



Magdalene College

Health & Safety Policy

HSP001 - Revised May 2016



MAGDALENE COLLEGE HEALTH AND SAFETY POLICY

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1.0 Introduction and Scope

This is the General Health and Safety Policy (the Policy) of Magdalene College Cambridge. It sets out to provide a straight forward framework document outlining the College's policies, organisation (roles and responsibilities) and arrangements for dealing with the risks to health and safety imposed by the work that it undertakes.

The policy applies to and will be made available to all existing permanent employees, contract and temporary staff working for, and students at Magdalene College. Fellows and Heads of Department are responsible for ensuring that they develop policies and procedures for their areas of responsibility that are consistent with the requirements of the Policy. Such policies should outline the local organisation, responsibilities and procedures in place in their particular department.

2.0 Legislation

The principle legislation applicable to this policy is contained in, but not limited to:

- The Health and Safety at Work, etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (*S.I. 1999, No. 3242*)
- Workplace (Health, Safety and Welfare) Regulations 1992 (*S.I. 1992, No. 3004*) - including the provisions of the Health and Safety (Miscellaneous Amendment) Regulations 2002 (*S.I. 2002, No. 2174*)
- Occupiers Liability Act 1957 and 1984
- Employers Liability (Compulsory Insurance) Act 1969
- Employers Liability (Compulsory Insurance) Regulations 1998

3.0 Definitions


For the purposes of this policy the following definitions apply:

Reasonably practicable means there is a balance between the cost of protective measures and the benefits derived. Where the cost is deemed not to be excessive in relation to the benefits the measure shall be considered reasonably practicable to implement.

Incident means any undesired, unplanned event that occurs and can thus take two forms, a **near miss** in which no loss or injury occurs, (e.g. tripping but not falling over) or an **accident** which is where some injury or loss or damage to property occurs.

Hazard means anything which has the potential to cause harm whereas **risk** is the combination of likelihood of coming into contact with the hazard along with the **consequence** (e.g. severity of injury, damage to property) that occurs.

A dangerous occurrence is defined specifically in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

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MAGDALENE COLLEGE

HEALTH AND SAFETY POLICY STATEMENT

4.0 General Statement of Health and Safety Policy

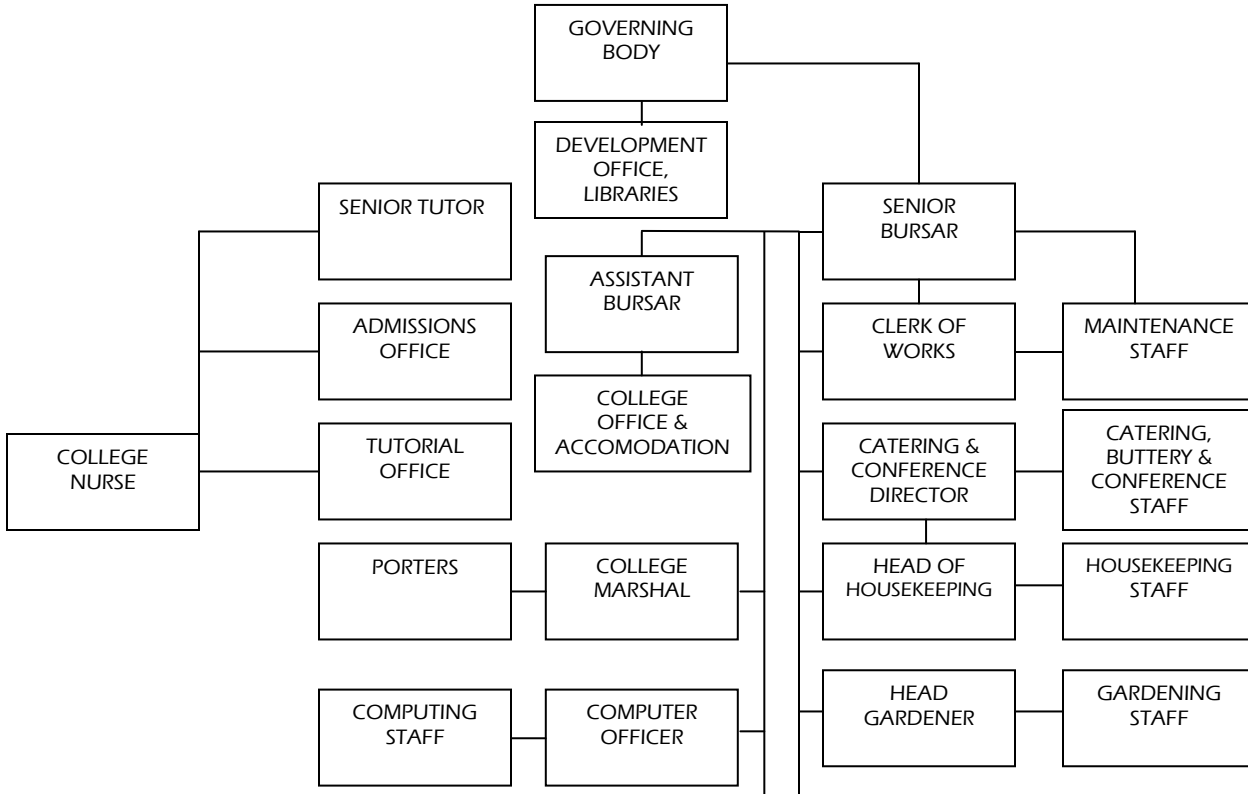
It is the policy of Magdalene College to take all reasonable steps to ensure the health, safety and welfare of all those working within the College environment, including Fellows, staff, students and temporary residents. In addition the College is committed to taking all reasonable steps to protect visitors to the College against risks to their health and safety arising out of the working activities of the College. In making this commitment, the College recognises that it not only has a duty to comply with health and safety legislation, but also has a moral responsibility to provide a safe place of work together with safe working systems for all persons conducting their business within the College premises.

The College will therefore seek to identify risks within the general workplace and take reasonable steps to eliminate them in order to provide a healthy and safe environment for work and study. In order to achieve this objective, it is essential that everyone plays his or her full part in this process. All those who work in the College must acquaint themselves fully with the health and safety policy and procedures laid down by the College. In particular those who have managerial or supervisory positions must understand that they have a clear responsibility to ensure that health and safety standards are maintained and that those under their control or direction comply fully with the published health and safety policies and procedures. Employees and students must take all reasonable steps to ensure that while on College premises their actions or omissions do not endanger themselves or other persons.


This Statement was approved by the Governing Body on 21st February 2008. Revised May 2016.

5.0 ORGANISATION

Overall responsibility for health and safety at Magdalene College, including fire safety, lies with the Governing Body. However, these responsibilities are delegated to the Health and Safety Committee. Day-to-day management of the policy is in turn delegated to the Health & Safety Officer (HSO) The College Marshal and his Deputy (DHSO) The Clerk of Works. A Fire Safety Officer (FSO) will also be appointed by the Assistant Bursar; and this will normally be the College Marshal. When required specialist advice should be obtained from appropriately qualified external consultants.



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6.0 RESPONSIBILITIES

6.1 The Health and Safety Officer (HSO) or deputy (DHSO) if circumstances require, (e.g. absence of HSO), is responsible for the following:

- a) Ensuring that the College complies with all appropriate Health and Safety legislation.
- b) Ensuring that appropriate risk assessments are undertaken and that all reasonable actions are taken to eliminate or minimise risks.
- c) Ensuring that all persons working in the College are briefed on the Health and Safety policies and practices of the College and receive appropriate health and safety training. This is particularly important for those who are responsible for dealing with emergencies.
- d) Ensuring that the College has sufficient fire and safety alarms and appropriate fire-fighting appliances and that these are maintained in good working order.
- e) Ensuring that all accidents occurring within the College are reported and investigated promptly, if required.
- f) Reporting any major accidents or deficiencies in Health and Safety provision to the Health and Safety Committee.
- g) Convening meetings of the College Health and Safety Committee.

6.2 Heads of Department and Fellows have day to day responsibility for implementing College Health and Safety policy in respect of the College staff working under their direction. Similarly Fellows and others with a teaching or pastoral role in the College have responsibilities in respect of students in statu pupillari. Those concerned must ensure that the staff members or students under their control or supervision are not subjected to unnecessary risk. In discharging this responsibility, they are to:

- a) Carry out risk assessments for their areas of responsibility and take whatever measures they can to eliminate any hazards identified. Such risks can arise from the nature of the work undertaken, substances used or generated as waste products, any plant or equipment used, the buildings or structures used, or individuals involved in the work.
- b) Ensure that all persons under their control or supervision comply with the College's Health and Safety Policy and other safety instructions.

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6.3 Individual Responsibilities All individuals employed by, or working or studying at Magdalene College, have a legal responsibility under the Health and Safety at Work Act 1974, which requires them to:

- a) Take all reasonable steps to safeguard their own health and safety and the health and safety of others while at work or otherwise active in the College.
- b) Co-operate fully in the College's efforts to establish a safe and healthy working environment. This includes undertaking whatever health and safety training the College might deem necessary and following the College's Health and Safety Policy and other safety instructions.

7.0 CONSULTATION AND COMMUNICATION WITH EMPLOYEES


Magdalene College recognises that employee involvement in Health and Safety issues in the workplace is an integral part of ensuring that high standards are reached and maintained. Since the College does not have an agreement with any single recognised trade union for the purposes of negotiation the requirements for consultation with staff are subject to the Health & Safety (Consultation with Employees) Regulations 1996.

7.1 The Health And Safety Committee

The Health and Safety Committee, which is representative of all areas of work and activity within the College, is responsible for advising the Governing Body on all matters concerning health and safety. It shall meet each term. The minutes and agendas of the meetings can be found in Moodle.

The composition of the Committee shall be as follows:

- The Assistant Bursar (Chair)
- College Marshal (Convener)
- A Fellow of the College
- Clerk of Works
- College Computer Officer
- Catering and Conference Director
- Head of Buttery
- Head Chef
- College Nurse
- Head of Housekeeping
- Head Gardener
- Library Representative
- MCR Representative
- JCR Representative
- Three Staff Representatives

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7.2 Representatives of Employee Safety

Each Head of Department must establish a process for employee consultation which should comprise representatives from all levels of employment, enabling employees to openly discuss any aspect of health and safety and to contribute in solving any problems which may arise.

8.0 ARRANGEMENTS FOR THE IMPLEMENTATION OF THE POLICY

In order to fully and effectively meet the requirements of the Policy it is necessary to consider the significant risks that are likely to be encountered in the course of College work activities. Specific policies and procedures (where applicable) to deal with these risks are detailed in this section.

8.1 Risk Assessment

Magdalene College will ensure that all areas of its undertaking are subjected to a suitable risk assessment to identify potential hazards and to introduce control measures to eliminate or reduce harm.


Each Head of Department is responsible for undertaking risk assessments for their own areas. It will be necessary to record the findings of such risk assessments on the appropriate form, e.g. generic, manual handling, display screen equipment risk assessment form.

A risk assessment is an important step in protecting workers and the College as well as complying with the law. A risk assessment is a careful examination of what in the workplace can cause harm to people and what steps are being taken to ensure that the risks to staff are reduced.

All employees must be informed of the findings of the risk assessments (often by means of training) and of any precautions and information that are required to enable them to carry out their roles in a safe manner. It is the responsibility of the Head of Department carrying out the risk assessment, to ensure that the staff are informed of the risks associated with their work.

Areas for consideration when conducting risk assessments include, but are not limited to: -

- Slips, trips and falls
- Fire hazards
- Substances hazardous to health
- Machinery
- Electrical Equipment (plugs, damaged leads, equipment register)
- Work in confined spaces or from ladders/steps
- Environment (ventilation, heating, lighting)
- Manual Handling
- Are employees advised of hazards and risks
- Do staff know what the fire alarm sounds like
- Are staff aware of emergency procedures

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- Display Screen Equipment
- Smoking areas
- First aid and accident/incident reporting
- Housekeeping

Copies of completed risk assessments are to be sent to HSO and stored on the G drive. Where the HSO will review the assessments, paying particular attention to areas where further actions are required.

Heads of Department and Fellows with responsibility for staff are responsible for reviewing the assessments and updating them as required. All risk assessments must be formally reviewed at least once in each 12 month period or when circumstances suggest that a review is necessary. This could be as a result of an incident, changes in working practice, health issues of individuals concerned etc.

Responsibility for implementation of Policy:

Heads of Department

Document Reference:

HSE Pamphlet "Risk Assessment" Documentation from the HSE Website:
<http://www.hse.gov.uk/pubns/indg163.pdf>

MAGHAS-001 – Magdalene College Risk Assessment Template Form Issue February 2008 Revised May 2015


8.2 Accident, Incident and Hazard Reporting

N.B. In all accident cases, where First Aid is required, it should be rendered without delay.

It is the aim of Magdalene College that no Fellow, employee, student or visitor should be subjected to any preventable injury, no matter how slight the consequences may be. To this end, it is important that **all accidents** and **incidents** or 'near misses' should be reported to the **Health and Safety Officer**.

In addition, whenever accidents occur, it is the policy of this College that they must be recorded on every occasion on an Accident Record Form. Pads of these forms are to be held by Heads of Departments and the completed form should be passed to the HSO for retention. If the accident is sufficiently serious, i.e. classified as a major injury or dangerous occurrence under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*, then it must be reported immediately to the HSO (or in his absence the DHSO) in order to ensure that statutory requirements for reporting are met in a timely manner.

Further investigations should take place where appropriate. These should be based on the potential, rather than the actual injury sustained by the victim. Accidents with seemingly trivial outcomes in

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terms of injury could often hold greater potential for injury and thus investigating these may be useful in future accident prevention. In most cases accidents should be investigated by the Head of Department with the outcome being reported to the HSO using MAGHAS-02 Accident Incident Investigation Form. The HSO shall also, in consultation with the Assistant Bursar, formally investigate any serious accidents and incidents that may occur on the premises.

Visitors and Contractors

Any non employee who is involved in an accident or incident while on College premises, must report the incident immediately to the person responsible for their presence on site, and this must be made clear to them on arrival. If the person responsible is not available, the visitor or contractor must obtain the assistance of a responsible person to ensure that the procedure is adhered to.

Reporting Health and Safety Hazards

It is the responsibility of every Fellow, student and employee to report any condition that may represent a hazard as soon as it practicable.

Health and Safety concerns, however minor should normally be reported in the first instance to the line manager in charge of the work area or process involved. Where appropriate the Health and Safety Officer will be notified and will undertake to investigate the matter.

Matters relating to building safety and in common areas (such as staircases, corridors etc) should be reported to the Clerk of Works.

Responsibility for implementation of Policy:

HSO / Fellows/ Heads of Department / All staff

Document Reference:


MAGHAS-002 Accident/Incident Investigation Form Issue February 2008 Revised May 2015
RIDDOR details can be found at <http://www.hse.gov.uk/pubns/hse31.pdf>

8.3 Health and Safety Training

Health and Safety Training will be incorporated in annual training programs as well as Induction Training. Health and Safety Training needs will therefore be identified through risk assessment and performance reviews, and be planned for in the same manner as other training.

All staff should receive Health & Safety induction training from either the Health and Safety Officer or Head of Department as per proforma MAGHAS-007 in the first week of starting.

A training matrix MAGHAS-008 showing all training required for each Department is available on the College website <http://www.magd.cam.ac.uk/health-and-safety-documentation/>. Every Head of Department should use one of these matrixes to record and ensure all staff get the required training.

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The following areas of health and safety training will be given priority:

- **Heads of Department Training** – to equip them with an understanding of their duties under Health and Safety law and their responsibilities under this policy.
- **Health and Safety Roles** – specific training will be provided for all those identified as having specific health and safety responsibilities, e.g. First Aiders, Fire Marshals, Risk Assessment training etc. to enable them to discharge their functions.
- **Employee and Induction Training** – to acquaint them with an understanding of their duties under Health and Safety law and their responsibilities under this policy.
- **In Service Training** – to acquaint employees at all levels with new requirements or hazards.


Training will be conducted at the expense of the College and wherever possible will be carried out during normal work hours.

Health and Safety specific training provided are but not limited to:

- Display Screen Equipment Assessment
- Basic Health and Safety
- Health and Safety
- Manual Handling
- Fire Safety
- Fire Warden
- First Aid
- Personal Protective Equipment
- Control of Substances Hazardous to Health
- Risk Assessment
- Asbestos Awareness
- Working at Height
- Legionella Awareness
- Specialist Training

Responsibility for implementation of Policy:

HSO / Fellows/ Heads of Department

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8.4 First Aid

It is Magdalene College policy to make provisions for First Aid in accordance with the *Health and Safety (First Aid) Regulations 1981*. Each Head of Department will ensure that a risk assessment is made of work activities and that the relevant arrangements are made for providing First Aid. The appointment and training of First Aiders will be arranged by the College Marshal in conjunction with the appropriate Head of Department...

Each Head of Department will bring these arrangements to the attention of all employees on site including the names of all trained First Aiders. This list will be issued by the College Marshal.

Responsibility for implementation of Policy:

HSO / Fellows/ Heads of Department

8.5 Fire and Emergency Arrangements

The greatest risk to life and property in the College is fire. Fires can be started in a number of ways, but in the College environment it has been shown that the most common circumstances are unsafe electrical equipment and overheating of combustibles substances (e.g. causing fat/oil fires when cooking). Any portable electrical equipment which is brought to and intended for use at the College by any person (i.e. Fellow, staff or student) must be subjected to appropriate Portable Application Testing (PAT) prior to use. A record of the tests/inspections should be kept by the Clerk of Works/Head of Department in order to ensure that further inspections are carried out at appropriate intervals. Under no circumstances should people overload circuits by use of multi-socket adaptors.


The College has set in place arrangements to deal with fire emergencies. These arrangements include the provision of fire alarms and fire-fighting equipment (principally fire extinguishers and fire blankets). However, it is the policy of the College that the first priority of anyone discovering fire is to raise the alarm, alert others to the hazard and to evacuate the building. No-one is to attempt to fight a fire unless it is small and he or she judges it to be entirely safe for him or her to do so. Moreover, all persons are to respond to all fire alarms by vacating the building and gathering at the appropriate assembly point until they are cleared by an appropriate person (usually one of the Porters) to re-enter the building or disperse. This includes response to practice alarms, which will be organised from time to time.

Responsibility for implementation of Policy:

HSO / Heads of Department / All Fellows, staff and students

Document Reference:

The College has undertaken an assessment of the risks associated with fire and has identified the measures required both to prevent (so far as is reasonably practicable) fires starting and to respond to them should they occur. Fire Emergency Plans have been drawn up for the College and are held

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by the College Marshal in his capacity as College Fire Officer. A summary of the procedures are included in Appendix 2 with this document entitled Fire Emergency Policy at Magdalene College.

8.6 Display Screen Equipment

All employees who use computers for a significant part of their work are likely to be classified as Display Screen Equipment (DSE) Users under the Health and Safety (Display Screen Equipment) Regulations 1992. As such their individual computer workstations (i.e. the equipment provided) must meet the requirements of the Schedule to the DSE Regs. 1992. In order to achieve this it is necessary to undertake assessments of each individual workstation with a view to identifying any adjustments or equipment required in order to minimise any risks to the user. In addition it is necessary to provide sufficient information, instruction and training to enable the user to ensure his or her own safety.

All staff who have been identified as “users” will be given basic training in the health risks associated with DSE use. In addition they will be provided with a copy of the HSE Guidance INDG36 Working with VDUs Revision 3 which they are expected to read. This will enable them to undertake a self-assessment of their workstations using a checklist questionnaire. The results of these self-assessments will be analysed by the individual’s Head of Department and appropriate actions taken if necessary to address problems that have been identified.

Responsibility for implementation of Policy:

Head of Department


Document Reference:

MAGHAS-003 Display Screen Self-Assessment Form Issue February 2008 Revised September 2012 HSE Guidance INDG36 Working with VDUs Revision 3 – downloadable from the HSE website

8.7 Manual Handling

Manual handling involves the use of bodily force to lift, pull, push, carry or otherwise manoeuvre objects or equipment. There are clearly some risks of injury associated with such activity and it is for this reason that the Manual Handling Operations Regulations 1992 came into force. In essence, these regulations require that where work activities involve significant levels of manual handling suitable risk assessments should be undertaken with a view to preventing injuries from occurring.

All Heads of Department and Fellows should identify any activities within their areas of responsibility where significant levels of manual handling takes place. Having done this they must ensure that appropriate measures are taken to reduce the associated risks. Identification of significant risks and appropriate actions can be found in the guidance outlined in the Manual Handling Assessment Document MAGHAS-04.

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Responsibility for implementation of Policy:

Fellows/ Heads of Department

Document Reference:

MAGHAS-004 Manual Handling Assessment Issue February 2008 Revised May 2015

8.8 Lone Working

The College acknowledges its duty to make adequate provision for the health and safety of lone workers. Responsibility for implementing this policy lies with Heads of Department and line managers who must ensure staff are aware of, and implement the requirements of this policy. Additional detailed guidance can be obtained from HSE books – Free Publication “Working Alone in Safety” INDG 73 – downloadable from the HSE website.

Summary Guidance

Who are Lone Workers?

Lone workers can be anyone who works by themselves without close or direct supervision such as:


- people working outside normal hours on their own such as porters undertaking security checks
- Mobile workers who work away from the College on their own, e.g. housekeeping staff who may at times be working on their own in houses.

It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks, e.g. asthma attack.

Lone workers must be suitably experienced, have received appropriate instructions and if necessary, training on the risks they are exposed to and the precautions to be used to minimise risk.

It is the policy of the College to ensure adequate supervision is provided. The degree of supervision will depend on the level of risk, types of risk and duration of exposure. Adequate supervision may involve some of the following:

- periodic checks on lone workers e.g. visual
- periodic contact with lone worker e.g. telephone
- contact with **other** lone workers
- automatic warning devices
- general or specific alarms for emergencies

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- checks on lone workers to ensure they have returned to the College or home on completion of activities.

Action required

All Heads of Department/Managers must identify:

- **all persons who are lone workers.**
- **the locations and the tasks carried out.**

In turn they must undertake and record risk assessments for such persons/activities. In the process they should:

- identify suitable controls for the identified risks, e.g. issue of mobile phones, logging of staff movements around premises, etc.
- identify, based on the level of risk, higher risk activities/areas that will not be permitted e.g. working on mechanical/electrical equipment.
- Record the measures that they are taking.

Responsibility for implementation of Policy:

Fellows/ Heads of Department

Document Reference:


HSE books – Free Publication “Working Alone” <http://www.hse.gov.uk/pubns/indg73.pdf>

8.9 Workplace

Magdalene College will ensure that all areas of its undertaking are subject to a suitable assessment to determine the maintenance, cleaning and housekeeping programmes required to assist in providing safe and efficient working environments at all work locations throughout the College. Wherever possible maintenance programmes will include a preventative as well as reactive element and it is the College’s aim to comply as a minimum to the appropriate legislation.

Each department is responsible for ensuring that it establishes and complies with a suitable maintenance, cleaning and housekeeping regime in line with the standards of general workplace operation defined in the *Workplace (Health, Safety and Welfare) Regulations 1992*. Fellows/Heads of Department should liaise closely with the Clerk of Works and Head of Housekeeping to ensure that their needs are being met.

All areas of the workplace are covered by these regulations, including fixtures and fittings, built-in or attached equipment, devices and systems, with the requirement to ensure that they are well maintained, clean, in an efficient state of repair, in good working order and backed by a system of planned maintenance with appropriate record keeping. The areas covered include:

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Atmosphere and ventilation
 Temperature (indoors during working hours)
 Housekeeping including cleanliness and waste materials
 Lighting
 Room dimensions and space
 Workstations and seating
 Condition of floors and traffic routes
 Falls and falling objects
 Skylights and ventilators
 Windows and transparent or translucent doors, gates and walls
 Sanitary conveniences
 Washing facilities
 Drinking water
 Facilities for resting and eating.

Document Reference:

Workplace health safety and welfare – a short guide for managers. Available on the HSE Website.


Technical and Maintenance Inspections

The Clerk of Works is responsible for routine technical maintenance and associated building works and the inspection and servicing of mechanical and electrical equipment. He is required to draw up an annual maintenance schedule, and carry out regular inspections of buildings and plant.

Management Inspections

Heads of Department have responsibility for Health and Safety in their areas. A safety inspection programme covering health and safety matters will be established and implemented at each location. This will form an effective part of monitoring the College’s Health and Safety Policy. Heads of Department should regularly review their areas and comply with the Office Safety Inspection Checklist (MAGHAS-005) and amend as necessary to assist this process. The programme will include the following key elements:

- **Heads of Department to draw up a programme and carry out monthly safety tours using tick sheets.**
- **Sample inspections to check on one aspect of H&S – Risk assessments, control of contractors etc will be carried out periodically by the Health and Safety Management Team.**
- **Annual audit of management system, policies and procedures by the Health and Safety Management Team.**

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- **Training needs to be identified by Heads of Department and appropriate training arranged, delivered and recorded in departmental training registers.**

Management Inspections of Hostels and General Areas

There are many areas of the College that do not fall under the specific responsibility of a particular Head of Department. These include staircases and hostels. The Clerk of Works, College Marshal and Head of Housekeeping are to ensure that these areas are inspected at least monthly to ensure that maintenance, housekeeping and fire safety issues are addressed. Records of these inspections will be maintained, and the inspections will be carried out by these Heads of Department or by their deputies.

Responsibility for implementation of Policy:

Heads of Department
Health and Safety Management Team

8.10 New and Expectant Mothers at Work

It is the policy of Magdalene College to ensure that risk assessments take into account new or expectant mothers in order to identify any activity which may adversely affect their health and safety or the health and safety of their unborn baby.

Where a risk assessment identifies an unacceptable risk to a new or expectant mother management, the Head of Department, in conjunction with the Assistant Bursar, will seek to find alternative duties for the employee.


In cases where safe alternative duties cannot be found then Magdalene College is responsible for developing a procedure to cover special leave for New and Expectant Mothers.
(New and Expectant Mothers Risk Assessment Form: MAGHAS-006).

Responsibility for implementation of Policy:

Fellows/ Heads of Department/ Assistant Bursar

Document Reference:

MAGHAS-006 New and Expectant Mothers Risk Assessment Form Issue February 2008 Revised May 2015

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8.11 Young Persons at Work

It is the policy of Magdalene College to conduct risk assessments where young persons are working on the premises and to introduce, where appropriate, additional training and supervision to prevent injury or illness wherever reasonably practicable to do so.

It is the responsibility of each Head Of Department / Manager to conduct these risk assessments. Young persons are defined as “those under the age of 18 years” and the Health and Safety (Young Persons) Regulations 1997 impose a range of duties on employers including:

- Assessment of the risks **before they start work**
- Provision of information to parents about possible risk and precautionary measures
- Making allowances for inexperience, immaturity and lack of awareness of hazards.
- Preventing young people from using high risk machinery or processes except where necessary for their training, ensuring risks are reduced as far as reasonably practicable and ensuring adequate supervision is provided.

Responsibility for implementation of Policy:

Fellows/ Heads of Department

Document Reference:

Health and Safety Executive Website <http://www.hse.gov.uk/youngpeople/risks/>

8.12 Asbestos


The College Health and Safety Policy details its commitment to reducing the risks to health and safety caused by asbestos. This policy specifically identifies how the general aims of the overall health and safety policy will be met with regard to the risks arising from asbestos-containing materials (ACM).

Policy Statement:

The College will ensure that all ACM falling under its control will be managed in such a manner as to eliminate, so far as reasonably practicable, exposure to asbestos fibres of persons present in the College or any of its associated properties. Where exposure cannot be eliminated, the College shall ensure that exposure to asbestos fibres is reduced below any statutory control limits or action levels that may be in existence.

Organisational Responsibilities:

Day-to-day responsibility for the management of ACM rests with the Clerk of Works. The Clerk of Works is responsible for devising and maintaining an asbestos management plan (AMP) in accordance with the results of any asbestos surveys that have been undertaken.

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As a minimum, AMPs will:


- Identify the location of all known and presumed ACM;
- Contain suitable and sufficient assessments of the risks posed by all known or presumed ACM;
- Identify control measures to ensure that known or presumed ACM is maintained or managed in such a way as to ensure that asbestos fibres are not released;
- Detail the arrangements and procedures to be followed to ensure that all work which could give rise to the release of asbestos fibres is assessed, planned, implemented, monitored and reviewed to eliminate the risk of asbestos fibre release. Where risk elimination is not practicable, the AMP should detail how these risks will be controlled to reduce asbestos fibre release below statutory control limits and action levels;
- Identify how the AMP will be communicated to all relevant persons within the College, including visitors and contractors, that could be exposed to asbestos fibres;
- Include procedures for ensuring that employees are advised of any risks associated with ACM and are consulted in a timely manner on any planned works on ACM;
- Detail the arrangements for ensuring that only competent persons undertake works on ACM;
- Contain emergency procedures for dealing with unplanned releases of asbestos fibres including containment of those fibres, reduction of exposure to those fibres to the lowest possible level, consultation with employees and subsequent clean up and monitoring of affected areas;
- Identify clearly how the AMP is to be monitored to ensure that the plan is meeting its intended objectives;
- Identify the practical arrangements for ensuring that all information contained within the AMP is kept up to date and demonstrates coherent control of the risks associated with ACM.

Information, Instruction, Training and Supervision:

The AMP should identify all persons at risk from exposure to asbestos fibres. The Clerk of Works shall ensure that those persons identified are provided with suitable and sufficient information, instruction, training and supervision to reduce those risks to a level consistent with the aims of this policy and that refresher training is given at suitable intervals. Such training should normally be extended to contractors working on site unless sufficient evidence of competence in working with asbestos is provided to the Clerk of Works in advance of their commencing work in areas where they may be exposed to / or could disturb asbestos fibres.

Monitoring:

Monitoring the condition of ACM and updating risk assessments are an integral part of the AMP. The responsibility for ensuring that this monitoring is undertaken will fall upon the Clerk of Works. The frequency of conditional monitoring will be determined by the initial ACM risk assessment.

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Responsibility for implementation of Policy:

HSO / Clerk of Works

Document Reference:

HSE Publication Updated to managing asbestos in buildings

<http://www.hse.gov.uk/pubns/indg223.htm>

8.13 Control of Contractors

This policy applies to any Fellow or Head of Department who employs contractors for work on behalf of the College. It applies to relationships where Magdalene College has direct responsibilities for supervision, instruction or management of contractor personnel. It does not apply where the College is deemed to be the Client under Construction, Design & Management Regulations 2015 and thus does not have direct oversight of contractor activities.

Each Fellow or Head of Department shall provide written location-specific safety rules to contractors prior to start of work. These safety rules shall establish the minimum criteria contractors must meet to safely complete any work. Such College safety rules shall supplement the safety rules and procedures established by contractors for the safety of their own employees.

Contractor work shall not commence without prior discussion and acknowledgment of review of the location-specific safety rules.


The Fellow or Head of Department who appoints the contractor shall be the primary contact for that contractor whilst on site. The contact shall be responsible for:

- Safety orientation of the Contractor;
- Issuance of location-specific safety rules;
- Periodic reviews of the work/site to assess compliance with safety rules
- Investigation of significant injuries or incidents involving contractors.

It is the Contractor's (and any subcontractor's) responsibility to:

- Adhere to location specific safety rules
- Advise his/her employees of the location-specific safety rules;
- Provide verification of all required insurance coverage
- Provide his/her employees with necessary personal protective equipment.
- Provide evidence of suitable and sufficient risk assessments for the work being undertaken. This may also include method statements of how work is to be carried out.

Prospective contractors and subcontractors shall be evaluated and selected on a sound business and technical basis that should include their ability to complete work/ projects safely.

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Responsibility for implementation of Policy:

Fellows and Heads of Department

Document Reference:

HSE Publication “Use of Contractors – Managing Contractors – a brief guide
<http://www.hse.gov.uk/pubns/indg368.htm>

8.14 Work at height

The Work at Height Regulations 2005 apply to all work at height, both internal and external, where there is a risk of a fall liable to cause personal injury. There are therefore no height limits and duties are placed on employers, the self-employed, and any person who controls the work of others (e.g. window cleaners) who might work at height.

The Regulations require Departments to ensure that:

- all work at height is properly planned and organised;
- those involved in work at height are competent to do so;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled.
- equipment for work at height is properly inspected and maintained.


There is a simple hierarchy for managing and selecting equipment for work at height:

- avoid work at height wherever possible;
- use work equipment or other measures to prevent falls where working at height cannot be avoided
- where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

All Heads of Department should ensure that any work at height that is undertaken in their area of responsibility is adequately managed and that the above principles are duly followed so far as is reasonably practicable. If any Head of Department is in doubt about the adequacy of precautions or the methods to be adopted for work at height, he/she should discuss their concerns with the HSO in advance of any such work.

Responsibility for implementation of Policy:

HSO / Heads of Department

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Document Reference:

HSE information sheet: Work at Height: This and other guidance on working at height is available on the HSE website. <http://www.hse.gov.uk/pubns/indg401.pdf>

8.15 Non-Employees on Site

The safety and welfare of visitors to the College is of equal concern and as such it is the policy of Magdalene College to bring to the attention of all visitors relevant safety information appropriate to the area they are visiting. It is the responsibility of the appropriate Fellow, Head of Department, or staff in each location to develop appropriate visitor safety and security arrangements relevant to the visitors concerned. Obvious examples where this applies will include Admissions candidates, Conference Guests, Work Experience students, auditors, consultants and anyone else who has reason to remain in College. The College Marshal and his staff have responsibility for members of the public visiting the public areas of the College.

Briefings for visitors will probably be informal, but should include information on Fire and Emergency procedures, the location of the Lodge and role of the Porters. Advice should be given on any construction or maintenance works or other activities that might affect the visitor. Catering arrangements should be explained and the general layout of relevant College facilities described.

Responsibility for implementation of Policy:

Fellows / Heads of Department/staff

8.16 Monitoring and Review

In order to assess the on-going success of the policy, performance, monitoring must occur within each department on a regular basis. The information gathered will be forwarded to the HSO for review by the Health and Safety Committee each term. The HSO shall prepare a report for the Health and Safety Committee and the Governing Body on the annual health and safety performance of the College in the Easter Term.

The Health and Safety Officer will monitor the success of the policy and will conduct audits on a yearly basis to measure compliance across the College departments. The Health and Safety Officer will issue a report to the Health and Safety Committee, recommending actions in order to continue the development of the Health and Safety Management System.

In compiling his report the Health and Safety Officer will consider the number of accidents, incidents and near misses relating to Health and Safety and Fire Safety issues. He will review the Health and Safety training that has been carried out through the year.

This document will be formally reviewed and updated every year or sooner if deemed appropriate, or by reasonable request. The College Health and Safety Policy shall also be subject to an annual review by the Health and Safety Committee.



Responsibility for implementation of Policy:

HSO / Fellows/ Heads of Department

8.17 Policy Record Keeping

A central record system will be established in the College Marshals Office and maintained whereby all new policies and document revisions are reviewed and approved by the Health and Safety Committee and attributed to a particular Head of Department or individual. Once approved the Master Record is to be maintained by the College Marshal, who will ensure that all documents are reviewed annually and distributed in accordance with a clear distribution list that will be listed on each document. All accident reporting records are kept in the Assistant Bursars Office.


All approved documents will receive an issue date and unique document control number which is issued from a central register. New or amended policies can be issued in electronic form. Changes to policies will be agreed centrally and the reason for the change documented in the central register. New or amended policies will be issued in electronic form. The use of the Intranet is recommended as an ideal place to locate common policies, procedures and master documents. This will help to minimise the risk of out of date documentation being used.

9.0 FURTHER INFORMATION

The HSE website at www.hse.gov.uk is an excellent resource that provides a wealth of easily accessible and downloadable information and leaflets. This is a valuable source for everyone at Magdalene College.

APPENDIX 1: Index of Health and Safety Policies and Procedures

Health and Safety Policy Index							
Current Policy						Policy Review	
Policy Ref no.	Revision No (0 for first issue)	Policy Name	Policy applies to (location)	Date of issue	Compiled by	Authorised by	Review Date

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APPENDIX 2: Fire Emergency Policy at Magdalene College

1. Summary

Fire is one of the main hazards to the employees, students and visitors to the College.

Compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRO) and related sector guidance is required by Magdalene College to ensure overall fire risk is minimised. The RRO identifies the role of the responsible person in ensuring compliance with the Regulation. The full copy of the RRO (102 pages) can be seen at www.opsi.gov.uk/si/si2005/20051541.htm

The following elements are required:-


- Fire risk assessments (FRA) for all locations and sleeping accommodation.
- Action plan for completion of outstanding items from the FRA.
- College emergency plans.
- Personal Emergency Evacuation Plans for those with disabilities (PEEPS).
- Building Control Approval for all new build and alterations.
-

2. Roles and Responsibilities

The RRO identifies the role of the responsible person for the College which would be the College Marshal and then Heads of Department. The management of fire safety would also cascade through the Colleges Health and Safety Committees.

The Health and Safety/ Fire Officer will be responsible for the following:-

- Completion and review of FRAs for each building.
- Co-ordination of all College based fire prevention activities.
- Ensuring FRA action items are completed in an agreed time scale on a risk based priority and incorporated in Colleges H&S action plans.
- Ensuring means of escape are kept clear and fit for purpose.
- Maintaining master document file for inspection by the Fire and Rescue Service.
- Ensuring departmental compliance with fire safety requirements.
- Arranging for annual training courses for Fire Wardens and staff.
- Health & Safety induction training.
- Heads of Department will be responsible for departmental induction training.

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The Fire Officer and Clerk of Works are responsible for the following:-

- Organisation, management and performance evaluation of fire evacuation plans and drills.
- Maintenance of drawings and documentation for fire protection equipment.
- Maintenance, inspection and testing of all fire protection systems and components.
- Completion of passive and buildings related FRA action items.
- Fire warden training.
- Implementation of fire prevention action plan.

3. Fire Prevention

The probable source of a fire is combustible material. Waste paper, rubbish or any other combustible waste should not be allowed to accumulate especially in any escape route, corridor, fire resistant lobby, stairway or stairwell. - Always use the correct waste receptacle.

Storage of highly inflammable liquids and gases must strictly conform to statutory requirements. Any spillage or leakage should be dealt with as a matter of urgency. Only trained and authorised persons may deal with these substances.


Polyurethane foam is easily ignited and burns very rapidly producing large quantities of black smoke and toxic gases. Storage in any quantity could introduce a serious fire hazard and even small quantities should be stored flat and not vertically.

All waste material must be disposed of using the appropriate skip or bin provided.

Electricity, gas, water and heating installations shall be serviced by qualified maintenance technicians or authorised contractors only and no other member of staff or student may interfere in any way with these services.

Fire Risk Assessments have been completed for all College buildings and appropriate action is being taken. Fire risk assessments will be updated and reviewed on a regularly basis.

Those with disabilities will have their own PEEPS so that they are aware of any action to take in an emergency.

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4. Fire Warning

All College buildings have systems of interlinked sounders activated electronically from strategically located fire sensors. Generally these systems are addressable to indicate the location of a fire. Once activated the fire sounders will continue to sound until reset by a Porter or Fire Warden. Under no circumstances whatsoever should any other member of staff or a student interfere with any fire control board.

When the sounders stop, it does not mean that the emergency is over. Normal activities should not be resumed until the all clear is given verbally by a Porter or a Fire Warden.

5. Action on Discovering a Fire

Any person discovering a fire should immediately activate the fire alarm system, warn all persons in the immediate vicinity of the presence of the fire and evacuate the building.

A member of staff discovering a fire should immediately activate the fire alarm system, check that there is no-one in immediate danger, and supervise the orderly evacuation of the area. (A Porter will call the emergency services.)

6. Action when Fire Alarm Sounds

If the fire sounders are activated, everyone should immediately stop what they are doing, halt machines and processes, shut windows, collect only immediate portable belongings and evacuate the area by one of the designated escape routes. Fire Wardens will supervise the evacuation and every other member of staff and students must obey instructions given for their safety by the supervising staff.


Staff should ensure that anyone with disabilities in their group is evacuated or taken to a suitable refuge and arrangements made for communication of their location and evacuation. The staff member should remain with the person until the evacuation is undertaken.

Once clear of the building it is important that everyone proceeds to their designated assembly point so that the Fire and Rescue Service and other emergency staff have unrestricted access to the scene of the fire.

All staff and students must remain in their designated assembly areas until instructed to leave by a Porter or Fire Warden. It must not be assumed that in the absence of any evidence of fire that the emergency is over and that it is safe to return to work.

The fire alarm system will be regularly tested. Staff and Students will be informed prior to the testing and work should carry on as normal.

Practice emergency evacuations for all areas will take place at least twice per year.

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7. Fire Control

Minor outbreaks of fire may be extinguished or at least contained by using fire fighting equipment situated at strategic points throughout the locations.

Fires can be divided into five types and portable extinguishers suitable for the likely types of fire risk in the area are provided at the fire point. These are colour coded with instructions to indicate the contents and the type of fire on which each may be used. The colours are as follows. Water extinguishers are red, foam extinguishers are red with a cream panel above the operating instructions, dry powder extinguishers are red with a blue panel above the operating instructions, carbon dioxide extinguishers are red with a black panel above the operating instructions and wet chemical extinguishers are red with a canary yellow panel above the operating instructions.

These extinguishers are mounted on brackets at fire points situated in escape routes or near exits. At no time should these extinguishers be used for any purpose other than that for which they are provided.

Fire blankets are installed in areas such as kitchens, computer zones and hostels. They are particularly effective on fires involving waste containers, fat/oil fryers and fires in electronic equipment. Do not use water extinguishers on fat/oil fires. Blankets can also be used for wrapping around persons whose clothing has caught fire.


All fire fighting equipment is checked regularly by College staff and serviced annually by an authorised engineer.

Fire-resisting doors have been installed to inhibit the spread of fire and to control smoke. Such doors which can be of solid wood or wood frame with reinforced glass panels are labeled on both sides "FIRE DOOR - KEEP CLOSED" and fitted with self-closing mechanism. These doors must be kept shut when not in actual use and it is an offence under the Health and Safety at Work act 1974 to tamper with the self-closing mechanism or to wedge the doors open for easy access. Other fire doors are held open by magnetic switches which will release the door in the event of a fire alarm. It is a disciplinary offence for anyone to leave a fire door wedge opened.

8. Means of Escape

Escape routes have been planned to complete the evacuation of all buildings. It is the responsibility of everyone to ensure that escape routes are kept free of obstruction and can be safely and effectively used at all times. Escape routes not only get personnel out of the building but ensure free access to a final place of safety. Lifts must never be used during fire evacuation

Safety signs are provided to clearly mark escape routes and safe exit doors. Fire action signs are provided in each room and at every call point.

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The lay-out of furniture and equipment in any room should allow quick and easy evacuation of all persons using the room. The possibility of smoke restricting vision should always be borne in mind. Persons escaping from smoke logged areas should get as close to the floor as possible. Crawl if necessary and get your face close to the ground.

Doors across escape routes must always be capable of being easily opened from the side from which escape is required. It is particularly important that doors across escape routes and exit doors are kept unlocked while anyone remains in the building. If any door has to be locked for security reasons, whether or not the premises are fully occupied, then that escape route cannot be used. In such an event, an alternative escape route must be planned, signposting altered and all persons using the building made aware of the hazard.

9. Access

All vehicle access routes should be kept clear.

10. Documentation

All fire documentation is kept by the College Marshal or Clerk of Works.


APPENDIX 3: Requirements under regulation 5 of the Workplace Regulations 1992 (Health, Safety and Welfare)

The equipment and devices referred to in reg. 5 (1) include both those mentioned in the regulations and those not specifically mentioned, but provided to comply with the regulations. Examples include: heating systems (reg.7); travelling ladders, suspended cradles and anchorages for safety harnesses (reg.16); but not fire alarms or electric points.

Regulation 5 (1) requires the achievement of an end result, ie the workplace and its equipment maintained in an efficient state. For certain safety-critical equipment; eg emergency lighting, fencing to prevent falls, and anchorage points for safety harnesses, reg.5(2) requires a system of maintenance to be set up, where appropriate. The frequency of maintenance is not specified since details of individual systems of maintenance will depend upon the device or system under consideration. For some equipment a routine visual inspection will be sufficient to enable defects to be identified and remedied. reg.5(3) The equipment, devices and systems to which this regulation applies are—

(a)equipment and devices a fault in which is liable to result in a failure to comply with any of these Regulations; and

(b)mechanical ventilation systems provided pursuant to regulation 6 (whether or not they include equipment or devices within sub-paragraph (a) of this paragraph).

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reg.5(9) Every workplace and the furniture, furnishings and fittings therein shall be kept sufficiently clean. reg.5(18) Doors and gates shall be suitably constructed (including being fitted with any necessary safety devices. reg.5(20) Suitable and sufficient sanitary conveniences shall be provided at readily accessible places. reg.5(21) Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall be provided at readily accessible places. reg.5(25) Suitable and sufficient rest facilities shall be provided at readily accessible places.

APPENDIX 4: MAGHAS References

MAGHAS PAPERS: These can be found at the web address provided.

<http://www.magd.cam.ac.uk/internal/official>

MAGHAS-001: Magdalene College Risk Assessment Template

MAGHAS-002: Accident/Incident Investigation Form

MAGHAS-003: Display Screen Self-Assessment Form

MAGHAS-004: Manual Handling Assessment

MAGHAS-005: Office Safety Inspection Checklist

MAGHAS-006: New and Expectant Mother Risk Assessment

MAGHAS-007: Health & Safety Induction Checklist

MAGHAS-008: Training Matrix

MAGHAS-008A: Training Matrix Example

MAGHAS-009: COSHH Risk Assessment