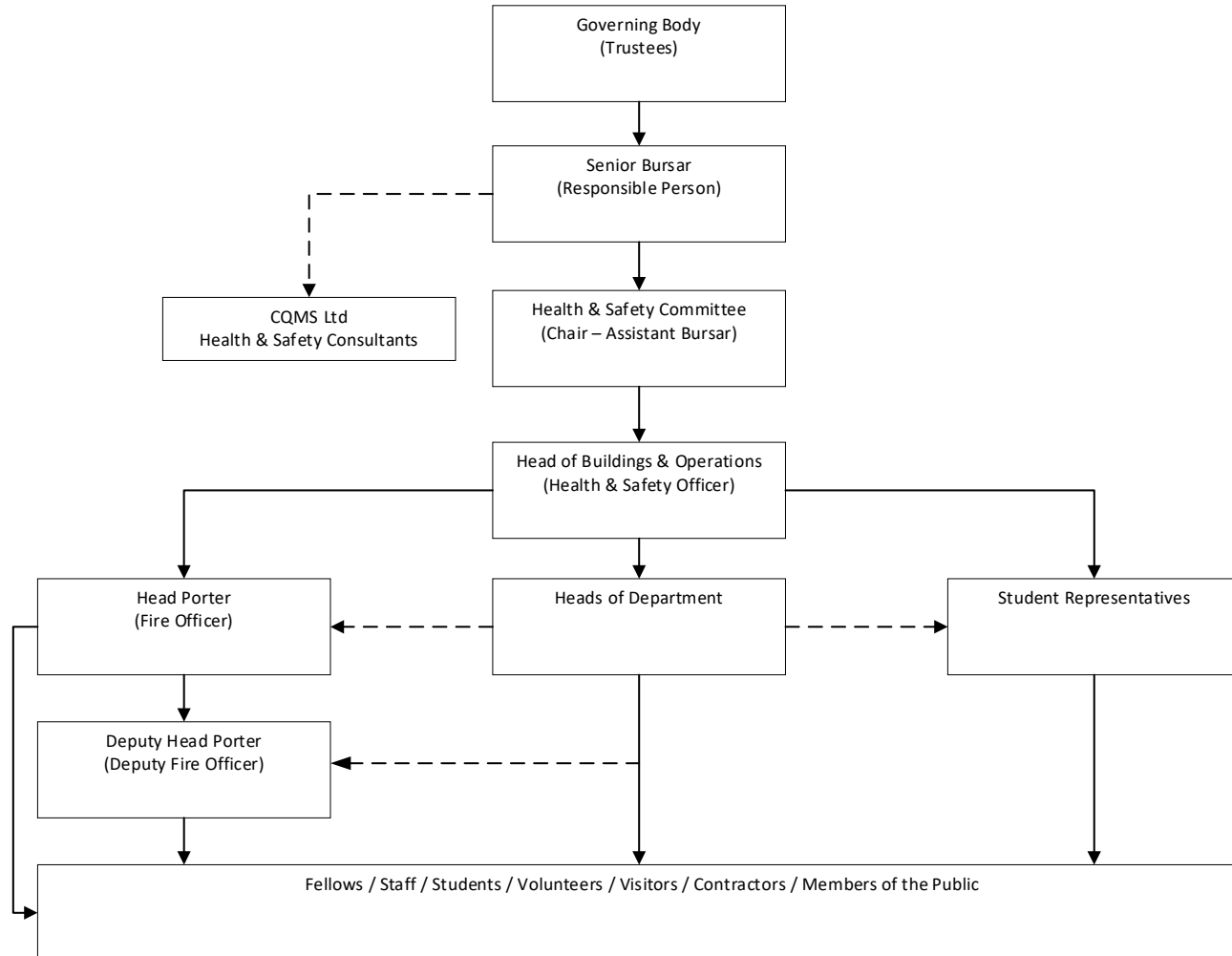
Health & Safety Responsibilities

Review & Monitoring Procedures

General Responsibilities

Individual Responsibilities

## COLLEGE HEALTH & SAFETY MANAGEMENT STRUCTURE



## **HEALTH & SAFETY RESPONSIBILITIES**

1. Overall responsibility for Health and Safety at Magdalene College, including fire safety, lies with the Governing Body.
2. It is the policy of Magdalene College that all levels of management, Fellows and employees meet their legal obligations under the Health and Safety at Work etc. Act 1974 and all other legislation relevant to its activities.
3. In order to achieve this, Magdalene College has delegated specific Health and Safety responsibilities to nominated individuals. Furthermore, Health and Safety training is integral in achieving Magdalene College's culture and ensuring nominated individuals have the knowledge to discharge their duties.
4. A Health & Safety Committee has been formed to assist in the day to day management of the Health & Safety Policy.

## **REVIEW AND MONITORING PROCEDURES**

Measurement is an essential aspect of maintaining and improving Health and Safety performance. Monitoring provides vital feedback on performance and therefore all our Managers/Heads of Department are authorised to monitor the achievement of our clearly defined objectives comparing compliance with standards.

Monitoring includes:

1. Periodic examination of records and documents to establish that standards relating to the promotion of the safety culture are complied with i.e., suitable objectives have been established and reviewed, that all training needs have been assessed and recorded and that these training needs are being met.
2. Systematic inspection of premises, plant and equipment by supervisors, maintenance staff or a joint team of management, safety representatives and external consultants to ensure the continued effective operation of controls.
3. Direct observation of work and behaviour by supervisors to assess compliance with procedures/rules/systems particularly when directly concerned with risk control.

## **GENERAL RESPONSIBILITIES**

### **RESPONSIBILITIES OF THE BURSARS**

1. The Bursars shall ensure, so far as is reasonably practicable, the health, safety and welfare at work of all College members and employees.
2. The Bursars will actively encourage consultation and communication between all levels of employee/management throughout Magdalene College to promote and develop Health and Safety.
3. The Bursars are responsible for ensuring and maintaining a safe place of work without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
4. The Bursars are responsible for ensuring the provision and maintenance of a working environment for all Magdalene College members and employees that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
5. The Bursars will ensure all responsibilities allocated to Magdalene College Managers/Heads of Department are adhered to by ALL relevant personnel.
6. The Bursars shall ensure that all persons not in Magdalene College's employment or are members of the College, who are admitted to College premises, are advised of the relevant safety standards and any specific Health or Safety requirements in force at the time.
7. The Bursars shall hold regular Meetings during which Health and Safety will be discussed to ensure implementation of the Health and Safety Policy.

### **RESPONSIBILITIES OF MANAGERS/HEADS OF DEPARTMENT**

1. Managers/Heads of Department are, at all times, responsible for implementation of the College Safety Policy, so far as this relates to those areas and matters within his /her control. Managers/Heads of Department shall ensure, through his/her staff, that all safety standards are known, understood and implemented.
2. Managers/Heads of Department shall ensure the provision and maintenance of plant and systems of work that are safe and without risks to health.
3. All actual or potential hazards shall be identified and assessed and the appropriate safety measures be adopted so far as this relates to plant, processes, systems of work, the use, handling, storage and transport of articles and substances, and places of work (including access to and egress from such places). The responsibility for such matters lies with relevant Managers/Heads of Department.
4. All Managers/Heads of Department shall ensure that all employees receive adequate training in current safety standards and best practice. An adequate level of supervision of employees, combined with their level of competence and experience, shall be provided so far as is reasonably practicable. Responsibility for identifying training needs rests with Managers/Heads of Department who, in conjunction with the HR department, will maintain training records, communicate all training with the HR department (and any other department where necessary) and request training as needed.

**GENERAL RESPONSIBILITIES CONTINUED**

5. Managers/Heads of Department who have responsibility for procurement must be aware of and understand the essential Health and Safety requirements relating to a piece of equipment's design and construction and ensure that all new equipment and products introduced into the College complies with legislative Health and Safety requirements in terms of supply, sale and operation where applicable.
6. Managers/Heads of Department shall ensure that where appropriate, written warnings, printed signs, instructive notices and where necessary, specific written job instructions shall be provided.
7. Managers/Heads of Department will ensure all responsibilities allocated to Magdalene College supervisors (following suitable training) are adhered to by ALL relevant personnel.
8. Managers/Heads of Department are responsible for ensuring that the appropriate protective or safety equipment, is provided by the College and worn / used at all relevant times. Any damage or missing equipment should be reported by the Manager to the Assistant Bursar.
9. Managers/Heads of Department are responsible for communicating all Health and Safety issues raised within their area of responsibility to the Health & Safety Officer or, in their absence, the Assistant Bursar.

**RESPONSIBILITIES OF SUPERVISORS**

1. It is fundamental to the College Health and Safety Policy that supervisors are, at all times, directly responsible for ensuring that safe methods of work and safe working conditions exist in each area of responsibility.
2. No person with supervisory authority shall allow any unsafe practice to occur. Such persons are responsible for the safety of the individual and the occurrence of any incident will be regarded as being the direct responsibility of the Supervisor concerned, so far as this relates to the matters within their control.
3. Where action on safety matters has been agreed, it is the supervisor's responsibility to ensure that the proposed action is implemented as soon as practicable.
4. In case of Emergency, the Supervisor or deputy are authorised to stop a machine, work method or process which is considered so unsafe as to constitute an immediate danger to any individuals. The circumstances shall be reported immediately to Managers/Heads of Department, Health & Safety Officer or the Assistant Bursar.as appropriate.
5. All Supervisors must ensure in the instance of any works being carried out in an area accessible to the Public, that adequate segregation/protection is provided to ensure the safety of members of the public or other non-employees.
6. Induction training for all new Employees must be provided before that new Employee is allowed to carry out any type of work on College premises or sites under their control. Supervisors should check with their Managers/Heads of Department that this has been done.
7. Supervisors are responsible for communicating all Health and Safety issues raised within their area of responsibility to Managers.
8. Supervisors will undertake the duties of the Managers/Heads of Department in their absence.

## **INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING PROCEDURES**

### **THE SENIOR BURSAR**

#### **HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Take direct responsibility for the College's policy on Health and Safety and ensure that the Assistant Bursar, Health & Safety Officer, Managers/Heads of Department are fully aware and understand and accept their responsibilities and accountability for the Health, Safety and Welfare of all College employees.
2. On behalf of the Governing Body act as the 'Responsible Person' as required by;
  - > The Regulatory (Fire Safety) Order 2005
  - > The Fire Safety Act 2021
  - > The Fire Safety (England) Regulations 2022.
3. Understand the requirements of:
  - > The Health and Safety at Work ETC. Act 1974,
  - > The Management of Health & Safety at Work Regulations 1999
  - > And all other relevant Regulation and Codes of Practice.
4. Delegate to and authorise nominated individuals to implement the policy within their areas of responsibility.
5. Ensure that all levels of management receive adequate information and training to enable them to carry out their Health and Safety responsibilities effectively.
6. Establish a Forward Safety Planning Procedure and arrange for sufficient funds, insurance and facilities to meet the requirements of the College policy to ensure that the resources provided are utilised to the best advantage.
7. Liaise with the Assistant Bursar/Managers/Heads of Department with respect to monitoring, assessments and recommendations and any changes in legislation which may affect the College's activities.
8. Control and co-ordinate the safety activities of the Assistant Bursar / Departmental Managers.
9. Act as a focal point to coordinate and advise all the College Fellows, Officers, staff, graduate and undergraduate students on Health and Safety issues.
10. Ensure that arrangements are in place to actively encourage consultation and communication between all staff and management to promote and achieve Health and Safety for all.
11. Ensure that arrangements are in place for First Aid and fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies.
12. Coordinate the investigation of all reportable accident, dangerous occurrences and other unusual or potentially hazardous incidents that are notifiable, obtaining statements as required and making the necessary notification to the Local Environmental Health Office or other regulating body, where appropriate liaise with them on Health and Safety issues.
13. Ensure that all the required safety records and statistics are maintained.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED**

14. Nominate a person responsible for safekeeping of accident / incident records in compliance with the Data Protection Act.
15. Liaise with Assistant Bursar/Managers/Heads of Department so as to have in place an overall emergency plan for the College - review emergency plan periodically.
16. Check that security measures for the College premises and sites are suitable and sufficient, arrange for regular inspections of security fences, doors, alarm systems and procedures etc. to ensure their continuing integrity and effectiveness - review procedures regularly.
17. Ensure that the Health and Safety Committee is convened and Chaired by the Assistant Bursar, ensure that any feasible recommendations of the Committee are implemented.
18. Reprimand any member of staff failing to comply with the College Health and Safety Policy.
19. Foster within the College an understanding that injury prevention and damage control are an integral part of business and operating efficiency.
20. Set a personal example.

**MONITORING PROCEDURES**

Will monitor:

1. That all Managers/Heads of Department are aware of their Health and Safety responsibilities and will periodically check the effectiveness of those managers.
2. That methods of communication to secure the highest level of awareness of the College Policy are practical and successful.
3. The development of the Health and Safety Policy through adequate consultation with all levels of the College - Officers, Students and Staff.
4. That Health and Safety Policy, organisation and arrangements in place are adequate to control all work-related health risks.
5. That the correct level of insurance and resources are available for the Colleges Health, Safety and Environmental requirements.
6. Accident and dangerous occurrence patterns and statistical analysis.
7. Arrangements for maintaining accident / incident records.
8. The arrangements for the security of the premises and ensure that they are still effective.
9. People's attitudes towards Health, Safety and Environmental issues in general.
10. The development and effectiveness of the Management Action Plan.

**FREQUENCY – 12 MONTHLY**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****ASSISTANT BURSAR - CHAIR H&S COMMITTEE****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Assist the Senior Bursar to direct responsibility for the College's policy on Health and Safety and ensure that the individual Managers/Heads of Department are fully aware and understand and accept their responsibilities and accountability for the Health, Safety and Welfare of all College employees.
2. Understand the requirements of:
  - > the Health and Safety at Work etc. Act 1974,
  - > the Management of Health and Safety at Work Regulations 1999
  - > and all other relevant Regulations and Codes of Practice.
3. Delegate to and authorise nominated individuals to implement the policy within their areas of responsibility.
4. Ensure that all levels of management received adequate information and training to enable them to carry out their Health and Safety responsibilities effectively.
5. Liaise with Managers/Heads of Department with respect to monitoring, assessments and recommendations and any changes in legislation which may affect the College's activities.
6. Control and coordinate the safety activities of the Departmental Managers.
7. Ensure that arrangements are in place to actively encourage consultation and communication between all staff and management to promote and achieve Health and Safety for all.
8. Ensure that arrangements are in place for First Aid and fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies.
9. Ensure that all the required safety records and statistics are maintained.
10. Foster within the College an understanding that injury prevention and damage control are an integral part of the business and operating efficiency.
11. Set a personal example.
12. Check that security measures for the College premises and sites are suitable and sufficient, arrange for regular inspections of security fences, doors, alarm systems and procedures etc. to ensure their continuing integrity and effectiveness – review procedures regularly.
13. Attend and chair the meetings of the College Health and Safety Committee.

**MONITORING PROCEDURES**

Will monitor:

1. That all Managers/Heads of Department are aware of their Health and Safety responsibilities and will periodically check the effectiveness of those managers.
2. That the Health and Safety Policy, organisation and arrangements in place are adequate to control all work-related health risks.
3. Arrangements for maintaining accident / incident records.
4. The arrangements for the security of the premises and ensure that they are still effective.
5. Ensure that arrangements are in place for First Aid and fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies.
6. Ensure the duties of the Fire Safety Officer are carried out.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****HEAD OF BUILDING SERVICES & OPERATIONS - HEALTH & SAFETY OFFICER****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Implement the College's Health and Safety Policy in the Maintenance & Housekeeping Departments as allocated by the Assistant Domestic Bursar and liaising where appropriate with other Department Managers/Heads of Department on Health and Safety matters.
2. Know the requirements of:
  - > the Health and Safety at Work etc. Act 1974
  - > the Management of Health and Safety at Work Regulations 1999
  - > and all other relevant Regulations and Codes of Practice
3. Maintain a register of Asbestos Containing Materials (ACM's) or suspected ACM's, provide relevant information as required by Control of Asbestos Regulations 2012 to maintenance, personnel or contractors and control all works which may disturb such materials.
4. Control and coordinate the safety activities of all staff and sub-contractors.
5. Identify the training needs of all staff to ensure the provision of adequate information, instruction and training. Ensure that records of individuals existing levels of training and technical achievements are maintained in liaison with the Assistant Bursar.
6. Ensure that all installations, plant and equipment are safe and fully efficient and is maintained to a standard which complies with the current Regulations and all other relevant legislation.
7. Ensure that arrangements are in place for fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies.
8. Ensure that all escape routes from the offices are correctly marked and free from obstruction at all times.
9. Ensure that the First Aid and equipment are adequate for all areas.
10. Ensure that the Assistant Bursar is made aware of all accidents and that they are fully investigated to promote action to preclude reoccurrence.
11. Make sure that the welfare facilities provided by the College are adequate, safe and hygienic.
12. Organise the workplace so that work is carried out to the required standard with the minimum of risk to personnel, equipment and materials. Safe systems of work for all personnel including those of contractors or subcontractors must be established and approved before work starts. Review those procedures to ensure they remain relevant.
13. Ensure that Risk Assessments are carried out in all areas and that personnel are aware of the hazards identified by Risk Assessment.
14. Ensure that all display screen assessments are carried out and all users provided with adequate information, instruction and training on the display screen equipment they have to use.
15. Arrange for training to be provided for all office employees covering induction training, and refresher training as necessary.
16. Attend the meetings of the College Health and Safety Committee.
17. Responsible for displaying relevant Health and Safety Statutory Documents.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED**

18. Ensure that all statutory examination and testing of vehicles, plant, equipment, machinery, installations and systems are carried out by a competent person or organisation and that records of such are held and be readily available. Check that all registers, records, test certificates and reports are in order and in date.
19. Ensure effective communication of Health and Safety information throughout the College.
20. Ensure good standards of housekeeping and hygiene are achieved and maintained in all Departments.
21. Reprimand any member of staff failing to comply with the requirements of the College Health and Safety Policy.
22. Ensure that all hazardous substances are correctly controlled and that employees are trained in the correct procedures for using and disposing of such substances - ensure that COSHH assessments and the relevant product Safety Data Sheets are readily available.
23. Ensure that the Personal Protective Equipment provided is suitable and sufficient for the task and that employees are given information, instruction and training on its use, maintenance and storage and that records of issue, training and maintenance are readily available.
24. Ensure that the Assistant Bursar is made aware of any problem or action they are unable to deal with.
25. Liaise with the Assistant Bursar and the other Managers/Heads of Department so as to have in place an overall emergency action plan for the College premises, Fellows, Officers, staff, students etc. to cover foreseeable emergencies. Ensure that the emergency plan is regularly reviewed and kept up to date.
26. Set a personal example - this includes the wearing of protective clothing and equipment.
27. Attend the meetings of the College Health and Safety Committee.

**MONITORING PROCEDURES**

Will monitor:

1. That the Health and Safety arrangements in place are adequate to control all identified risks in the College.
2. The level of training provided to the Maintenance and Housekeeping Department staff to ensure continuing competence is maintained and alert the Assistant Bursar in case of any training requirements.
3. The arrangements for communicating Health and Safety information between staff and management.
4. The adequacy of all emergency and fire arrangements throughout College properties to ensure such arrangements can contain and cope with foreseeable emergencies.
5. The standard, use, maintenance and storage of personal protective equipment.
6. That the level of supervision provided is adequate and secures the safety of all employees, contractors and building occupants.
7. The safe systems of work/safe working procedures designed for machinery, plant, equipment and electrical systems to secure the safety of all personnel.
8. All accidents, near misses and dangerous occurrences and inform the Assistant Bursar of these.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED**

9. The maintenance and upkeep of all engineering records and associated documentation.
10. The housekeeping and hygiene standards in all work areas.
11. The results of all Risk Assessments to ensure that recommended measures are implemented.
12. The production of waste and the arrangements for disposal.
13. The control, storage and disposal of hazardous substances which may be used in maintenance tasks.
14. Environmental issues in areas under their control.

**FREQUENCY – 3 MONTHLY**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****RESPONSIBILITIES OF HEADS OF DEPARTMENT (HOD)**

1. Each HOD is, at all times, responsible for implementation of the College Safety Policy, so far as this relates to those areas and matters within his / her control. Every manager shall ensure, through his / her staff that all safety standards are known, understood and implemented.
2. Each HOD who has responsibility for procurement must be aware of and understand the essential Health and Safety requirements relating to its design and construction and ensure that all new equipment and products introduced into the College complies with legislative Health and Safety requirements in terms of supply, sale and operation where applicable.
3. All employees shall receive adequate training in current safety standards and best practice. An adequate level of supervision of employees combined with their levels of competence and experience shall be provided so far as is reasonably practicable. Responsibility for identifying training needs rests with HODs who will maintain training records.
4. All actual or potential hazards shall be identified and assessed, and the appropriate safety measures be adopted so far as this relates to plant, processes, systems of work, the use, handling, storage and transport of articles and substances, and places of work (including access to and egress from such places). The responsibility for such matters lies with relevant HODs.
5. HODs shall ensure that where appropriate, written warnings, printed signs, instructive notices and where necessary, specific written job instructions shall be provided.
6. It is the duty of the Head of any department having direct contact with such people to ensure all persons not in College employment, who are admitted to College premises, are advised of the relevant safety standards and any specific Health or safety requirements in force at the time of visit.
7. Wherever appropriate, suitable protective equipment including coveralls, safety glasses, hearing protection, gloves and respiratory protective equipment is worn / used at all relevant times.
8. **Verbal Induction training for all new employees or workers must be provided before that new employee or worker is allowed to carry out any type of work on College premises or sites under their control, pending the full site Induction.**
9. Attend the meetings of the College H&S Committee.

**HEADS OF DEPARTMENTS**

Will monitor:

1. The effectiveness of the College HOD's in the performance of their Health and Safety duties.
2. The safe systems of work designed for the use of equipment and machinery to ensure they continue to be effective and secure the safety of employees.
3. The level of training provided for all employees, to ensure that they remain competent to continue to use machinery and procedures.
4. The arrangements for emergency fire and First Aid and the effectiveness of the individuals nominated and trained to supervise them.
5. The control and storage of all hazardous substances held and used on College premises.
6. All accidents and near misses which occur to establish if a pattern or particular task or equipment could be contributing to accidents and may need improving.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED**

7. The standard and use of all personal protective equipment used.
8. The level of housekeeping and hygiene to ensure that standards are maintained.
9. The means of communication used to report hazardous situations / incidents and the publication of Health and Safety information.

**FREQUENCY – TERMLY**

**(AT HEALTH AND SAFETY CONSULTATIVE COMMITTEE)**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****MAINTENANCE MANAGER****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Implement the College's Health and Safety Policy in the Maintenance Department as allocated by the Head of Building Services & Operations and liaising where appropriate with other Department Managers/Heads of Department on Health and Safety matters.
2. Know the requirements of
  - > the Health and Safety at Work etc. Act 1974,
  - > the Management of Health and Safety at Work Regulations 1999
  - > and all other relevant Regulations and Codes of Practice.
3. Maintain a register of asbestos containing materials (ACM's) or suspected ACM's, provide relevant information as required by Control of Asbestos Regulations 2012 to maintenance, personnel or contractors and control all works which may disturb such materials.
4. Control and coordinate the safety activities of maintenance staff and sub-contractors.
5. Identify the training needs of maintenance staff to ensure the provision of adequate information, instruction and training. Ensure that records of individuals existing levels of training and technical achievements are maintained in liaison with the Assistant Bursar and HR Manager.
6. Ensure that all installations, plant and equipment is safe and fully efficient and is maintained to a standard which complies with the current Regulations and all other relevant legislation.
7. Ensure that arrangements are in place for fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies.
8. Ensure that the Head of Building Services & Operation is made aware of all accidents and that they are fully investigated to promote action to preclude reoccurrence.
9. Make sure that the welfare facilities provided by the College are adequate, safe and hygienic.
10. Organise the workplace so that work is carried out to the required standard with the minimum of risk to personnel, equipment and materials. Safe systems of work for all personnel including those of contractors or subcontractors must be established and approved before work starts. Review those procedures to ensure they remain relevant.
11. Ensure that Risk Assessments are carried out in all areas and that personnel are aware of the hazards identified by Risk Assessment.
12. Ensure that all statutory examination and testing of vehicles, plant, equipment, machinery, installations and systems are carried out by a competent person or organisation and that records of such are held and be readily available. Check that all registers, records, test certificates and reports are in order and in date.
13. Ensure effective communication of Health and Safety information throughout the Maintenance Department.
14. Ensure good standards of housekeeping and hygiene are achieved and maintained in the Maintenance Department.
15. Reprimand any member of staff failing to comply with the requirements of the College Health and Safety Policy.
16. Ensure that all hazardous substances are correctly controlled and that employees are trained in the correct procedures for using and disposing of such substances - ensure that COSHH assessments and the relevant product Safety Data Sheets are readily available.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED**

17. Ensure that the Personal Protective Equipment provided is suitable and sufficient for the task and that employees are given information, instruction and training on its use, maintenance and storage and that records of issue, training and maintenance are readily available.
18. Ensure that the Head of Building Services & Operation is made aware of any problem or action he is unable to deal with.
19. Liaise with the Head of Building Services & Operation and the other Managers/Heads of Department so as to have in place an overall emergency action plan for the College, premises, Fellows, Officers, staff, students etc. to cover foreseeable emergencies. Ensure that the emergency plan is regularly reviewed and kept up to date.
20. Support the duties of the Fire Safety Officer to ensure that all Fire Safety measures are applied within college premises.
21. Set a personal example - this includes the wearing of protective clothing and equipment.
22. Attend the meetings of the College Health and Safety Committee.

**MONITORING PROCEDURES**

Will monitor:

1. That the Health and Safety arrangements in place are adequate to control all identified risks in the Maintenance Department.
2. The level of training provided to the Maintenance Department staff to ensure continuing competence is maintained and alert the Assistant Bursar. in case of any training requirements.
3. The arrangements for communicating Health and Safety information between staff and management.
4. The adequacy of all emergency and fire arrangements throughout College properties to ensure such arrangements can contain and cope with foreseeable emergencies.
5. The standard, use, maintenance and storage of personal protective equipment.
6. That the level of supervision provided is adequate and secures the safety of all employees, contractors and building occupants.
7. The safe systems of work / safe working procedures designed for machinery, plant, equipment and electrical systems to secure the safety of all personnel.
8. All accidents, near misses and dangerous occurrences and inform the Health & Safety Officer. of these.
9. The maintenance and upkeep of all engineering records and associated documentation.
10. The housekeeping and hygiene standards in all work areas.
11. The results of all Risk Assessments to ensure that recommended measures are implemented.
12. The production of waste and the arrangements for disposal.
13. The control, storage and disposal of hazardous substances which may be used in maintenance tasks.
14. Environmental issues in areas under control.

**FREQUENCY – 3 MONTHLY**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****HEAD OF CATERING****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Implement the requirements of the Colleges Health and Safety Policy and Food Policy in the Catering Department as allocated by the Assistant Bursar and liaise with other Departmental Managers, where appropriate, on Health and Safety issues.
2. Know the requirements of:
  - > the Health and Safety at Work etc. Act 1974,
  - > the Management of Health and Safety at Work Regulations 1999,
  - > and all other relevant Regulations and Codes of Practice.
  - > The Food Safety Act 1990
3. Assess, control and monitor the operational potential for food hazards complying with all existing Food Safety and Environmental Health guidance and legislation.
4. Control and coordinate the safety activities of the Catering Department staff.
5. Identify the training needs of the Catering Department staff to ensure the provision of adequate information, instruction and training, ensure that records of individuals existing levels of training are reviewed periodically.
6. Ensure that only trained, authorised, competent personnel operate equipment and machinery and that those employees are made aware of the hazards.
7. Ensure that Risk Assessments are carried out in all areas under control and that employees are made aware of the hazards identified by these assessments.
8. Establish and approve safe systems of work for all employees under control and periodically monitor and review those procedures to ensure they remain relevant and valid.
9. Ensure that all items of catering equipment and machinery are safe and fully efficient and are maintained correctly.
10. Arrange that all statutory examinations, calibration and testing of catering equipment (including gas supplies) and machinery are carried out by a competent person or organisation and the records of such examinations are readily available - check that all records, registers, calibration and test certificates and reports are in order and in date.
11. Ensure that effective communication is in place for employees to report Health and Safety concerns.
12. Make information on the College Health and Safety Policy available at all times to employees of the Catering Department and inform them of any changes.
13. Achieve and maintain high standards of personal and food hygiene within all areas under control.
14. Make sure that welfare facilities provided by the College for the Catering Department are adequate, safe and hygienic.
15. Ensure that all hazardous substances are correctly controlled, used and stored - check that COSHH Risk Assessments and the relevant Product Safety Data Sheets are readily available at the workplace.
16. Ensure that the personal protective equipment and clothing provided is suitable and sufficient for the task and that employees are given information, instruction and training on its use, maintenance and storage.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED**

17. Achieve and maintain high standards of housekeeping - carry out fire prevention inspections in all areas under control to ensure there is not a build-up of flammable materials or substances and that emergency escape routes and exits remain unobstructed.
18. Ensure that arrangements are in place for their employees for First Aid and fire prevention and that sufficient equipment and trained personnel are available to deal with emergencies.
19. Ensure that all accidents and dangerous occurrences are reported to the Assistant Bursar and recorded - that they are fully investigated - promote action to prevent recurrence.
20. Liaise with the Assistant Bursar and enforcing authorities on all issues of food safety - coordinate investigations of all reported incidents concerning food and hygiene obtaining statements and making the necessary notifications where required.
21. Ensure that all food safety records and statistics are maintained and are readily available.
22. Know and understand your part in, the requirements of the emergency plan for serious and imminent danger.
23. Reprimand any member of staff failing to comply with the requirements of the College's Health and Safety Policy.
24. Ensure that the Assistant Bursar is aware of any problems or action required which he is unable to deal with.
25. Attend the meetings of the College Health and Safety Committee.
26. Ensure the duties of Fire Warden are carried out.
27. Set a personal example - this includes the wearing of personal protective equipment.

**MONITORING PROCEDURES**

Will monitor:

1. That the Health and Safety arrangements in place are adequate to control all identified risks.
2. The level of training provided is adequate for food safety and hygiene needs.
3. That the Food Safety Policy, organisation and arrangements in place are adequate to control health and contamination risks.
4. The adequacy of fire safety, First Aid and emergency procedures.
5. That the physical conditions in the workplace are maintained within acceptable standards.
6. The arrangements for communicating hygiene and food safety information between employees and management.
7. That welfare facilities for Catering staff are clean, adequate and suitable.
8. That personal protective equipment is used, worn and stored correctly and that hygiene procedures are strictly followed.
9. The production of waste and arrangements for disposal.

**FREQUENCY – 3 MONTHLY**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****HEAD OF HOUSEKEEPING****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Implement the requirements of the Colleges Health and Safety Policy in the Housekeeping Department as allocated by the Head of Building Services and Operations and liaise where appropriate with the other Managers/Heads of Department on Health and Safety matters.
2. Know the requirements of:
  - > the Health and Safety at Work etc. Act 1974,
  - > the Management of Health and Safety at Work Regulations 1999,
  - > and all other relevant Regulations and Codes of Practice.
3. Control the safety activities of housekeeping staff and subcontractors.
4. Identify the training needs of housekeeping staff to ensure the provision of adequate information, instruction and training - ensure that records of previous training are maintained e.g. induction training.
5. Implement a programme so as to achieve and maintain high standards of housekeeping and hygiene in all areas of the College.
6. Instigate safe working practices and ensure they are carried out.
7. Make sure that suitable and sufficient personal protective equipment is provided where and when appropriate and that it is used, maintained and stored correctly.
8. Ensure that all equipment, machinery and services are safe and fully efficient and are maintained to a standard which complies with current Regulations and all other appropriate legislation.
9. Ensure that arrangements are in place for First Aid and fire procedures and that sufficient equipment and trained personnel are available to deal with emergencies.
10. Ensure that the Health & Safety Officer is made aware of all accidents and that they are fully investigated. Promote action to preclude recurrence.
11. Organise the workplace so that work is carried out to the required standard with the minimum of risk to all personnel including contractors, subcontractors and the residents of College premises (rooms), equipment and materials.
12. Ensure that Risk Assessments are carried out in all areas and that personnel are aware of the hazards identified by assessment.
13. Ensure that all hazardous substances are correctly controlled, used and stored - check that COSHH Risk Assessments and the relevant Product Safety Data Sheets are readily available at the workplace.
14. Ensure all staff achieve and maintain high standards of dress and personal hygiene within your areas of control.
15. Know and understand your part in the requirements of the emergency plan.
16. Reprimand any member of staff failing to comply with the requirements of the College's Health and Safety Policy.
17. Ensure that the Housekeeping department safety records and statistics are maintained and are readily available. This includes liaison with the HR department for all training records, the Health & Safety Officer for all accident records and the Maintenance Manager for all centrally located maintenance records.
18. Monitor all areas under control to ensure there is not a build-up of flammable materials or substances and that emergency escape routes and exits remain clear and unobstructed.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED**

19. Report any unserviceable or damaged building installations etc. so that remedial action can be implemented.
20. Attend the meetings of the College Health and Safety Committee.
21. Ensure that the Head of Building Services and Operations is made aware of any problems or action she is unable to deal with.
22. Set a personal example.
23. Ensure all floors and passages are maintained in good condition.
24. Ensure the kitchen, restroom and sanitary facilities are maintained to a clean, hygienic standard at all times.

**MONITORING PROCEDURES**

Will monitor:

1. That the Health and Safety arrangements in place are adequate to control all identified risks in the Housekeeping Department.
2. The level of training provided to the Housekeeping Staff to ensure continuing competence is maintained.
3. The arrangements for communication of Health and Safety information between staff and management.
4. The adequacy of all emergency, First Aid and fire arrangements for your department.
5. The standard, use, maintenance and storage of personal protective equipment.
6. That the level of supervision provided is adequate and secures the safety of all staff, contractors and building occupants.
7. That safe systems of work / safe working practices designed for electrical equipment to secure the safety of all personnel.
8. All accidents, near misses and dangerous occurrences.
9. The housekeeping and hygiene standards in all areas of the premises.
10. The control, storage and disposal of hazardous substances which may be used in housekeeping tasks.
11. The production of waste and the arrangements for disposal.
12. Environmental issue in areas under control.
13. The results of all Risk Assessments to ensure that recommended measures are implemented.

**FREQUENCY – 3 MONTHLY**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****HEAD PORTER - FIRE SAFETY OFFICER**

Main responsibilities are to:

1. Implement the requirements of the Colleges Health and Safety Policy in the Porters Department as allocated by the Assistant Bursar and liaise where appropriate with the other Managers/Heads of Department on Health and Safety matters.
2. Know the requirements of:
  - > the Health and Safety at Work etc. Act 1974,
  - > the Management of Health and Safety at Work Regulations 1999,
  - > and all other relevant Regulations and Codes of Practice.
3. Ensure that all escape routes are correctly marked and free from obstruction at all times.
4. Ensure that all accidents, dangerous occurrences and near misses are investigated and reported to the Bursar and Assistant Bursar, promote action to preclude recurrence.
5. Arrange for training to be provided for all lodge employees covering induction training, and refresher training as necessary.
6. Ensure that any hazardous substances are correctly used and stored.
7. Ensure that 'good housekeeping' standards are maintained at all times and that all lodge floors are kept free from litter, bags, files and trailing telephone / computer leads.
8. Ensure that all floors and passages are maintained in good condition.
9. Ensure that arrangements are in place for communicating health, safety and welfare throughout the office environment.
10. Ensure that the Bursar and H&S Officer are made aware of any problem or action he/she is unable to deal with.
11. Attend the meetings of the College Health and Safety Committee.
12. Ensure the duties of the Fire Safety Officer are carried out.
13. Set a personal example.

**MONITORING RESPONSIBILITIES**

Will monitor:

1. The safe systems of work designed for the use of equipment and machinery to ensure they continue to be effective and secure the safety of employees.
2. The level of training provided for all employees, to ensure that they remain competent to continue to use machinery and procedures.
3. The arrangements for emergency fire and First Aid and, the effectiveness of the individuals nominated and trained to supervise them.
4. The control and storage of all hazardous substances held and used in the College premises.
5. The standard and use of all personal protective equipment used.
6. The level of housekeeping and hygiene to ensure that standards are maintained.
7. The means of communication used to report hazardous situations / incidents and the publication of Health and Safety information.

**FREQUENCY – TERMLY (at Health and Safety Consultative Committee)**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****PORTERS**

Main responsibilities are to:

1. Implement the requirements of the Colleges Health and Safety Policy in the Porters Department as allocated by the Head Porter and liaise where appropriate with the other Managers/Heads of Department on Health and Safety matters.
2. Know the requirements of:
  - > the Health and Safety at Work etc. Act 1974,
  - > the Management of Health and Safety at Work Regulations 1999,
  - > and all other relevant Regulations and Codes of Practice.
3. Ensure that all escape routes are correctly marked and free from obstruction at all times.
4. Ensure that all accidents and dangerous occurrences are investigated and reported to the Head Porter and the H&S Officer, promote action to preclude recurrence.
5. Ensure that any hazardous substances are correctly used and stored.
6. Ensure that 'good housekeeping' standards are maintained at all times and that all lodge floors are kept free from litter, bags, files and trailing telephone / computer leads.
7. Ensure that all floors and passages are maintained in good condition.
8. Ensure that the Head Porter and H&S Officer are made aware of any problem or action he/she is unable to deal with.
9. Set a personal example.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****STUDENT REPRESENTATIVES – MCR AND JCR****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Implement the requirements of the Colleges Health and Safety Policy as allocated by the Assistant Bursar and liaising with the Head Porter on Health and Safety matters.
2. Be responsible for the safe operation of the areas under control reporting directly to the Assistant Bursar.
3. Ensure that the Ents team and any other student helpers are aware of their responsibilities as required by the College Health and Safety Policy and that they carry out their work in a safe manner.
4. Ensure that member of the Ents team, any other student helpers and the Assistant Bursar working at a College event, receive adequate safety induction training prior to the event.
5. Report any dangerous occurrence or accident that occurs during a College event, ensuring that all the necessary reporting procedures are correctly carried out.
6. Ensure with the Maintenance Manager that all items of equipment and machinery are in good condition and safe to use, including PAT tested, and that all defects are reported for remedial action. Unsafe or defective equipment must not be used.
7. Ensure with the IT Manager that all items of electrical equipment are in good condition and safe to use. Ensure that during applicable events such as the May Ball, sound levels are monitored at regular intervals.
8. Ensure external vendors attending events have the correct insurance and adhere to the College Health and Safety policy at all times, providing their own Risk Assessments as required.
9. Ensure with the Head Porter that adequate extra security is provided when required by the Assistant Bursar for an event.
10. Ensure that at College events the correct number of first aiders are available onsite at all times by coordinating ahead of time with the Head Porter.
11. Ensure that at all times, fire exits, and escape routes are kept free from obstructions.
12. Ensure the event Risk Assessment is kept updated and distributed to the Ents team.
13. Check that the personal protective equipment provided is suitable and sufficient for the task and that staff are given adequate information, instruction and training on its use, maintenance and storage.
14. Attend the College Health and Safety Committee meetings and communicate any guidance or relevant information to the wider student population.
15. Ensure that the Assistant Bursar is made aware of any problems or actions they feel unable to deal with.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****MONITORING PROCEDURES**

Will monitor:

1. The arrangements for communication of Health and Safety information to students.
2. That the Health and Safety arrangements in place are adequate to control all identified risks.
3. The level of training provided to the student staff or volunteers to ensure that continuing competence is maintained.
4. The adequacy of the fire safety, First Aid and emergency procedures.
5. The standard, use, maintenance and storage of personal protective equipment.
6. The safe systems of work / safe working practices designed for equipment and electrical systems to secure the safety of all personnel.
7. All accidents, near misses and dangerous occurrences.
8. The production of waste and the arrangement for disposal.
9. The arrangements for the security of all students and event attendees, and premises that they are still effective.

**FREQUENCY – TERMLY**

**(AT HEALTH AND SAFETY CONSULTATIVE COMMITTEE)**

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****THE COLLEGE SAFETY ADVISERS (CQMS LTD)****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Act as Competent Person as per the Management of Health and Safety at Work Regulations 1999.
2. Co-operate with, support and advise Magdalene College management on all matters relating to Health, Safety and Welfare, including statutory compliance.
3. Ensure management is aware of any changes in legislation which may affect Magdalene College's undertakings advising activity and advise any implementations necessary to ensure compliance with Health and Safety legislation.
4. Advise management on practical methods of ensuring staff comply with all statutory requirements in Health and Safety.
5. Advise management, where required, on accident or incident investigation to prevent reoccurrence.
6. In liaison with Magdalene College management ensure suitable and sufficient Health and Safety documentation is in place and maintained and updated as necessary.
7. Advise Magdalene College management on training and the implementation of such systems as may be necessary to ensure that all places of work are made and kept safe.
8. Carry out monitoring inspections of Magdalene College operations to ensure compliance with the College policy and statutory requirements.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****ALL EMPLOYEES****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. To co-operate with management to enable the employer to carry out their legal duties or any requirements as may be imposed.
3. No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.
4. Comply with the College Health and Safety Policy.
5. Only carry out work for which they have received Health and Safety training for.
6. Fully observe the safety rules.
7. Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.
8. Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others i.e. Risk Assessments, Method Statements.
9. Dress sensibly for their particular working environment or task.
10. Use all the personal protective equipment and / or clothing provided correctly.
11. Maintain all implements, tools and equipment to a good standard - report any defects to management as they occur.
12. Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
13. Attend as requested, any training courses designed to further the needs of Health and Safety e.g. Induction.
14. Report all accidents and dangerous occurrences to their line manager; ensuring they are recorded in the accident / incident book.
15. Report all near misses to their line manager.
16. Observe all laid down procedures concerning processes, materials and substances used.
17. Observe the fire evacuation procedures and the location of all fire extinguishers, fire exit routes, assembly points and where to obtain First Aid.
18. Maintain good housekeeping standards.
19. Set a personal example.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****APPOINTED PERSON FOR FIRST AID – HEAD PORTER****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Undertake the duties of the 'Appointed Person' as detailed in the Approved Code of Practice First Aid at Work No. L74.
2. Arrange for the First Aid posters to be positioned prominently throughout the premises.
3. Liaise with the Emergency Services in the event of an emergency.
4. Ensure that all accidents are recorded.
5. Ensure that all statutory examinations and testing of First Aid equipment is carried out by a competent person or organisation and that records of such are held and readily available. Check all registers, records, test certificates and reports are in order and in date.
6. Ensure the correct control, storage and disposal of hazardous substances which may be used in First Aid tasks.

**MONITORING PROCEDURES**

Will monitor:

1. Regularly check the First Aid kits in use and ensure they are re-stocked as necessary. Test the good working order of the defib machine and ensure batteries are changed as necessary.

**FIRE SAFETY OFFICER – HEAD OF PORTER****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Ensure that fire prevention / firefighting equipment, e.g. extinguishers, procedures and notices are readily available and visible in all areas of the College.
2. Carry out fire alarm tests from different fire points each week and maintain records.
3. Carry out full evacuation drills at least twice each year and ensure that records are maintained.
4. Ensure that all firefighting equipment is checked regularly, e.g. annual checks for fire extinguishers etc.
5. Carry out regular fire prevention inspections on all areas of the College to ensure there is no build-up of flammable materials or obstruction of emergency escape routes.
6. Advise the Assistant Bursar of any failures discovered during inspections or emergency drills which he is unable to effectively deal with.
7. Ensure that the Fire Risk Assessment is updated and reviewed on a periodic basis, when work processes / products alter or if the premises are significantly altered.
8. Attend the College Health and Safety Committee.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****HEALTH & SAFETY COMMITTEE****TERMS OF REFERENCE****1. REMIT OF THE COMMITTEE**

The remit of the Health & Safety Committee (the 'Committee') of the Finance and General purposes Committee is to agree the Health & Safety Policy and ensure that it is being fulfilled.

**2. COMMITTEE MEMBERSHIP**

The Committee shall comprise:

- > The Assistant Bursar (Chair)
- > The Health and Safety Officer (Convenor)
- > A Governing Body Representative
- > The Head of Catering
- > The Academic Registrar
- > The Head of IT
- > The Head of Student Wellbeing
- > The Conference and Events Manager
- > The HR Manager
- > A Library Representative
- > Staff Representative
- > Staff Representative
- > MCR Representative
- > JCR Representative

Additionally, in attendance:

- > The Maintenance Manager
- > A representative of the Centre for History and Economics
- > The Secretary to the Assistant Bursar
- > CQMS Ltd

**3. COMMITTEE OPERATION**

The Assistant Bursar shall be the Chair. The Committee shall meet once per term. The Health and Safety Officer (normally the Head of Building Services and Operations) shall be the convenor (Secretary) and is responsible for preparing and distributing the agenda in advance of each meeting. The Committee shall maintain minutes of its meetings and report to the Finance and General Purposes Committee on a regular basis.

**INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES & MONITORING CONTINUED****4. PRINCIPAL RESPONSIBILITIES**

In furtherance of its purpose, the Committee shall have the following principal responsibilities:

- > To formulate Health & Safety policies and planning for the College.
- > To review Health & Safety processes and procedures, including appropriate risk management measures, to ensure that they comply with relevant legislation and meet current College requirements.
- > To oversee the collection of relevant Health & Safety information in support of policy formulation and the review of processes and procedures.
- > To oversee the effectiveness of the Health & Safety content of employee training

## **PART 3 - SPECIFIC COLLEGE SAFETY RULES**

### **Section 1 – Employees’ Duties**

### **Section 2 – SPECIFIC COLLEGE Health and Safety Rules**

- |                                            |                                              |
|--------------------------------------------|----------------------------------------------|
| 1. Accidents and Accident Prevention       | 30. Permit to Work Systems                   |
| 2. Alcohol and Drugs                       | 31. Personal Protective Equipment            |
| 3. Asbestos                                | 32. Risk Assessment                          |
| 4. Batteries                               | 33. Safe Systems of Work (Method Statements) |
| 5. Compressed Air                          | 34. Safety Signs / Notices                   |
| 6. Confined Spaces                         | 35. Security                                 |
| 7. Consultation and Communication          | 36. Smoking at Work                          |
| 8. Display Screen Equipment                | 37. Storage Racking                          |
| 9. Driving at Work                         | 38. Traffic Management                       |
| 10. Electricity / Gas / Services           | 39. Training                                 |
| 11. Emergencies                            | 40. Vibration                                |
| 12. Environmental Protection               | 41. Visitors and The Public                  |
| 13. Fitness to Work                        | 42. Vulnerable Persons                       |
| 14. Gross Misconduct                       | 43. Waste Disposal                           |
| 15. Hazardous Substances                   | 44. Welding                                  |
| 16. Health Monitoring Surveillance         | 45. Welfare                                  |
| 17. Hot / Cold / Inclement Weather Working | 46. Windy Conditions                         |
| 18. Housekeeping                           | 47. Work Equipment                           |
| 19. Hygiene                                | 47.1. Machinery                              |
| 20. Inspections                            | 47.2. Hand Tools                             |
| 21. Legionella                             | 47.3. Power Tools                            |
| 22. Leptospirosis                          | 47.4. Abrasive Wheels                        |
| 23. Loading / Unloading & Load Security    | 48. Working at Height                        |
| 24. Local Exhaust Ventilation (LEV)        | 48.1. Ladders                                |
| 25. Lone Working                           | 48.2. Scaffolding                            |
| 26. Manual Handling                        |                                              |
| 27. Mobile Telecommunications Equipment    |                                              |
| 28. Noise                                  |                                              |
| 29. Offices / Administration Areas         |                                              |

## **SECTION 1 – EMPLOYEES’ DUTIES**

The Health and Safety at Work Etc Act 1974 stipulates that you have specific duties while at work.

### **A SIMPLE INTERPRETATION OF YOUR DUTIES WHILE AT WORK ARE TO:**

1. Take reasonable care of your own Health and Safety ensuring that you do not put the Health and Safety of any other person at risk.
2. Co-operate with your employer, or any other person, with duties relating to Health and Safety.
3. Do not interfere with or misuse anything provided for your Health, Safety or Welfare.

To comply with your duties, you are required to:

- > Attend all required training courses and follow instruction given when working with College plant and equipment.
- > Wear and utilise all PPE provided by Magdalene College reporting any defects to your line manager.
- > Comply with Magdalene College’s Health, Safety and Environmental Policy.
- > Never operate any item of plant or equipment unless trained and authorised to do so.
- > Observe all safety rules and emergency procedures in place throughout the College.
- > Comply with the safety regulations or safe working procedures relating to the task you are performing and use the correct protective clothing, tools or equipment provided for use when undertaking the task.
- > Ensure all tools, appliances and equipment are maintained and used only for their designated purpose.
- > Report defects in plant or equipment to your line manager without delay.
- > Report any activity, procedure or situation which you consider to be a potential hazard without delay to your line manager.
- > Report all accidents or near misses at work to your line manager whether injury is sustained or not.
- > Assist with the investigation of accidents, near misses or dangerous occurrences at work when necessary.
- > Ensure that access routes, corridors, fire lanes etc. are kept clear from obstruction.
- > Maintain a clean and tidy workplace.
- > Avoid improvisation which invokes unnecessary risks.
- > Not bring, consume or take alcohol, drugs or any other illegal substances onto College premises or endanger yourself or others whilst under the influence of alcohol and / or drugs while at your place of work.

**FAILURE TO COMPLY WITH THESE RULES COULD LEAD TO DISCIPLINARY ACTION IN ACCORDANCE WITH MAGDALENE COLLEGE POLICY AND / OR CRIMINAL PROSECUTION UNDER THE RELEVANT HEALTH AND SAFETY LEGISLATION.**

## **SECTION 2 - SPECIFIC COLLEGE SAFETY RULES**

### **1 ACCIDENTS AND ACCIDENT PREVENTION**

- 1.1 All accidents, incidents and work-related ill-health must be reported to the Health & Safety Officer as soon as practicable and the accident book completed.
- 1.2 Magdalene College is required to report certain injuries and incidents to the HSE. In order for Magdalene College to comply with this requirement, you must notify the Health & Safety Officer immediately of the following:
  - > Accidents to any employee, including minor injuries,
  - > Accidents involving third parties, i.e. visitors, contractors etc,
  - > Dangerous occurrences i.e. fire, gas leaks or explosions, chemical spillages, failure or collapse of lifting equipment etc,
  - > Near Misses i.e. an incident which could have resulted in injury or damage to plant and or equipment.
  - > Work-related illness i.e. dermatitis, occupational asthma, tendonitis etc.
- 1.3 All employees are required by legislation to cooperate with accident / incident investigations to assist Magdalene College determine the underlying causes and appropriate measures to prevent reoccurrence.
- 1.4 **If in doubt contact the Health & Safety Officer without delay.**

### **2 ALCOHOL AND DRUGS**

- 2.1 Magdalene College has a general duty under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of our employees.
- 2.2 As an employee, you are required to take reasonable care of yourself and others who could be affected by your actions.
- 2.3 Magdalene College takes the view that being under the influence of alcohol may constitute a health and safety hazard. With the exception of scheduled college functions which are arranged periodically, staff are not permitted to consume alcohol on the premises or be under the influence of alcohol whilst at work. Staff should not consume alcohol before or whilst driving on official business, or before or whilst performing or managing work in a health and safety risk area. Staff should at all times be capable of fulfilling their duties without impairment due to the consumption of alcohol. College functions are arranged some time in advance so it is expected that work is appropriately scheduled and depending on the needs of the service some members of staff may be expected to not consume alcohol. Where an individual is suspected of being unable to adequately perform their duties fully, then the Head of Department's opinion will be final and the individual may be requested to leave the work place and / or refrain from College duties. If you are taking a prescribed or proprietary drug which may affect your performance at work, you must report this to your line manager before the start of any work. Failure to do so may result in you being subject to disciplinary action.
- 2.4 Under the Misuse of Drugs Act 1971, Magdalene College is committing an offence if we allow the supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on College premises. Please be aware that Magdalene College will report all instances of drug misuse to the Police.

### **3 ASBESTOS**

- 3.1 No employee is to intentionally disturb or work with asbestos containing materials.
- 3.2 Furthermore, should you suspect, or locate, any material which may contain any asbestos materials, and have not been previously notified, you should stop work immediately and report

your findings to your line manager and ALSO the relevant person on site; no work should continue until told is safe to do so. Under no circumstances should you knowingly work with any asbestos containing material.

- 3.3 The College premises may contain asbestos.
- 3.4 Magdalene College has a legal duty to manage the risk from asbestos and provide information to anyone who is to work in any areas that may contain asbestos.
- 3.5 In conjunction with an Asbestos Management Plan all asbestos will be monitored and regularly reviewed.
- 3.6 Magdalene College does not currently work with asbestos.
- 3.7 Magdalene College will monitor all works undertaken and implement additional measures if necessary.
- 3.8 Magdalene College will ensure that any employee who may come into contact with asbestos during the course of their work will have undertaken suitable training in accordance with current legislation.

## **4 BATTERIES**

### **CHARGING**

- 4.1 During and after charging, batteries give off hydrogen gas, an easily ignited and explosive gas. Connecting or disconnecting batteries or charger connections to battery terminals when batteries are gassing creates incentive sparks. If the sparks ignite the hydrogen gas the battery may explode spraying those near with acid.
- 4.2 Metal finger and wrist jewellery should never be worn when working with batteries. Metal in contact with battery terminals causes burns and flash injuries. Always charge batteries in well ventilated areas and follow the manufacturer's guidance for rate of charging.

### **DRY CELL**

- 4.3 In normal use dry cell batteries should provide no hazard, but you can help prevent any misuse or danger by following this safety advice.
- 4.4 Avoid touching dry cell battery contacts with your fingers or metal tweezers because this may discharge the battery. Use the outer edge as this will prevent you from discharging the battery.
- 4.5 Never heat or dispose of the battery in a fire – this may cause leakage, a burst battery or fire.
- 4.6 Charge batteries only with the specified charger.
- 4.7 Batteries are to be stored in a cool dry place, with the ambient temperature around 25°C for best performance. Do not use, store in or expose the battery to a high ambient temperature, such as direct sunlight, inside College vehicles during hot weather, in front of a heater, etc.
- 4.8 Inspect battery compartments every few months to be sure that the batteries are not leaking.
- 4.9 Only use batteries as intended and instructed by the manufacturer and also the equipment manufacturer's instructions. If in doubt, consult your line manager.

## **5 COMPRESSED AIR**

- 5.1 When changing tools connected to air compressor lines, you must ensure adequate means of isolation is provided and used, i.e. flow valve in OFF position.
- 5.2 When using air driven equipment, you must wear the appropriate personal protective equipment provided.
- 5.3 The use of air lines for personal cleaning down purposes is forbidden.
- 5.4 Compressed air used for air fed hoods must be checked for quality of breathing air at least every 28 days and before use on mobile compressors.

- 5.5 You should report all defects immediately to your line manager and ensure defects are rectified prior to its further use.
- 5.6 No employee should use compressed air systems unless trained to do so. Do not misuse compressed air systems in any way.

## **6 CONFINED SPACES**

- 6.1 A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).
- 6.2 Where work in confined spaces is required then adequate means of control must be in place. In all cases, a permit to work system must be in place and all operatives involved must be trained in accordance with the Confined Spaces Regulations 1997.

## **7 CONSULTATION & COMMUNICATION**

- 7.1 You must notify your line manager of any near miss, dangerous occurrence or any unsafe condition regarding yourself or others in the workplace.
- 7.2 All supervisors must advise their line manager of the problem raised if they cannot effectively eliminate the hazard.
- 7.3 Line Managers/Heads of Department must ensure that the unsafe condition / hazard is entered in the hazard record.
- 7.4 All actions taken to alleviate the hazard must be reported to the originator of the hazard sheet.
- 7.5 The Bursars must ensure that all relevant information which may affect the Health and Safety of employees is made available and all proposed changes to our Health and Safety Policy are promulgated.
- 7.6 The Bursars will obtain and provide any reasonable information required for Health and Safety requested by any employee or relevant outside body.
- 7.7 Magdalene College's Health and Safety Policy, Risk Assessments and Safe Systems of Work (Method Statements) will be readily available.
- 7.8 Magdalene College is committed to involving the workforce in Health and Safety matters, and we strive to provide current and relevant information in the form of inductions, noticeboards, posters, Toolbox Talks etc. All feedback is welcome and will allow the College to continually improve.
- 7.9 Magdalene College operates an 'open door' policy and you are encouraged to bring any queries and / or concerns to the attention of the Assistant Bursar, the Health & Safety Officer or your line manager at any time, in confidence if necessary.

## **8 DISPLAY SCREEN EQUIPMENT**

- 8.1 Magdalene College will, in consultation with employees, carry out an assessment of each workstation taking into account the display screen equipment, the furniture, the working environment and the worker.
- 8.2 If you use display screen equipment in the course of your work with Magdalene, the College will reimburse the cost of an eyesight test and contribute to the cost of a pair of single vision lenses for sole VDU use or against multifocals (bifocals or varifocals) lenses if appropriate. Full details are on the form which can be found at in the HR Resources folder on the shared HODs drive. The first part of this must be completed and authorised before your eyesight test. Where problems arise in the use of display screen equipment, you must inform your line manager immediately.

## 9 DRIVING AT WORK

### DRIVING POLICY

- 9.1 Magdalene College as a pro-active employer, recognises its responsibility to the Health and Safety of both employees and members of the public resulting from necessary driving on Magdalene College's business.
- 9.2 Magdalene College has a specific Driving Policy in place and Magdalene College has produced a Risk Assessment which will be reviewed alongside the College Driving Safety Policy.
- 9.3 It is your responsibility to inform your line manager of any health / fitness reasons which may affect your safety whilst driving on the organisation's business including any prescribed or proprietary drug which may affect your performance.
- 9.4 Magdalene College employees shall only drive vehicles for which they hold the appropriate licence and insurance. Any changes in circumstances affecting either the drivers' licences and / or insurance must be immediately reported to your line manager.
- 9.5 It is the responsibility of the vehicle driver to ensure that the vehicle is in a safe, roadworthy condition, that the vehicle has sufficient oil, water and that the tyre pressures are correct. Any problems should be reported immediately to your line manager.
- 9.6 Magdalene College has a specific policy on the use of mobile telecommunication equipment and usage in vehicles i.e. hands-free kits, no-answering policy.
- 9.7 Magdalene College operates a no smoking policy. **Drivers and occupants are not permitted to smoke in College vehicles at any time.**

### TRANSPORT AND VEHICLE HANDLING

- 9.8 Various vehicles are used throughout the College as part of our day-to-day operations.
- 9.9 The following safety rules must be observed to allow Magdalene College to carry out these operations in a safe manner.
- 9.10 A vehicle must not be used:
  - > For any purpose for which it was not designed,
  - > In contravention of any Statute of Regulations e.g. in respect of tyres, seatbelts, etc.
  - > For any business other than the College's.
- 9.11 The vehicle is to be driven in a safe manner at all times - due regard to be given to the requirements of the Road Traffic Act 1972 and the current version of the Highway Code. Courtesy and consideration are to be given to other road users at all times. The vehicle must not be overloaded beyond its stated capacity.
- 9.12 No unauthorised passengers are to be carried without permission.
- 9.13 No person under the influence of alcohol or drugs is to drive a College vehicle.
- 9.14 Unless a course of treatment has been prescribed by a medical practitioner, drugs should not be taken by any driver of a College vehicle (except those of a minor nature such as aspirin etc.). In the event a drug being prescribed and the employee continuing at work, permission must be obtained from your doctor prior to driving a College vehicle. Any employee unsure of their position in these matters should consult the Bursar for advice.
- 9.15 When reversing from a blind exit, help should be sought to enable the manoeuvre to be completed safely.

- 9.16 Do not approach or walk near any reversing vehicle when the reversing audio alarm or lights are in operation or activated.
- 9.17 The driver is responsible for ensuring all loads are carried in a safe and secure manner. Sheeting **must be** provided and secured where necessary.
- 9.18 The driver is responsible for ensuring the vehicle is securely locked when left unattended.
- 9.19 Magdalene College undertakes inspections and maintenance to ensure all College vehicles are kept in a fully roadworthy and safe mechanical condition.
- 9.20 Vehicle inspection forms are available from your line manager and you should ensure that these have been completed prior to using a College vehicle to ensure the safe operation of the vehicle.
- 9.21 If you have any doubt as to the condition of any vehicle you should contact your line manager immediately.
- 9.22 In the event of an accident, you should inform your line manager without delay.

## **10 ELECTRICITY / GAS / SERVICES**

### **10.1 ELECTRICITY**

- > You should ensure that any electrical equipment or appliances that you use are electrically safe and that they have been inspected and tested as required by their maintenance cycle. Details of inspection regime frequencies are contained within **Part 4, Electrical Safety**.
- > Handle all tools, switches, sockets, plugs and cables with care. If you discover any defects with electrical equipment or appliances, attach a label to show the nature of the defect, remove the item from use and inform your line manager without delay. All electrical repairs and installation work must be carried out by a competent person.
- > Do not allow trailing cables to lie in water or in a position where they may be damaged by vehicles or sharp edges. Wherever possible tie the cables up out of harms way and protect the cables where they must pass across vehicle routes.
- > Do not carry out any repairs or fit electrical plugs / connections unless authorised your line manager in charge.
- > No appliance may be connected to any electrical system by any means other than the correct plug or connections.
- > Do not interfere with or open any electrical appliance.
- > All hand tools are to be operated through 110-volt transformers or provided with appropriate cut-off devices.
- > Employees should not use any items of electrical equipment that have not been supplied by the College; all electrical equipment used on College premises should hold suitable inspection records i.e. Portable Appliance Testing records.

### **10.2 GAS**

- > If you suspect a leak:
  - don't smoke.
  - don't light matches or cigarette lighters.
  - don't turn light switches or anything electrical on or off.
  - put out any naked flames such as candles.
  - open all the doors and windows.

- turn off your gas supply at the meter (and leave it switched off until you're sure it's safe to turn it back on again).
- Inform your line manager immediately.
- Do not enter any confined space where dangerous or explosive gases may be present until proven safe to enter. If in doubt, consult your line manager.

### 10.3 **GAS CYLINDERS**

- > Ensure that all cylinders are kept away from any source of heat and that adequate ventilation is provided.
- > Cylinders must not be stored inside any hut, store or vehicle, when not in use they should be secured in an open outside cage or compound.
- > Do not store oxygen cylinders with LPG cylinders.
- > LPG cylinders must be clearly marked Highly Flammable, never remove or obscure official labelling on cylinders and **always** check the identity of gas before use.
- > Handle all cylinders with care - never slide or roll cylinders and never lift by means of the valve. In use, ensure they are secure in an upright position preferably in a properly designed cage or stand.
- > Keep oils and grease away from oxygen cylinders as contact with oxygen can cause spontaneous ignition.
- > Do not attempt to repair or modify cylinder valves or safety relief devices. Report all damaged valves immediately to your line manager.

### 10.4 **SERVICES**

- > Working near services, either underground or overhead, can be fatal if the correct precautions are not taken.
- > Damage to services, particularly electricity or gas, may result in fire or explosions which can lead to severe injury or even fatality to operatives nearby. It could also lead to the loss of vital services to nearby businesses etc., e.g. hospitals.
- > Prior to **any** work near, or adjacent to overhead or underground services, a safe system of work (Method Statement) and Risk Assessment must be produced by the College.
- > The safe system of work (Method Statement) shall identify and detail the College's working procedures when working near or adjacent to services in accordance with HSE Publications HSG47 "Avoiding Danger from Underground Services," or GS6 "Avoidance of Danger from Overhead Electric Powerlines."
- > If, during the course of normal activities an unknown service is identified then work **must** stop and your line manager informed.

## 11 **EMERGENCIES**

11.1 Magdalene College has identified the following as an emergency situation.

- > Fire,
- > Floods,
- > Explosion,
- > Chemical release, or
- > Bomb threat.

11.2 All employees must comply with Magdalene College emergency procedures, as detailed in Part 4.

## **12 ENVIRONMENTAL PROTECTION**

- 12.1 All waste is to be disposed of in the relevant distinctly marked waste receptacle.
- 12.2 To prevent waste being spilled or windblown, waste containers should not be overfilled.
- 12.3 Leaking or corroded containers shall not be used and should be reported to your line manager.
- 12.4 All waste shall be handled so as to prevent safety or health risks, having particular regard to accumulated waste.
- 12.5 Never allow hazardous substances to enter into water courses, drains etc. If a problem occurs report it immediately.
- 12.6 All waste should be transferred only to a registered waste centre or by a registered waste carrier.
- 12.7 Where practicable, potential waste shall be minimised through:
  - > The re-use of packaging and containers,
  - > Consultation with suppliers regarding their packaging systems,
  - > The careful control of 'spillage' whilst handling liquids, e.g. cleaning materials, acid, engine oil and fuel oils,
  - > Lighting and electrical appliances to be switched off when not operationally required,
  - > Bulk fuel installations should be regularly inspected to ensure their continuing integrity.

## **13 FITNESS TO WORK**

- 13.1 You should advise your line manager of any condition, illness, medication etc which may affect your ability to safely do your job, operate machinery and / or vehicles.
- 13.2 If you have been off work for over seven days, a Statement of Fitness for Work ('Fit Note') from your GP must be given to Magdalene College upon your return to work. This will confirm the nature of the illness suffered and also whether you are able to return to normal duties at work, or if adjustments are required for a period of time until full fitness is regained.
- 13.3 Following a period of sickness, you may also be required to attend a return to work interview / meeting to discuss the reasons for absence and confirm fitness to work. This return to work interview may indicate a review of Risk Assessments and / or Safe Systems of Work, Magdalene College will liaise with you, and where necessary your line manager, to ensure all tasks are suitable and explained to you prior to work recommencing.
- 13.4 If you are suffering from any illness or disability, long or short term, which may affect your ability to work safely or which may affect the safety of other employees, sub-contractors or the public, you should notify your line manager. Such notification will be in confidence.
- 13.5 If you are receiving long or short-term medical treatment or medication upon which you are dependent to carry out your duties, you should advise your line manager. Such notification will be in confidence.

## **14 HAZARDOUS SUBSTANCES**

- 14.1 In the course of your job you may have to handle materials and substances that can be harmful and may damage your skin. You should ensure you are fully aware of any materials/substance being handled and always read instructions before handling and / or using them.
- 14.2 You should identify the substance by carefully reading the instructions on the container, safety data sheet and COSHH assessment.
- 14.3 You should ensure the personal protective clothing and equipment provided is worn as detailed on the COSHH Assessment.

- 14.4 You should ensure that you fully understand the instructions given by your line manager and follow any advice relating to the use, handling and storage of chemicals.
- 14.5 It is important to ensure you maintain a high level of personal hygiene by regular and thorough washing, particularly after handling materials and substances that may be harmful.
- 14.6 You should not eat, drink or use the toilet whilst using or handling materials or substances which may be hazardous without first thoroughly washing your hands.
- 14.7 You should change your workwear if it becomes contaminated with hazardous substances, particularly mineral oils.
- 14.8 Chemicals must not be decanted into different labelled containers, and **NEVER** into soft drink bottles.
- 14.9 All hazardous substances not for immediate use must be removed from the workplace and placed in the designated storage area away from extremes of temperature and environment.
- 14.10 You should report immediately to your line manager if you feel unwell, any rash develops or if the sensation of burning or irritation to the skin, throat or eyes occurs.
- 14.11 In the event of accidental skin or eye contact, refer to the First Aid Measures detailed on the safety data sheet and seek advice from a First Aider.
- 14.12 Some dusts and fumes may permanently damage your lungs. When working in atmospheres where hazardous dust or fumes are present, ensure a suitable and sufficient Risk Assessment is in place and you are aware of the control measures required i.e. respiratory protection.
- 14.13 If you suspect that harmful dusts or fumes are present, immediately inform your line manager.
  - > Both hardwood and softwood dusts have a Workplace Exposure Limit (WEL) of 5mg/m<sup>3</sup> which must not be exceeded.
  - > Cutting paving slabs, kerb stones or other concrete or stone products produces enormous amounts of dust. This dust will contain some very fine dust called respirable crystalline silica (RCS). Exposure to RCS dust can cause serious health problems which may eventually prove to be fatal.
- 14.14 **No substance shall be used by the College unless a COSHH Assessment has been completed and safety data sheets are available.**

## **15 HEALTH MONITORING SURVEILLANCE**

- 15.1 The object of surveillance is to detect adverse effects of ill health at an early stage, thus preventing further harm. Additionally, the effectiveness of control measures can be checked, as well as the accuracy of the Risk Assessment.
- 15.2 On commencement of employment employees complete confidential details form regarding medical conditions the College might need to be aware of in case of emergency and or in relation to their role. Where details of medical conditions might be impacted by the employee's role or the employee is a vulnerable worker, a vulnerable person's Risk Assessment is carried out and kept under review. A member of staff may be classed as vulnerable if they are pregnant or a new mother, recovering from an illness or are less familiar with working practices (see section 42 for more detail). Where specific Risk Assessments indicate more in-depth monitoring the Bursars will liaise with CQMS Ltd for further guidance.
- 15.3 The Bursar will identify and keep records of any substance or process that may be hazardous to health. They will arrange for employees considered to be at risk to receive instruction / training in an acknowledged safe system of work and provide health monitoring periodically.
- 15.4 It is particularly important that if you suspect or become aware of the early symptoms of respiratory sensitisation or any other ill health effects, you inform your line manager immediately.

## **16 HOT / COLD/ INCLEMENT WEATHER WORKING**

- 16.1 Magdalene College will monitor thermal comfort of all employees and will aim to maintain the temperature to provide reasonable comfort.
- 16.2 The HSE previously defined thermal comfort in the workplace, as: *'An acceptable zone of thermal comfort for most people in the UK lies roughly between 13°C (56°F) and 30°C (86°F), with acceptable temperatures for more strenuous work activities concentrated towards the bottom end of the range, and more sedentary activities towards the higher end.'*
- 16.3 Where the temperature in a workroom would otherwise be uncomfortably high, for example because of hot processes or the design of the building, all reasonable steps will be taken to achieve a reasonably comfortable temperature, for example by:
- > Insulating hot plants or pipes
  - > Providing air-cooling plant
  - > Shading windows
  - > Siting workstations away from places subject to radiant heat
- 16.4 Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local cooling should be provided. In extremely hot weather fans and increased ventilation may be used instead of local cooling.

- 16.5 Working outside in excessively hot weather can lead to severe effects i.e. sunburn, sunstroke, heat exhaustion. You must not remove items of close skin covering for the purposes of tanning and should take sufficient breaks in shaded areas, drinking regular amounts of liquid. Do not drink alcohol. Note: During all loading / unloading operations, shorts must not be worn, and all loose clothing must be secured to minimise the chances of chain hooks and other projections catching on clothing which could result in severe injuries.
- 16.6 When working in cold or inclement weather the College shall undertake a suitable Risk Assessment to ensure that safe working is maintained. The assessment and control measures shall be communicated to all relevant personnel. This may take the form of specific workwear, PPE or alteration to work patterns to ensure your safety.

## **17 HOUSEKEEPING**

- 17.1 Poor housekeeping is the underlying cause of the majority of accidents involving slips, trips and falls.
- 17.2 The presence of lubricants, water and oil and general waste on the floor increases the risk significantly. Consequently, the correct control technique is to prevent such substances and articles from reaching the floor. Additionally, ensure that all surplus oil and lubricants are removed from the workshop floor to help prevent slips and falls.
- 17.3 You must tidy up your own waste and keep your work area clean. Remember, accumulated waste is a fire risk and a trip hazard.
- 17.4 Do not leave tools and equipment where they will be a hazard for others.
- 17.5 Keep all access ways, working platforms, stairs and corridors free from materials, waste and other obstructions.
- 17.6 Keep changing rooms and rest areas tidy.
- 17.7 Toilets and washing facilities are provided for your convenience and comfort. Help to keep them clean and sanitary.
- 17.8 Make proper use of all equipment and facilities provided to control working conditions / environment.

## **18 HYGIENE**

- 18.1 It is important that you are aware of the various rules on hygiene. Most of them are common sense and some of them are backed up with legal powers.
- 18.2 Good standards of personal hygiene are important; regular washing of hands particularly prior to eating and drinking, and after using sanitary conveniences, will help to prevent the spread of illnesses. Maintaining high standards of personal hygiene is also commonly a noted control measure for reducing the risks associated with the use of hazardous substances.

### **REPORTING ILLNESS, INFECTION OR INJURY**

- 18.3 You shall report the following to your immediate line manager:
- > Any infection of the stomach or bowel accompanied by diarrhoea, vomiting or feverishness, or, if you have been in contact with anyone so suffering.
  - > Any septic cuts, sores, boils, whitlows or other skin infections.
  - > If you are suffering from a severe sore throat or have been in contact with anyone suffering from scarlet fever.
- 18.4 The immediate superior shall not allow staff to continue to handle any food or food equipment until medical advice has been sought. You will only resume normal duties when you have a medical certificate to clear you.

## PERSONAL HYGIENE

- 18.5 It is your responsibility to ensure that you have washed your hands and forearms (if exposed) when:
- > You commence work after a break.
  - > After touching raw meat or fish and before handling other food
  - > After using the lavatory. Management will ensure there is a notice to this effect displayed in the lavatory and that there is a nail brush, soap and an available, suitable means of drying the hands. (Hands should be dried using towels).
  - > After using a handkerchief.
  - > Regularly throughout the day.
  - > Touching hair, nose or lips should be avoided when handling food and nail biting is to be especially discouraged.
  - > Personal clothing shall be clean and tidy and not offensive to the general public. Any personal clothing or footwear that is removed shall be kept in an approved locker or cupboard provided for that purpose.
- 18.6 Cover all cuts and wounds with a waterproof dressing - blue plasters are to be used by any person that handles open food.
- 18.7 Employees with long hair must keep it fastened back away from the face.
- 18.8 Eating food, drinking or smoking is only to be done in an approved area.
- 18.9 Nails should be kept clean and short. Employees serving or preparing provisions, fresh meat or garden produce must NOT wear nail varnish.

## **19** INSPECTIONS

- 19.1 **Workplace inspections** should be carried out at a frequency determined based upon on the nature of the work. Inspections may be less often, for example, if the work environment is low risk like in a predominantly administrative office. But if there are certain areas of a workplace or specific activities that are high risk or changing rapidly, more frequent inspection may be justified, for example on a construction project.
- 19.2 **Incident Inspections** should be carried out after an accident causing a fatality, injury, or near miss, which could have resulted in an injury, or case of ill health and has been reported to the Health and Safety enforcing authority.
- 19.3 **Equipment:** Inspections of all work equipment should be carried out at suitable intervals and each time exceptional circumstances occur. The person undertaking the inspections should be competent and a record kept.
- 19.4 **Employees are responsible for undertaking a pre-use check of equipment to ensure there are no visible defects or problems before the equipment is used. Any defects or queries should be immediately reported to your line manager and the equipment quarantined until repaired.**

## **20** LEGIONELLA

- 20.1 Legionnaire's disease is a type of pneumonia that is caused by naturally occurring bacteria. The bacteria proliferate in water at temperatures between 20 and 40 degrees centigrade with optimum growth taking place at 37 degrees centigrade. The bacteria are also known to colonise warm components and fittings used in water systems. Infection is caused by inhalation of contaminated airborne water droplets.
- 20.2 It is the responsibility of the persons in control of premises to ensure:
- > That all systems are regularly cleaned, disinfected and maintained by a competent person,

- > That in the event of having wet cooling towers or evaporated coolers at the facility they must be registered with the local authority.
  - > Current records of maintenance must be readily available for inspection by informing authorities.
  - > The symptoms of Legionnaires' disease usually begin 6 – 7 days after exposure to the initial infection (however could be any time from 2 to 19 days) and usually include:
    - > Headaches,
    - > Muscle pain,
    - > High temperature (38°C or above),
    - > Chills,
    - > Tiredness,
    - > Persistent cough,
    - > Shortness of breath,
    - > Feeling / being sick,
    - > Loss of appetite.
- 20.3 If you develop the above symptoms following potential exposure, you should see your GP immediately and inform your line manager as soon as possible.

## **21 LEPTOSPIROSIS**

- 21.1 Two types of leptospirosis infection can affect workers in the UK:
- > **Weil's disease:** This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.
  - > **The Hardjo form of leptospirosis:** This is transmitted from cattle to humans.
- 21.2 Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.
- 21.3 Persons working on plant and equipment which may have had contact with rat's urine, or water contaminated by rats may contract Leptospirosis (or Weils disease). The infection can enter the body via damaged skin or accidental ingestion through the nose or mouth.
- 21.4 If you are working on plant and / or equipment which is likely to have been contaminated, you should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing. After contact with raw water the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking and you should also avoid rubbing your nose, mouth or eyes during work.
- 21.5 Leptospirosis cards will be issued to all employees at risk and this should be shown whenever you attend your doctor or hospital.

## **22 LOADING / UNLOADING AND LOAD SECURITY**

- 22.1 Drivers must ensure all loads are correctly positioned and fastened down.
- 22.2 During loading / unloading operations no employee is to mount the rear of a vehicle without adequate fall protection in place.
- 22.3 If you have any doubt as to the condition of any vehicle you should contact your line manager immediately.

## **23 LOCAL EXHAUST VENTILATION (LEV)**

23.1 Magdalene College will provide Local Exhaust Ventilation (LEV) in the workplace where required to carry away any harmful dust, mist, fumes or gas in the air.

23.2 To protect your health:

- > It needs to be the right type for the job.
- > It needs installing properly in the first place.
- > It needs regular checking and maintenance throughout the year.
- > It needs testing thoroughly at least once every year.
- > If you move LEV, make sure it still works.
- > It needs an indicator to show it's working properly.
- > You need to check that it works properly every time you use it.
- > You need to use it properly.
- > Check for yourself to see how effective the LEV is where you work.

23.3 Daily checklist for LEV

- > Does the indicator show the LEV is working properly?
- > Is it taking away all the harmful dust, mist, fumes and gas? Remember, some of these may be invisible.
- > Are you close enough to it so it can do its job properly?
- > Are there any signs it is not working properly, like smells or settled dust?
- > Are there any unusual noises or vibration coming from it?
- > Has it been thoroughly tested, with a 'tested' label that is within date?
- > Have you told your line manager about anything you think may be wrong?

## **24 LONE WORKING**

24.1 Magdalene College is anxious to ensure that procedures for lone workers, and a safe and effective system of work, are in place at all times. You are therefore required to draw to the attention of your line manager any amendments or additions that you feel may become necessary from time to time.

24.2 All employees have a responsibility to act in such a way as not to put themselves or their colleagues at risk. If you work alone, the College places even greater trust in you to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.

24.3 You must remain in regular contact with your line manager and suitable supervision and monitoring will be ensured at all times.

24.4 Supervision and monitoring will be provided to all lone workers in the form of regular visits.

24.5 Increased levels of supervision will be provided where employees are:

- > New to a job,
- > Undergoing training,
- > Doing a job which presents special risks, or
- > Dealing with new situations.

- 24.6 The Bursars will regularly review the systems of work and ensure that refresher training or training in new working surroundings is provided.
- 24.7 The following work should not be carried out by lone workers:
- > Electrical installation, repair or testing,
  - > Working at height,
  - > Excavations,
  - > Work on machinery and plant,
  - > Welding or cutting,
  - > Entry into confined spaces.
- 24.8 If you have any medical conditions which may make you unsuitable for working alone, you must inform Magdalene College so they can assess the risks.
- 24.9 Magdalene College will establish and communicate procedures for emergencies so that the alarm can be raised, and prompt medical attention provided if there is an accident.
- 24.10 **In all cases where doubt exists, or where any safety concern arises, you must contact the Bursar for advice on working alone.**

## **25 MANUAL HANDLING**

- 25.1 Magdalene College will ensure Manual Handling Risk Assessments are carried out for any manual handling tasks which cannot be avoided.
- 25.2 Reduce the chances of manual handling injuries by:
- > Seeking mechanical means of lifting, i.e. cranes, forklift truck, pallet trucks, etc to reduce the amount of manual handling to a minimum,
  - > Not attempting to lift and / or move any object without first assessing whether it is in your capability to do so. Assess it for size and weight and also where you are going to move it to. Check the conditions in which you are working e.g. weather, ground conditions, wind, rain, above or below ground level and working alone etc. Information on the weight of items should be available from the Bursar,
  - > Where possible, breaking down the load into smaller, more manageable portions,
  - > Utilising safe lifting techniques; Magdalene College will provide manual handling instruction as required.
  - > Getting someone to help you lift heavy loads.
- 25.3 You should check for rough or sharp edges.
- 25.4 Always wear appropriate protective clothing including gloves.
- 25.5 **IF IN DOUBT, ASK YOUR LINE MANAGER.**

## **26 MOBILE TELECOMMUNICATIONS EQUIPMENT**

- 26.1 You must **NOT** use mobile telecommunications equipment whilst operating plant or machinery, working at height, using highly flammable substances i.e. petrol. or in any place where you may cause a danger to yourself or others.

## **27 NOISE**

- 27.1 All Magdalene College employees shall wear hearing protection in hearing protection zones; signage will be displayed advising relevant zones / areas.

- 27.2 Exposure to relatively high noise levels for long periods causes permanent damage to hear. Even exposure for short periods can have a damaging effect if it is repeated often enough.
- 27.3 You must follow the College's safe working procedure to minimise ill health from noise exposure.
- 27.4 As a guideline to noise levels, if you have to shout to make yourself understood at 2 metres, the noise is about 85dB. If you have to shout at 1 metre, the noise is about 90dB. Magdalene College will ensure suitable hearing protection is available if noise levels exceed 80dB(A) and designate mandatory hearing protection zones where noise levels exceed 85dB(A).
- 27.5 You must report to your line manager if you have any concerns regarding noise levels in the workplace.

## **28 OFFICES / ADMINISTRATION AREAS**

- 28.1 All walkways (corridors, stairs and open office spaces) are to be kept clear of slip and trip hazards and other obstructions. In particular:
- > Computer and telephone cables should not lie across the floor,
  - > Floor power sockets shall be closed with the covers in position,
  - > Loose floor coverings, stairs and handrails, worn treads, etc., shall be reported to your line manager for immediate action,
  - > Equipment should be in sound condition and suitable for the task,
  - > Spillages of liquids or substances should be cleaned up immediately,
  - > Take care when walking upon polished or wet floors and observe warning signs.
  - > Wear appropriate shoes, suitable and sufficient for the task.
- 28.2 Filing cabinets should not be overloaded and only used for the purpose intended.
- 28.3 Ensure sufficient lighting is available to carry out work in a safe and proper manner.
- 28.4 Pointed objects including drawing pins should be boxed separately.
- 28.5 Maintenance of office equipment, including computers, communication systems and electrics etc. should only be carried out by competent personnel.

## **29 PERMIT TO WORK SYSTEMS**

- 29.1 All employees working within confined spaces, excavations, or undertaking hot works, work at height, on electrical system or in the vicinity of asbestos should check with their line manager to establish permit to work requirements before proceeding.
- 29.2 Until the permit is cancelled, it supersedes all other instructions,

## **30 PERSONAL PROTECTIVE EQUIPMENT**

- 30.1 For your protection, Magdalene College supplies various items of PPE depending on the type of work. Look after this equipment and see that it is in good condition before use.
- 30.2 All employees(including limb (b) workers must use all items of PPE provided as instructed.
- 30.3 You must ensure that your PPE is stored and maintained in the correct manner.
- 30.4 You must report all damaged / lost or unsuitable PPE to your line manager.

### **31 RISK ASSESSMENT**

- 31.1 Magdalene College will take all reasonably practicable measures to ensure that risks are reduced to an acceptable level by carrying out Risk Assessments of plant and processes, detailing the range of hazards present and working to implement remedial measures where necessary.
- 31.2 If you discover a hazard during working operations, you should report the hazard to your line manager so that necessary remedial action may be taken.
- 31.3 If you suspect the Risk Assessment may no longer be suitable, inform your line manager immediately.

### **32 SAFE SYSTEMS OF WORK (METHOD STATEMENT)**

- 32.1 Magdalene College will ensure that suitable safe systems of work (Method Statements) are available for all College operatives.
- 32.2 Employees are actively encouraged to provide feedback to line Managers/Heads of Department on any aspect of Magdalene College's Risk Assessments or Method Statements to ensure they are suitable for the nature of the tasks undertaken.
- 32.3 You must not deviate from the method of work contained within Method Statements without first consulting your line manager.
- 32.4 **You should read and sign Magdalene College Method Statements to confirm understanding of the contents therein.**

### **33 SAFETY SIGNS / NOTICES**

- 33.1 All employees must comply with all safety / hazard warning signs and notices displayed.

### **34 SECURITY**

- 34.1 Magdalene College will ensure safe access to, and egress from, the workplace. This will include the security of the premises to prevent access by unauthorised personnel.

You are required to adhere to Magdalene College's security procedures and immediately report any breaches to your line manager.

### **35 SMOKING AT WORK**

- 35.1 **Magdalene College operates a specific No Smoking Policy in all indoor areas and designated smoking areas within the grounds.**

### **36 STORAGE RACKING**

- 36.1 Static storage systems should be subject to regular inspection to check:
  - > Racking is fitted in accordance with manufacturer's instructions,
  - > All footings are securely bolted to the floor,
  - > The integrity and tightness of all joint connections,
  - > That vertical and horizontal members are in alignment (using a spirit level),
  - > For evidence particularly of fork truck damage to the bases of vertical members,
  - > The security of loads stored in the system,
  - > The cleanliness of aisles,
  - > That the racks are labelled with safe working load,
  - > The need for protective shields should be assessed.

- 36.2 Following the inspection, a remedial procedure should be in place.
- 36.3 A record of all inspections should be kept for a minimum period of 12 months.
- 36.4 All employees should observe the safe working load of all storage racking ensuring it is not exceeded.
- 36.5 Any defects / structural instability observed should be reported immediately to your line manager.

### **37 TRAFFIC MANAGEMENT**

- 37.1 Magdalene College will carry out a traffic management plan within College premises to ensure protection for all persons who work near vehicle routes.
- 37.2 Employees should adhere to all designated walkways and avoid taking shortcuts through vehicle areas.

### **38 TRAINING**

- 38.1 Health and Safety training is of vital importance to all employees and Magdalene College will provide the following:
- > Induction training for new employees,
  - > Refresher training for all employees,
  - > Task / equipment specific,
  - > Changes to job role,
  - > Bespoke training following an accident / incident,
  - > Toolbox talks.
- 38.2 If you believe you need additional training in order to safety, or effectively, perform your duties you must bring this to the attention your line manager.

### **39 VIBRATION**

- 39.1 Any damaged or defective equipment must be removed from use and your line manager advised immediately.
- 39.2 It is important to identify symptoms as early as possible, such as:
- > Tingling and numbness of the fingers,
  - > Not being able to feel / grasp things properly,
  - > Loss of strength in hands,
  - > Fingers going white (blanching) and becoming red and painful on recovery, especially in cold / wet weather. This usually only affects the fingertips initially.
- 39.3 If you are suffering with any of the above symptoms you should inform your line manager and seek advice from your GP immediately.
- 39.4 You should inform Magdalene College Management of any previous use of hand-held vibrating tools and / or machines to ensure Magdalene College can adequately assess risks associated with College activities.

### **40 VISITORS AND THE PUBLIC**

- 40.1 If you receive visitors on the premises, you should ensure that they:
- > Must report to the Porters' Lodge on arrival,
  - > Must comply with all emergency procedures and mandatory safety signs displayed,

- > Must comply with all College security procedures and arrangements currently in operation,
  - > Must not enter any part of the College unless escorted by a member of staff,
  - > Will wear personal protective equipment where necessary within the College. Visitors must not interfere with, or approach plant or machinery unless escorted by a nominated responsible member of staff,
  - > Must not interfere with, or approach, plant or machinery unless escorted by a nominated responsible member of staff.
- 40.2 When working in the vicinity of members of the public, you must ensure that your work is adequately segregated and /or suitably controlled to ensure public protection at all times.

#### **41 VULNERABLE PERSONS**

- 41.1 The HSE defines vulnerable workers as those who are at risk of having their workplace entitlements denied, and who lack the capacity or means to secure them. Vulnerable workers include:
- > Pregnant workers and new mothers
  - > Disabilities at work
  - > Young people at work
  - > New to the job employees.
  - > Migrant workers
  - > Gig economy, agency and temporary workers.
  - > Lone workers
  - > Older workers
  - > Home working
- 41.2 Magdalene College Policy is to:
- > Carry out a Risk Assessment on vulnerable persons. Young people may have additional requirements due to their vulnerability and a lack of awareness of risk, experience or physical maturity.
  - > Ensure suitable communication procedures are in place for non-English speaking personnel.
  - > Treat all workers fairly and ensure 'reasonable adjustments' are in place, if required.
  - > Understand the impact of gender (social) and sex (biological) differences on men's and women's occupational Health and Safety to help reduce inequality in the workplace.
  - > In all instances whereby the College considers a worker to be vulnerable a comprehensive Risk Assessment will be undertaken to establish any additional workplace controls or adjustments required.
  - > Note: New and Expectant Mothers must inform the Bursar as soon as practicable to ensure an individual Risk Assessment can be carried out.

#### **42 WASTE DISPOSAL**

- 42.1 Ensure that all waste is disposed of in accordance with local authority guidelines.
- 42.2 Magdalene College will ensure all waste generated on sites is disposed of in accordance with the Waste Management Plan.
- 42.3 If you are unsure as to the correct method of waste disposal, or receptacle to use, consult your line manager.

#### **43 WELDING**

- 43.1 Personal protective clothing including eye protection must be worn at all times during welding operations.
- 43.2 Check your equipment for damage before use, e.g. electrical cables and clips are sound, equipment and workpiece bonding is secure and purge gas hoses to avoid a blow back or ignition caused by a mixture of gases in the hose.
- 43.3 Ensure adequate and appropriate fire extinguishers are available in the welding area.
- 43.4 You must take measures to prevent injury to persons and damage to plant and equipment, especially items of a flammable nature from welding sparks and molten metal dripping. Report all fire hazards to your line manager.
- 43.5 All gas bottles should be fitted with flashback arrestors; flashback arrestors should be maintained and replaced on a 5-yearly basis.
- 43.6 Adequate screening is provided by the College and must be used at all times during welding operations.
- 43.7 The welding bays / work area must be kept clean at all times.
- 43.8 Remove all gas cylinders not required for use to the gas storage area.
- 43.9 You should undertake a post-completion hot works check to ensure no fire risk remains.

#### **44 WELFARE**

- 44.1 Magdalene College provides suitable and sufficient washing and toilet facilities at readily accessible places.
- 44.2 Magdalene College will ensure an accessible seated area is available for staff to eat, with access to drinking water and hot drinks.
- 44.3 Magdalene College will provide storage areas and changing facilities for employees who are required to wear special clothing.
- 44.4 You should ensure you leave the welfare facilities in a clean and tidy condition after use and report any issues or damage to your line manager.

#### **45 WINDY CONDITIONS**

- 45.1 Working in strong winds can be very dangerous. Be aware of the limits when work should cease in windy conditions.
- 45.2 Beware of sudden gusts, even on relatively calm days.
- 45.3 Extreme care must be exercised when fixing or handling materials in severe wind conditions.
- 45.4 Wind direction can be influenced by surrounding buildings and trees. Secure all materials stored or being used.
- 45.5 Windblown material can be lethal.

#### **46 WORK EQUIPMENT**

- > No person shall operate or use any piece of work equipment, or plant, unless **TRAINED, COMPETENT and AUTHORISED** to do so.
- > **Disciplinary action will be taken by Magdalene College against any unqualified person who uses any piece of work equipment or plant without authority.**
- > Operating unguarded or badly guarded plant and machinery could cost you your life, so use the guards properly.
- > Do not bypass safety mechanisms.

- > If under the age of 18 years, do not operate any item of plant or equipment unless authorised and under adequate supervision.
- > ***In addition to the above safety rules the following specific rules are given determined by the specific equipment utilised:***

#### 47.1 **MACHINERY**

- > Before using any machinery, check:
  - You know how to stop the machine before it is started, especially if fitted with an emergency stop control,
  - All guards are fitted correctly, and all mechanical guards are working, and any transparent guards are clean,
  - All materials to be used are clear of working parts of the machine,
  - The area around the machine is clean, tidy and free from obstruction,
  - The floor around the machine is in a good level condition,
  - Safety appliances such as 'push sticks' and 'jigs' are used to keep the hands in a safe position while maintaining full control of the workplace during cutting,
  - You are wearing appropriate protective clothing and equipment, e.g. safety glasses / boots / gloves / ear protection,
  - All materials being worked are secured in clamping devices before operations are undertaken.
- > Notify your line manager at once if you think the machine is not working correctly.
- > **NEVER:**
  - Use a machine unless authorised and trained to do so,
  - Attempt to clean a machine whilst in motion, nor reach past guarding. Switch off the machine and isolate if appropriate,
  - Use a machine or appliance which has a 'DANGER' or 'DO NOT USE' sign attached. These signs may only be removed by an authorised person who is satisfied the machine is safe to use,
  - Wear dangling chains, loose clothing, gloves, rings or long hair which could get caught up in moving parts,
  - Distract people who are using machines,
  - Leave the machine in an unsafe condition,
  - Do not leave the machine in motion whilst unattended - unless authorised to do so,
  - Clean a machine whilst switched on,
  - Disable any safety features or guarding.
- > On machinery fitted with interlocks, make sure that the interlocks work correctly. If you find any defect, report it to your line manager immediately.

#### 47.2 **HAND TOOLS**

- > Many risks can be controlled by ensuring hand tools are properly used and maintained, for example:
  - **HAMMERS** - avoid split, broken or loose shafts and worn or chipped heads. Make sure the heads are properly secured to the shafts.

- **FILES** - these should have a proper handle. Never use them as levers.
- **CHISELS** - the cutting edge should be sharpened to the correct angle. Do not allow the head of cold chisels to spread to a mushroom shape - grind off the sides regularly.
- **SCREWDRIVERS** - never use them as chisels and never use hammers on them. Split handles are dangerous.
- **SPANNERS** - avoid splayed jaws. Scrap any which show signs of slipping. Have enough spanners of the right size. Do not improvise by using pipes etc as extension handles.

#### 47.3 **POWER TOOLS**

- > Do not use or operate tools unless you know how to and are trained to do so.
- > All tools should be visually inspected prior to each use and any defective items reported.
- > All tools should be subject to regular portable appliance testing (PAT) and records held; the frequency of inspection and testing depends upon the type of equipment and the environment it is used in. For example, a power tool used on a construction site should be examined at least on a 3-monthly basis.
- > Always use the correct tool for the job. Portable electrical tools and equipment should be 110 volts or less or fitted with RCDs.
- > Keep tools clean and put them away after use.
- > If eye protection is needed, ensure certain you wear it at all times.
- > Keep safety guards in place on all tools, portable and fixed.
- > Check that plugs and sockets are undamaged, correctly wired and are earthed. Electrical transformers should be positioned close to the working location where possible.
- > Do not force or overload tools and equipment.
- > Always disconnect the power supply to a machine or tool that is being cleaned, repaired or adjusted.

#### 47.4 **ABRASIVE WHEELS**

- > The Provision and Use of Work Equipment Regulations 1998 requires that anyone involved in mounting, dressing, setting or use of abrasive wheels is trained and competent.
- > It is College policy that no person shall operate, or replace abrasive wheels unless **TRAINED, COMPETENT and AUTHORISED** to do so.

#### 48 **WORKING AT HEIGHT**

- > Working at height is defined as working at any height from which a fall could cause injury. The Work at Height Regulations 2005 is applicable to all industries and have replaced certain parts of other Regulations.
- > All Magdalene College work at height should be planned, organised and carried out by competent persons. The selection of suitable access equipment should be arrived at through the process of a suitable and sufficient Risk Assessment and the application of the hierarchy of controls when considering work at height.
- > Employers have the following responsibilities:
  - Eliminate work at height if possible,
  - Suitable and sufficient steps must be taken to prevent falls to persons,

- Guardrails, toe boards, barriers or other similar means of protection must be used,
  - Where it is impracticable to provide the above, collective safeguards for arresting falls is required (nets, air bags, bean bags, etc.),
  - Where it is impracticable to provide the above then personal fall protection systems will be required (harness or lanyard).
- > Access to high risk areas at height i.e. fragile roofs, storage silos, etc must ensure a suitable Risk Assessment has been carried out and the appropriate means of access determined prior to commencement and subject to a Permit to Work.
- > If you are working at height, beware of people working below. Let them know you are there and take steps to prevent things from falling, by the use of suitable guard rails, barriers, and the use of tool belts etc as appropriate. Always follow the relevant safe working procedure for each task.
- > Prior to any work at height a suitable and sufficient Risk Assessment and safe system of work shall be in place and communicated to all relevant personnel.
- > **Report any concerns regarding works at height to your line manager immediately.**
- > ***In addition to the above safety rules the following specific rules are given determined by the specific equipment utilised:***

#### 48.1 **LADDERS**

- > Never take short cuts, for example, by climbing up where you are not supposed to, or standing on something unstable.
- > Work may only be carried out from a ladder when the job is of short duration and can be done safely.
- > Never over-reach at the working position.
- > Before using a ladder, inspect it to see that it is not damaged. Check for splits or cracks in the stiles and rungs. See that none are missing or loose.
- > Never attempt to repair damaged ladders.
- > Ladders should be set on a firm base, resting at an angle which is not too steep, and not too flat.
- > If the ladder cannot be tied at the top, it must be fixed at the bottom or a second person must foot the ladder before it is used.
- > Ensure your footwear is free from oil or grease before you climb any access equipment.

#### 48.2 **SCAFFOLDING**

- > Only trained and competent scaffolders should erect, alter or dismantle any scaffold.
- > Prior to using scaffold to gain access, ensure that it has been confirmed as safe to use. A handover certificate should be held by the Site Manager.
- > Any concerns regarding scaffold stability should be immediately reported to your line manager.

## **PART 4 - PROCEDURES**

1. Accidents and Emergencies
2. Contractors
3. Fire and Emergencies

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# **1. ACCIDENT & INCIDENT PROCEDURES**

## **IMMEDIATE ACTION TO BE TAKEN**

### **DEATH OR SPECIFIED INJURY**

- Contact emergency services,
- Shut off area / plant / equipment where the incident occurred and secure area to prevent entry,
- Notify Senior Bursar, Assistant Bursar, H&S Officer & CQMS Ltd who will inform the authorities,
- Make entry into the Accident Book and commence Initial Investigation,
- Ensure incident is reported to the Incident Reporting Centre via telephone 0845 3009923.
- Note: A telephone notification should be followed up with a written report within 10 days.

### **OVER SEVEN DAY INJURY**

- Notify H&S Officer & CQMS Ltd for advice,
- Ensure entry has been made into the Accident Book and Initial Investigation commenced,
- Report incident to the Incident Reporting Centre via the HSE website.
- Note: The incident should be reported within 15 days of the date of the accident (excluding the day of the accident).

### **MINOR INJURY**

- Notify your line manager,
- Make entry into the Accident Book and commence Initial Investigation.

### **NEAR MISS**

- Inform your line manager who will commence a 'no fault' investigation.

### **DANGEROUS OCCURRENCE**

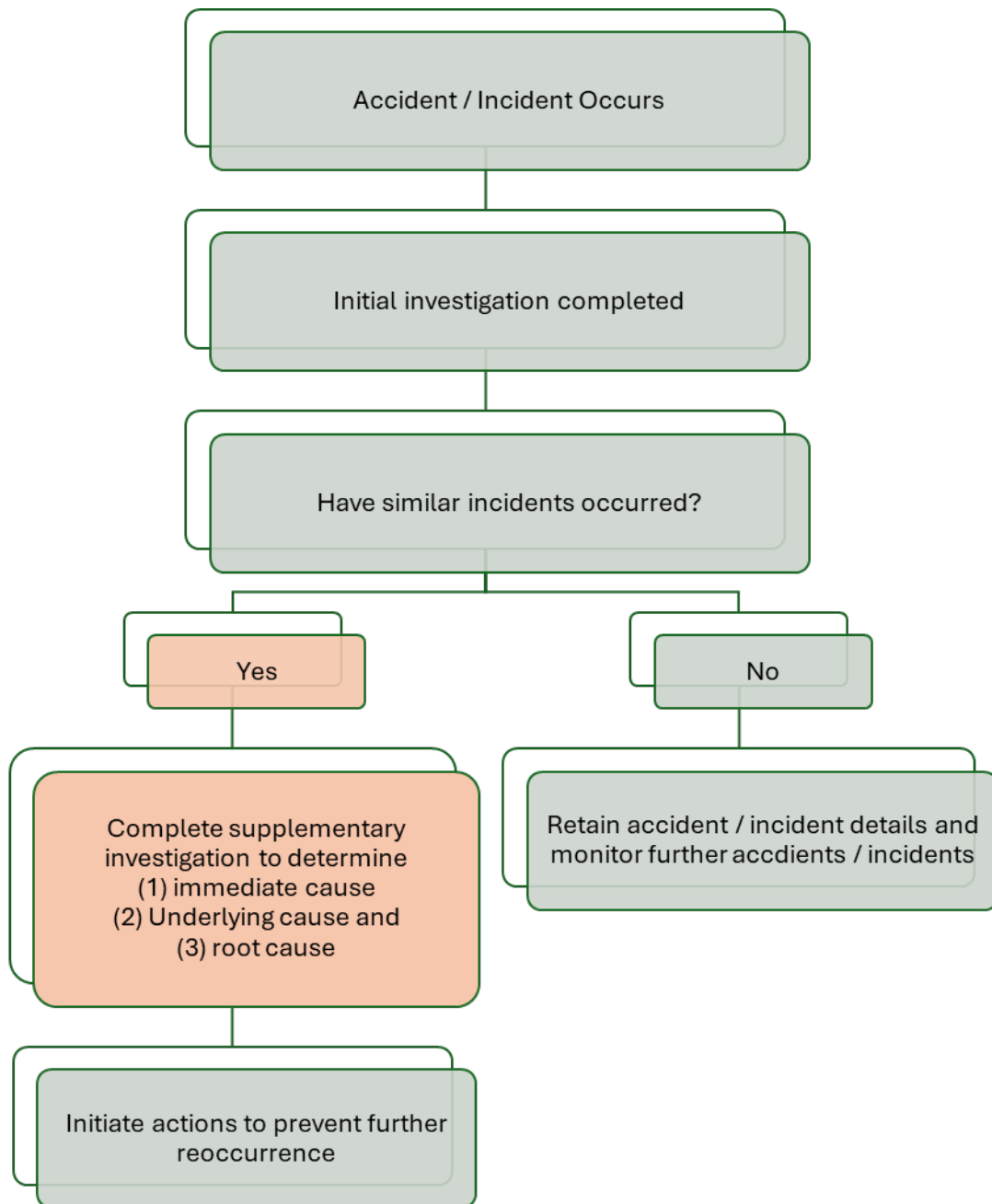
- Shut off area / plant / equipment where the incident occurred and secure area to prevent entry,
- Notify the H&S Officer & CQMS Ltd,
- Commence Initial Investigation,
- Notify the Incident Reporting Centre via the HSE website without delay.

### **WORK RELATED ILLNESS**

- Make entry into the Accident Book,
- Notify H&S Officer & CQMS Ltd for advice,
- Notify the Incident Reporting Centre via the HSE website without delay.

## ACCIDENT INVESTIGATION AND REPORTING

The **immediate** purpose of accident investigation is to enable the true causes to be established to prevent recurrence. A **secondary** purpose is to assist in determining liability and whether any statutory provision has been breached. Investigations may be carried out internally on behalf of management or by an external consultant.



## ACCIDENT CHECKLIST

*To help with the investigation, find out and record the following:*

1. Details of injured person(s).
2. Brief details of person(s) undertaking the investigation.
3. Details of injury, damage or loss.
4. The time, date and location of the accident/incident.
5. The names and addresses of any witnesses, including a brief account of what each one saw. Include statements for individuals who did not witness the incident but were in the area.
6. What the person(s) was/were doing at the time and why.
7. Whether the person(s) has authorisation to be in the location and to carry out the particular task.
8. Whether standards were in place for the premises, plant, substances, procedures involved.
9. Were they adequate? Were they followed?
10. Whether the person(s) was/were up to the job? Whether they were competent, trained and instructed?
11. What equipment was being used at the time (where relevant) including a description of its general condition.
12. Whether the activity was undertaken in the normal course of the injured person's work.
13. A description of events leading to the accident/incident.
14. An account of how the accident happened.
15. Remedial action taken to prevent recurrence.
16. Whether previous incidents or accidents have occurred to the person or others, in the immediate context of the accident? If so, why weren't the lessons learnt?
17. Most accidents/incidents have more than one cause so don't be too quick to blame individuals - try to deal with the root causes.
18. Photographs of the accident area should be taken, taking account of; Light, General conditions, Floor areas, Position of machinery, equipment, guards etc.
19. The more photographs taken of the area the better (note surplus photographs can be discarded later when using digital photography).

### POST ACCIDENT/INCIDENT CHECK LIST

1. A Post Accident/Incident Checklist (Part 5) is required for all accidents/incidents.
2. Carry out a review of the Accident Report to see if any lessons can be learnt to prevent a reoccurrence.
3. Review Risk Assessments to see if improvements could be made to prevent reoccurrence of the accident.
4. Review the Health and Safety Policy to see if improvements could be made.
5. Inform employees and employers of any changes.
6. File the Post Accident/Incident Checklist with the Accident/Incident report.
7. **For major incidents:** arrange for a meeting to include Senior Management, Supervisors and CQMS.

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## 2. SELECTION AND USE OF CONTRACTORS

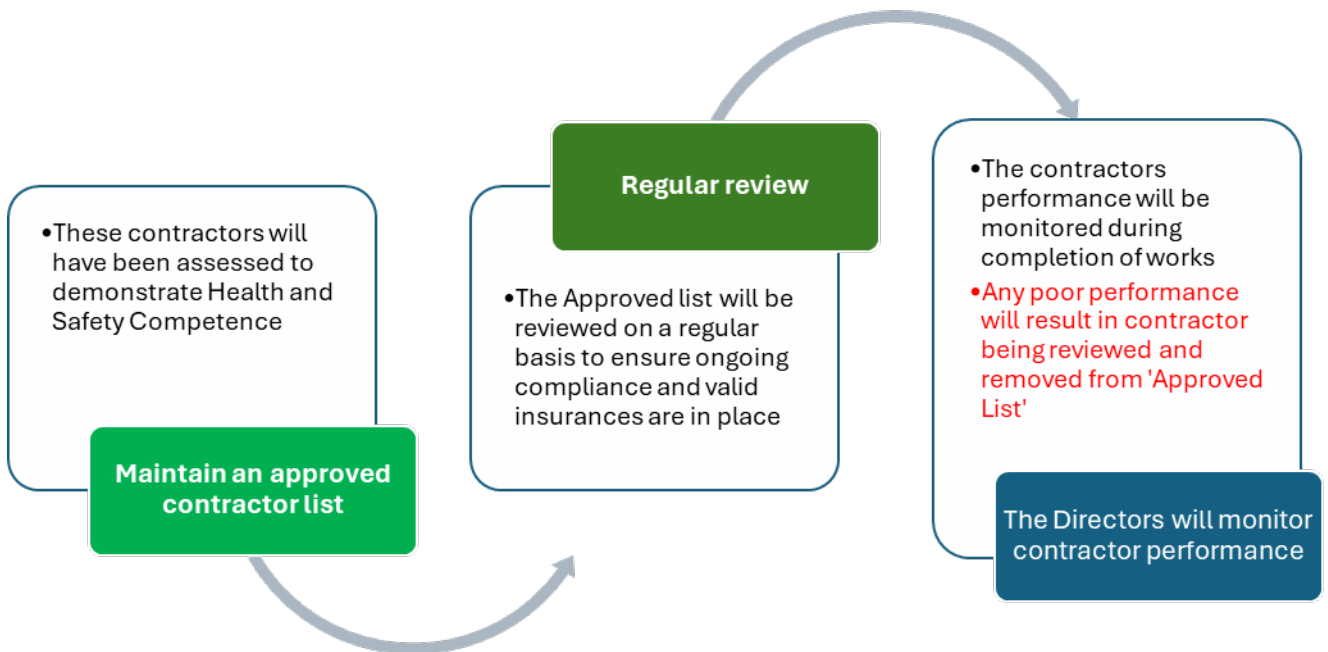
The health, safety and welfare of our members and employees has always been of the highest importance to Magdalene College and the standards which Magdalene College set itself are high. As such, all contractors who work on our behalf or who work within our premises are expected to adopt the same high standards.

Contractors may be used by Magdalene College for a variety of purposes and are selected based on their ability to meet our requirements in respect of compliance with the College Health and Safety criteria, quality, delivery and price:

- > Maintenance (e.g. painting/decorating, alarm systems) of college premises;
- > Testing of systems (e.g. electricity, gas) at college premises;
- > Provision of services (e.g. external training);
- > Undertaking work on behalf of the College on site or at college premises.

Magdalene College will maintain an “Approved Contractor List” and will:

1. Assess the competency of contractors;
2. Provide the contractor with the necessary information and instructions.
3. Communicate and coordinate with all parties;
4. Ensure risks are assessed and controlled;
5. Review on a regular basis.



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### **3. EMERGENCY PROCEDURES**

#### **1. ARRANGEMENTS FOR FIRE SAFETY**

- 1.1 Magdalene College will maintain workplaces in a safe condition, particularly with regard to fire.
- 1.2 When working around College all operatives will tidy up their own waste and keep their work area clean.
- 1.3 Magdalene College will provide and maintain such fire precautions as is necessary to safeguard those who use the workplace.
- 1.4 Magdalene College will provide information, instruction and training to employees about fire precaution in the workplace.
- 1.5 Ensure suitable first aid and fire arrangements to be in place for all Magdalene College operatives. This will include ensuring that all operatives hold appropriate fire safety awareness training and any information relating to fire safety passed to the principal contractor.
- 1.6 We will attend all site inductions and follow all instructions provided by the site management team.
- 1.7 Magdalene College will ensure suitable a sufficient Fire Risk Assessment is in place when working on College properties.

#### **2. EMERGENCY PROCEDURE:**

- 2.1 Magdalene College's emergency procedure is to be implemented in the event of the following: Fire, Flood, Bomb threat, Explosion.
- 2.2 All employees must report the use of any firefighting equipment to their line manager.
- 2.3 Employees must not obstruct any fire escape route, fire equipment or fire doors.

#### **3. EMERGENCY EVACUATION PROCEDURE:**

- 3.1 Sound the alarm (by breaking glass at a safe fire point),
- 3.2 Shout fire, fire, fire,
- 3.3 Dial 999 and ask for the fire service,
- 3.4 When connected, state clearly your name and the name and address of the College,
- 3.5 If the fire is small, and it is safe to do so, and you have been properly trained, attempt to extinguish the fire with the nearest appropriate fire appliance.
- 3.6 Do not put yourself at risk.
- 3.7 Leave the building by the nearest safe exit, closing doors behind you.
  - > The Fire Marshal/s will check that all fire doors and exits are kept clear, all fire exit signs are in place, all fire extinguishers are fully charged, and employees are aware of their location, type to be used on what category of fire.
  - > Supervisors will be responsible for the safe storage of flammable materials e.g. LPG and will keep stock holdings to a minimum.
- 3.8 Proceed to your fire assembly point.

**4. IF A SUSPECT OBJECT IS DISCOVERED OR RECEIVED:****4.1 Follow the golden rules:**

- > Do not touch or move the object,
- > Move away from the device to a designated control point,
- > Follow the emergency evacuation procedure.

**5. FIRE PREVENTION**

5.1 Magdalene College has fire procedures in place to protect people from the risk of fire.

5.2 The College maintains Fire Procedures as part of the Fire Plan and Fire Risk Assessment.

5.3 Training includes:

- > Details of equipment and individuals trained,
- > The name of person giving training,
- > The date of instruction or exercise.

5.4 Fire instruction notices are displayed throughout our premises stating the action to be taken upon discovering a fire or hearing the fire alarm.

### 3.1 FIRE INSPECTION PROCEDURES (ANNUAL)

An annual test of fire prevention measures/equipment is undertaken by a competent person with the results recorded on the form in Part 5, Fire and Emergencies.

Any non-compliances/faults should be documented and reported immediately to the H&S Officer who will arrange for rectification.

#### 1. **EMERGENCY LIGHTING DISCHARGE**

- 1.1 Isolate the power – after 3 hours is the light still illuminated on all emergency lighting?

#### 2. **FIRE EXTINGUISHERS**

- 2.1 Annual inspections (or more frequent for high risk locations or corrosive environments) by a competent person will involve inspecting every fire extinguisher, and identifying those extinguishers which need re-pressurising, require replacement parts, or which have reached the end of their useful lives.

#### 3. **FIRE ALARM**

- 3.1 A competent contractor should maintain and test the fire alarm and records of maintenance will be held in Part 5, Fire and Emergencies with the Certificate of Inspection.

#### 4. **FIRE DRILL**

- 4.1 What was the time taken to fully evacuate the building to the assembly point?
- 4.2 Did all personnel promptly evacuate to the correct area via the nearest fire exit?
- 4.3 Were any personnel absent from the drill?
- 4.4 Is there a requirement to hold another drill before the next scheduled date?

**NOTE:**

- 4.5 Fire drills should be undertaken on a minimum of a 12-monthly basis at a varying time of the day to help ensure maximum attendance by all employees.
- 4.6 Unless it is absolutely essential, building occupants should not be forewarned of a drill. If they are, the drill will not be realistic.

### 3.2 FIRE INSPECTION PROCEDURES (WEEKLY)

An inspection of the premises and fire prevention measures is undertaken on a weekly basis by the Fire Marshal, which covers the points listed below with the results recorded on the form in Part 5, Fire and Emergencies.

Any non-compliances/faults are documented and immediately reported to the H&S Officer who will arrange for rectification as necessary.

#### 1. **EMERGENCY LIGHTING**

1.1 Is the emergency lighting fully operational in all locations?

#### 2. **ESCAPE ROUTES, INCLUDING FIRE EXITS**

2.1 Are all escape routes clear?

2.2 Are fire exits clear and accessible both internally and externally?

2.3 Are fire doors serviceable, i.e. do they fully close and seal?

2.4 Are the 'break glass' and associated hammers on fire doors in place?

#### 3. **FIRE EXTINGUISHERS**

3.1 Are the fire extinguishers securely wall mounted?

3.2 Is the tag/seal in place?

3.3 Are the extinguishers in date?

#### 4. **GENERAL INSPECTION OF ALL AREAS**

4.1 Are all areas tidy and free of an unnecessary build-up of flammable materials?

4.2 Is all necessary signage in place, i.e. fire exits, fire action posters, building layout posters, 'no smoking' signs?

4.3 Are materials stacked so as not to fall/tip?

4.4 Are electrical plugs, switches and cords in good repair?

4.5 Are stairwells free of obstructions and well lit?

#### 5. **FIRE ALARM**

5.1 Is the fire alarm fully operational?

5.2 Do the automatic door releases correctly function and fully close onto the door rebates?

Any points/devices which are not satisfactory should be clearly detailed on the form in Part 5, Fire and Emergencies to enable rectification of faulty items, i.e. building floor, item/location number.

## **PART 5 - DOCUMENTATION**

1. Accidents and Emergencies
2. Contractors
3. Fire and Emergencies

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# 1 ACCIDENT / INCIDENT REPORTING

PRIVATE & CONFIDENTIAL			
1.1 ACCIDENT / INCIDENT INVESTIGATION FORM			
Company:			
STAGE 1: IMMEDIATE INVESTIGATION			
SECTION A – DETAILS OF INJURY			
Name of person involved in accident / incident:			
Role of the person/s involved in accident / incident:			
Date of the accident / incident:		Time of the accident / incident:	
Location of accident / incident:			
IF AN INJURY WAS SUSTAINED PLEASE COMPLETE THE TABLE BELOW:			
CAUSE OF INCIDENT:	BODY PART/S INJURED:	TYPE OF INJURY SUSTAINED:	
Contact with electricity	<input type="checkbox"/> Arm	<input type="checkbox"/> Amputation	<input type="checkbox"/>
Contact with machinery	<input type="checkbox"/> Back	<input type="checkbox"/> Break / fracture	<input type="checkbox"/>
Drowned or asphyxiated	<input type="checkbox"/> Chest / Abdomen	<input type="checkbox"/> Bruise / abrasion	<input type="checkbox"/>
Exposed to an explosion	<input type="checkbox"/> Finger or thumb	<input type="checkbox"/> Burn	<input type="checkbox"/>
Exposure to fire	<input type="checkbox"/> Foot	<input type="checkbox"/> Concussion	<input type="checkbox"/>
Exposed to a harmful substance	<input type="checkbox"/> Groin	<input type="checkbox"/> Cut	<input type="checkbox"/>
Fall from height	<input type="checkbox"/> Hand	<input type="checkbox"/> Dislocation	<input type="checkbox"/>
Injured by an animal	<input type="checkbox"/> Head, face, eye	<input type="checkbox"/> Electric shock	<input type="checkbox"/>
Lifting and handling injuries	<input type="checkbox"/> Knee	<input type="checkbox"/> Penetrating wound	<input type="checkbox"/>
Physical assault	<input type="checkbox"/> Leg	<input type="checkbox"/> Sprain / Strain	<input type="checkbox"/>
Slip, trip, fall same level	<input type="checkbox"/> Neck	<input type="checkbox"/> Unconsciousness	<input type="checkbox"/>
Stuck against	<input type="checkbox"/> Pelvis	<input type="checkbox"/>	
Trapped by something collapsing	<input type="checkbox"/> Shin or Ankle	<input type="checkbox"/>	
Stuck by moving vehicle	<input type="checkbox"/>		
Struck by object	<input type="checkbox"/>		
Another kind of accident	<input type="checkbox"/>		
Other:	Other:	Other:	
Was First Aid treatment provided?	Yes / No		
If yes, who provided the first aid?			
Did the accident /incident result in the injured person visiting hospital?	Yes / No	If yes, for how long?	
Witnesses to accident / incident:	Yes / No	If yes, is a statement available?	Yes / No
Has the injured person been absent from	Yes / No		

**PRIVATE & CONFIDENTIAL**

work following the accident / incident?

**Please give a brief description of the accident / incident:**

**SECTION B – DETAILS OF PLANT / EQUIPMENT INVOLVED**

Type of equipment:

Make / model:

Serial No. / Reg. No.:

Operator:

Operators qualified:

Yes / No

If YES Expiry Date:

Date of last statutory inspection:

**SECTION C – PLEASE LIST ALL EVIDENCE COLLECTED / REVIEWED AS PART OF THIS INVESTIGATION**

**PLEASE NOTE THIS IS NOT A DEFINITIVE LIST AND IS PROVIDED FOR GUIDANCE**

**TRAINING RECORDS**

**DOCUMENTATION**

**OTHER**

Induction training

Accident Book Entry

Inspection Certificates (PUWER / LOLER)

Toolbox talks

Risk Assessments

Photographs of Area & Description

Plant training certificates

Method Statements

Witness statements

Equipment training certificates

Equipment inspection records

Other: i.e. task specific

Other relevant documentation

**SECTION D – INVESTIGATION FINDINGS**

What was the immediate cause of the accident / incident? (IF KNOWN)

What were the underlying causes of the accident / incident? (IF KNOWN)

Recommendations:

PRIVATE & CONFIDENTIAL			
Please detail and absence from work for the injured person (if known)			
	FROM	TO	STILL ABSENT:
Person carrying out this investigation:			
	Name	Signature	Date
STAGE 2: MANAGEMENT REVIEW			
MAGDALENE COLLEGE USE ONLY:			
CQMS informed?	Yes / No	Date:	
RIDDOR Reportable:	Yes / No	Date HSE informed:	
Have Recommendations been reviewed and implemented?	Yes / No		
Is a further Accident Investigation required to support the Stage 1 Immediate investigation?	Yes / No		
Further Supporting Information/Observations:			
Stage 2: Management Review completed by:			
	Name	Signature	Date

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<b>PRIVATE &amp; CONFIDENTIAL</b>	
<b>1.2 RETURN TO WORK INTERVIEW FORM</b>	
Name:	
Job title:	
Department:	
<b>DATES OF ABSENCE</b>	
From:	
To:	
1. Reason(s) for absence: (to be completed for all absences)	
2. Was the absence due to a work-related accident?	Yes / No
3. If YES was it reported?	Yes / No
3.1. Date reported	
3.2. RIDDOR incident reference number:	
4. Are you fully fit to return to work to your usual duties?	Yes / No (IF NO PLEASE SUPPLY FURTHER DETAILS BELOW)
5. Are you continuing to undergo treatment or taking any medication which may affect your ability to do your job?	Yes / No (IF NO PLEASE SUPPLY FURTHER DETAILS BELOW)
6. Are there any adjustments to workplace / hours / duties to be made to facilitate a return to work (ref. GP's recommendations) or to eliminate further absence?	
7. Employee information: provide the employee with an update on any changes during period of absence.	
Employee signature:	Date:
<b>FOR OFFICE USE ONLY:</b>	
Name of Interviewer:	<input type="checkbox"/> Further action required (IF YES DETAIL)
Signature:	
Date:	

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PRIVATE & CONFIDENTIAL				
1.3 HAZARD REPORTING FORM				
Type of Hazard	<input type="checkbox"/>	Near Miss		
	<input type="checkbox"/>	Hazard		
	<input type="checkbox"/>	Violent Incident		
Location: _____				
Date/ time: _____				
DETAILS OF HAZARD:				
PLEASE GIVE AN ACCOUNT OF WHAT HAPPENED				
PERSONS INVOLVED:				
NAME	EMPLOYEE?	CONTACT DETAILS		
HAZARD REPORT COMPLETED BY:				
NAME		DATE		
FOR MANAGEMENT USE ONLY:				
Management action:				
REVIEW COMPLETED BY:				
NAME		POSITION		DATE

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## 2. HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE

COMPETENCY EVALUATION QUESTIONNAIRE			
COMPANY NAME:			
ADDRESS:			
TELEPHONE NUMBER:			
CONTACT NAME:			
<b>1. GENERAL INFORMATION:</b>			
1.1 How many employees do you employ?	LAST YEAR:	YEAR BEFORE:	YEAR BEFORE:
1.2 How many subcontractors do you use?	LAST YEAR:	YEAR BEFORE:	YEAR BEFORE:
1.3 Do you have valid insurances in place?	Yes / No	If <b>YES</b> , please attach a copy	
1.4 Are you a member of an SSIP Scheme?	Yes / No	If <b>YES</b> , please attach evidence	
1.5 Has your company received any Improvement and / or Prohibition Notices from Enforcing Authorities or been subject to prosecution as a result of your activities (in the last 5 years)?	Yes / No	If <b>YES</b> , please <b>attach</b> details and outline action taken to prevent reoccurrence	
<b>2. HEALTH AND SAFETY POLICY, ORGANISATION FOR HEALTH &amp; SAFETY &amp; ARRANGEMENTS</b>			
2.1 Do you have a Health and Safety Policy?	Yes / No / NA	If <b>YES</b> , please attach a copy	
<b>3. COMPETENT ADVICE: CORPORATE &amp; CONSTRUCTION RELATED</b>			
3.1 Who is your Competent Person?	Name:		
3.2 Is the person named above competent to give construction related advice?	Yes / No	If <b>YES</b> , please attach your Competent Persons CV	
<b>4. TRAINING &amp; INFORMATION</b>			
4.1 Do you have a training plan in place?	Yes / No	If <b>YES</b> , please attach your company training record	
<b>5. INDIVIDUAL QUALIFICATIONS &amp; EXPERIENCE</b>			
5.1 Do all your employees hold appropriate qualifications and experience for all assigned tasks and be competently supervised?	Yes / No	If <b>YES</b> , please attach copy certificates / cards and individual training records	
<b>6. MONITORING, AUDIT &amp; REVIEW</b>			
6.1 Do you monitor, audit and review your company Health and Safety procedures?			

COMPETENCY EVALUATION QUESTIONNAIRE							
7. WORKFORCE INVOLVEMENT							
7.1 Do you hold consult with your workforce? i.e. hold safety meetings and Risk Assessment reviews				Yes / No			
8. ACCIDENT / INCIDENT PROCEDURES							
8.1 Do you have accident / incident reporting procedures in place?				Yes / No			
8.2 Please confirm your accident figures for the last 3 years: Note: this should include any accidents/incidents which occurred whilst the Company was trading under a different name (if applicable)							
		# FATALITIES	# MAJOR / SPECIFIED INJURIES	# OVER 3 DAY INJURIES	# OVER 7 DAY INJURIES	# DANGEROUS OCCURRENCES	# NON-RIDDOR ACCIDENTS / INCIDENTS
This year	DIRECT EMPLOYEES:						
Last year	DIRECT EMPLOYEES:						
Previous year	DIRECT EMPLOYEES:						
9. SUBCONTRACTORS/CONSULTING PROCEDURES (IF APPLICABLE)							
9.1 If you employ subcontractors how do you ensure they are competent? i.e. undertake competency assessments, monitor performance, check their insurance cover							
10. COOPERATING WITH OTHERS & COORDINATING YOUR WORK WITH OTHER CONTRACTORS							
10.1 How do you ensure cooperation and coordination with other contractors whilst working on site?							
11. RISK ASSESSMENT LEADING TO A SAFETY METHOD OF WORK (CONTRACTORS ONLY)							
11.1 Do you have Risk Assessments and Method Statements in place for all your company activities?				Yes / No		If <b>YES</b> , please attach Risk Assessments & Method Statements	
12. WELFARE PROVISION (PRINCIPAL CONTRACTORS & CONTRACTORS ONLY)							
12.1 Do you ensure that suitable welfare facilities are in place prior to commencement of works on site?  i.e. Pre-start visits to site				Yes / No			

COMPETENCY EVALUATION QUESTIONNAIRE	
<b>DECLARATION:</b>	
<p>I confirm that all information provided is true, to the best of my knowledge.</p> <p>I understand the HSE may be contacted to determine prosecution and/or Notice history.</p> <p>I understand that I will be required to ensure:</p> <ul style="list-style-type: none"> <li>&gt; All employees attend the Site Induction Programme undertaken on site.</li> <li>&gt; All employees attend any safety presentations held whilst on site.</li> <li>&gt; Safety Method Statements for activities to be undertaken that have been identified by my company as a medium or high risk are provided.</li> <li>&gt; The names and addresses of self-employed operatives prior to commencement on site will be provided.</li> </ul>	
Name PLEASE PRINT	Job title:
Signature	Date:

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### **3. FIRE AND EMERGENCY DOCUMENTS**

#### **3.1 INVENTORY OF FIRE PREVENTION/PROTECTION MEASURES**

LOCATON	FIRE FIGHTING EQUIPMENT			BREAK GLASS CALL POINTS	SMOKE/HEAT DETECTORS	EMERGENCY LIGHTING
	CO2	WATER	POWDER			

This information should also be shown pictorially on the Building Layout Drawings, included within the Fire Risk Assessment.

### 3.2 FIRE INSPECTION CHECKLIST (ANNUAL)

AREA	DATE	OBSERVATIONS / FURTHER ACTION REQUIRED
EMERGENCY LIGHTING DISCHARGE		
Isolate the power – after 3 hours is the light still illuminated on all emergency lighting?		
FIRE EXTINGUISHERS		
Annual inspection by a competent person to include: <ul style="list-style-type: none"> <li>• inspecting every fire extinguisher,</li> <li>• identifying those extinguishers which need re-pressurising, require replacement parts, or which have reached the end of their useful lives</li> </ul>		
FIRE ALARM		
Annual inspection by a competent person		
FIRE DRILL		
Completion of a fire drill noting: <ul style="list-style-type: none"> <li>• Time taken to evacuate the building.</li> <li>• Were any personnel absent?</li> <li>• Did all personnel promptly evacuate?</li> <li>• Requirement for more frequent fire drill?</li> </ul>		

Inspection completed by:		Date:	
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### **3.3 FIRE INSPECTION CHECKLIST (WEEKLY)**

AREA	✓ / ✗ / NA	OBSERVATIONS
<b>EMERGENCY LIGHTING</b>		
Is the emergency lighting fully operational in all locations?		
Simulate a mains supply failure by using the test key switch. Does the light source illuminate?		
Is the green LED charge indicator illuminated?		
<b>ESCAPE ROUTES, INCLUDING FIRE EXITS</b>		
Are all escape routes clear?		
Are fire exits clear and accessible both internally and externally?		
Are fire doors serviceable, i.e., do they fully close and seal?		
Are the 'break glass' and associated hammers on fire doors in place?		
<b>FIRE EXTINGUISHERS</b>		
Are the fire extinguishers securely wall mounted?		
Is the tag/seal in place?		
Are the extinguishers in date?		
<b>GENERAL INSPECTION OF ALL AREAS</b>		
Are all areas tidy and free of an unnecessary build-up of flammable materials?		
Is all necessary signage in place, i.e., fire exits, fire action posters, building layout posters, 'no smoking' signs?		
Are materials stacked so as not to fall/tip?		
Are electrical plugs, switches, and cords in good repair?		
Are stairwells free of obstructions and well lit?		
<b>FIRE ALARM</b>		
Is the fire alarm fully operational?		
Do the automatic door releases correctly function and fully close onto the door rebates?		
<b>SMOKE ALARMS</b>		
Press & hold the test button, is the siren loud?		

Inspection completed by:		Date:	
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## **PART 6 - COMPANY RISK ASSESSMENTS**

**RISK ASSESSMENT PRINCIPLES****RISK RATING = PROBABILITY/FREQUENCY x SEVERITY**

<b>PROBABILITY/FREQUENCY SCALE</b>		
<b>Probability / Frequency</b>	<b>Descriptive phrase</b>	
6	Inevitable	
5	A frequent occurrence	
4	An occasional occurrence	
3	A very likely occurrence	
2	A possible occurrence	
1	A highly improbable occurrence	
<b>SEVERITY SCALE</b>		
<b>Severity</b>	<b>Descriptive phrase</b>	
6	Multiple fatalities	
5	Single fatality	
4	Specified injury - permanent incapacity	
3	Specified injury, absent from work for more than 7 days but with subsequent full recovery.	
2	Minor injury, absent from work for less than 7 days with complete recovery.	
1	Minor injury with no lost time and complete recovery.	
<b>SCORE RATING/PRIORITY OF ACTION SCALE</b>		
16-36	High	Immediate action
8-15	Medium	Action within 3 to 6 months
2-6	Low	Action within 6 to 12 months
1	Insignificant	No immediate action - keep under review

# **GENERAL RISK ASSESSMENTS**

**AS REQUIRED BY THE**  
**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

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## **DSE RISK ASSESSMENTS**

**AS REQUIRED BY THE**  
**HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992**

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# **MANUAL HANDLING RISK ASSESSMENTS**

**AS REQUIRED BY THE**  
**MANUAL HANDLING OPERATIONS REGULATIONS 1992**

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## **COSHH RISK ASSESSMENTS**

AS REQUIRED BY THE  
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002  
(AS AMENDED)

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## **SAFETY DATA SHEETS**

To support Magdalene College COSHH assessments