Magdalene College

Health & Safety Policy

HSP002 - Revised March 2022
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 straightforward 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 everyone who is part of college life, employees, students, contractors, and Fellows. The policies in this document are general and Fellows and Heads of Departments may have to develop them to meet their own department’s needs.

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
- Workplace (Health, Safety and Welfare) Regulations 1992 - including the provisions of the Health and Safety (Miscellaneous Amendment) Regulations 2002
- 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 (RIDDOR).
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…..(date to be inserted)

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) (role undertaken by Head of Building Services) and the Deputy (DHSO) (role undertaken by the Head Porter). A Fire Safety Officer (FSO) will also be appointed by the Assistant Bursar (FSO role undertaken by the Head Porter). When required specialist advice should be obtained from appropriately qualified external consultants.
Magdalene College Management Organisation Structure – March 2022
6.1 RESPONSIBILITIES

6.2 The Health and Safety Officer (HSO) or deputy (DHSO) if circumstances require, (e.g. absence of HSO), and where applicable working with the Fire Safety Officer (FSO), 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.

6.3 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.
6.4 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.

7.1 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.

7.2 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)
- Head of Building Services (Convener)
- Head Porter
- A Fellow of the College
- College Computer Officer
- Academic Registrar
- 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
7.3 **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.

8.1 **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.

8.2 **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.

A risk assessment is an important step in protecting workers and others in 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 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.

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.

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
• 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 Health and Safety. 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

In light of the COVID-19 pandemic the general departmental risk assessment has been rewritten and a new event based COVID-19 specific assessment introduced.

**Risk Assessment 2021 (inc COVID assessment)**
**Event COVID Risk Assessment**

**8.3 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 Magdalen 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 2113 (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 terms of injury could often hold greater potential for injury and thus investigating these may be useful in future accident prevention. In all 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, employee and visitor 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.

**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

**8.4 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 matrices to record and ensure all staff get the required training.
The following areas of health and safety training will be given priority:

- **Heads of Department Training** – specific training will be provided 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, 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.

Approved 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 but not limited to:
  - Display Screen Equipment Assessment
  - Basic Health and Safety
  - Health and Safety
  - Manual Handling
  - Fire Safety
  - 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
8.5 First Aid
It is Magdalen 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 Human Resources 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.

Responsibility for implementation of Policy:

HSO / Fellows/ Heads of Department

8.6 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 Head of Building Services 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 they are appropriately trained, 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
by the Head Porter in his capacity as College Fire Safety Officer. A summary of the procedures are included in Appendix 2 with this document entitled Fire Emergency Policy at Magdalene College.

8.7 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 2015 - HSE Guidance INDG36 Working with VDUs Revision 3 – downloadable from the HSE website

8.8 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.

Responsibility for implementation of Policy:
Fellows/ Heads of Department

Document Reference:

8.9 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
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:


8.10 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 Head of Building Services 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:

- 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:


Technical and Maintenance Inspections

The Head of Building Services 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 Officer or Deputy.
- Annual audit of management system, policies and procedures by the Health and Safety Officer or Deputy.
• 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 Head of Building services, Head Porter 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

8.11 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:

8.12 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/

8.13 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 Head of Building services. The Head of Building services is responsible for devising and maintaining an asbestos management plan
(AMP) in accordance with the results of any asbestos surveys that have been undertaken.

**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 Head of Building services 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 Head of Building services 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 Head of Building services. The frequency of conditional monitoring will be determined by the initial ACM risk assessment.
Responsibility for implementation of Policy:

HSO / Head of Building services

Document Reference:
HSE Publication Updated to managing asbestos in buildings
http://www.hse.gov.uk/pubns/indg223.htm

8.14 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.
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

8.15 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
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

8.16 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 Magdalen 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 Head Porter 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

8.17 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

8.18 Policy Record Keeping

A central record system will be established in the Head of Building services office and on the G drive Health and Safety 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 head of Building services, 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 Head of Building Services 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.

8.19 Health, Safety and Welfare Policy

The College is committed to the successful management of health and safety, it follows that minimising risk to people, property, service continuity and our reputation is inseparable from all our other priorities.

A high standard of health and safety management is expected of us by our stakeholders, whether they are our employees, students, fellows, service users, customers, or society generally.

The College recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and others affected by its activities (for example, members of the public, service users, visitors, contractors, etc.). We will do this by assessing the possible risks and establishing suitable and adequate risk control measures.

The College is committed to complying with all relevant health and safety legislation. The College does, however, recognise that compliance with legislation is only a minimum requirement, and therefore we strive to improve to achieve higher standards.

The College is committed to continuous improvement that will include the setting of objectives and targets. Health and safety objectives are regarded as being of equal importance to other corporate objectives. The management of health and safety is regarded as an integral part of the College’s core activities.

The College acknowledges that the Policy and what it represents, can contribute to the organisation’s
performance and reputation by:

- Protecting our staff and service users
- Improving the quality of services delivered;
- Reducing losses (including accidents, violence, ill health, sickness absence) and liabilities;
- Protecting the environment;
- Making continuous improvements in health and safety performance; and
- Encouraging all employees to think about how they can do their jobs more safely

Sufficient financial and physical resources will be provided to implement this policy. It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety.

The College is committed to the development of a climate in which a positive health and safety culture can develop. The College will achieve this by:

- Maintaining effective systems of communication on health, safety and welfare matters;
- Ensuring that there is sufficient competency within the organisation in terms of health and safety management including support and advice;
- Establishing and maintaining control by setting clear health, safety and welfare objectives and providing strong leadership; and
- Securing co-operation between individuals, recognised trade unions, appointed employee safety representatives and staff working groups.

Steps will be taken to take a risk assessment approach to activities to avoid accidents, work-related ill health and dangerous occurrences paying particular attention to the provision and maintenance of:

- A safe place of work including safe access to it and safe egress from it;
- A healthy working environment;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage, and transport of articles and substances.

The College promotes a ‘no blame culture’ as this is an essential part of this policy and is supportive of individuals who participate in hazard or near miss accident reporting.

It is recognised that accidents, ill health and incidents may result from failings in management control and are not necessarily the fault of an individual employee.

All employees, however, are expected to accept their responsibility to work safely, adhering to safety rules and work procedures, using safety equipment provided, and generally to contribute to the maintenance of safe and healthy working conditions.

The College is committed to making sure that any work carried out on its behalf, is done so with the risks to the health, safety and welfare of employees and others reduced to as low a level as is reasonably practicable. As site occupier and client, the College will plan, co-ordinate, control, monitor and review the activities of contracted organisations to effectively minimise the risks presented by contract work.
Our contractors and their subcontractors must co-operate with us to enable the requirements of this policy and our statutory duties to be met. We will ensure that contractors selected are competent to manage the safe execution of the work, and that our contractors and their sub-contractors have systems in place to ensure that risk control measures are identified before work commences and that their activities are monitored appropriately during work.

The College will co-operate and co-ordinate with other employers to secure a safe and healthy workplace and work environment for our employees in the case of shared workplaces. In joint ventures/partnership arrangements, managers and staff appointed by the College are required to encourage the other partner to work to the College’s health and safety standards. As a minimum, the joint venture/partnership arrangement must comply with relevant legislation and have access to competent health and safety advice.

The capabilities of employees as regards health and safety will be taken into account when entrusting work to them. Appropriate health and safety training will be provided to employees to enable them to meet the required standards of performance.

All managers and employees have a legal duty to take reasonable care of their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Every employee must co-operate with the College to enable all statutory duties to be complied with.

The College is committed to effective communication and consultation on health, safety and welfare matters with all relevant parties and will report on its health and safety performance on an annual basis.

The College’s Health and Safety Management system is based on The Management of Health and Safety at Work Regulations and the HSE Guidance HSG 65 ‘Successful Health and Safety Management’.

The Health, Safety and Welfare Policy and its accompanying health and safety policies & procedures apply to all College activities and workplaces. Compliance with this range of policies and related standards is mandatory and subject to periodic audit.

This policy will be reviewed and amended at least every two years or as required. A copy of all health and safety policies and procedures are available on the College’s intranet, health and safety notice boards and in hard copy form for those employees that do not have internet access in the Health, Safety and Welfare Manual.

Whilst we are each responsible for health, safety and welfare, we do much better when we work as a team. Protecting people’s health and safety and promoting welfare is something that we should all be concerned with.
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

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APPENDIX 2: Fire Emergency Policy at Magdalene College

1. **Summary**

The aim of this plan is the provision and maintenance of a safe environment to all Fellows, staff, students, temporary residents and visitors throughout Magdalene College in order to reduce the risk to life, injury, property and College loss. This plan will provide the College with an approach to fire safety for the next 12-24 months and will be reviewed periodically.

2. **Fire Safety Strategy**

Magdalene College is committed to protecting the health, safety and welfare of Fellows, staff, students, temporary residents and visitors against the risk of fire. It is the intention to meet this objective by:

- Providing fire protection measures according to the use of the building and activities taken therein.
- Fire risk assessments will be conducted at regular intervals for college properties and identify areas for improvement.
- Establish a programme of building works to improve or maintain the fire safety precautions.
- Keep fire safety plans under review for College property.
- Establish clear roles and responsibilities regarding the day to day fire safety management.
- Identify relevant personnel with the responsibility for initiating fire evacuation procedure and provide information to the emergency services.
- Carry out regular reviews of the fire risk assessment and action plan accordingly.

3. **Fire Prevention Protocols**

Magdalene College has established a set of protocols, policies and documentation that are relevant to fire safety within the college. Details below:

- Fire Risk Assessments.
- Fire Management Plan.
- Emergency incident plan (under review)
- Fire alarm activation records.
- Fire extinguisher records/maintenance of fire equipment.
- Portable appliance testing records.
- Asbestos register.
- Local emergency plans.
- Student guides/Accommodation handbook/College policies and procedures.
- Fire safety training records.
- Accommodation evacuation plans.

4. Person Specification

**Responsible person:** The Senior Bursar, on behalf of the College Governing Body, is responsible for ensuring the implementation of the Regulatory Reform (Fire Safety) Order 2005 in all College premises and ensuring that all statutory requirements applicable to fire safety are observed. To ensure that appropriate fire safety policies and programmes of work are implemented to maintain and improve fire safety precautions in College premises.

**Appointed fire safety officer:** Head Porter. The Fire Safety Officer for the College will ensure compliance of current fire safety legislation. Responsibilities including:

- Ensuring that all Fire Risk Assessments are conducted in line with legislation.
- Ensuring maintenance of fire safety systems to relevant British Standards.
- Receive reports for all fire incidents, inform the College of their contents and arrange for them to be acted upon as appropriate.
- To establish effective liaison with enforcing authorities as necessary.
- Assisting in the writing of all fire safety policies and procedures.
- To investigate all fires that occur in College properties.
- Disseminate responsibilities to College staff.

**Deputy fire safety officer:** Deputy Head Porter. The Deputy Fire Safety Officer will assist with the duties described above.

**The Health and Safety Committee:** Fire safety forms part of the Health and Safety Committee which meets in the Michaelmas and Lent term and when necessary in the Easter Term. The committee is chaired by the Assistant Bursar.
Head of Departments (HoDs): Will be responsible for ensuring that the College fire management procedure is implemented in their respective areas. They will also assist the Fire Safety Officer as necessary.

Fire Risk Assessment

Under the Regulatory Reform (Fire Safety) Order 2005, that came into force on 1st October 2006, all responsible persons are required to carry out a fire risk assessment in relation to the risk from fire. A fire risk assessment is produced on behalf of the responsible person to assist them to comply with their legal obligations.

The Order replaces all previous fire safety legislation and any Fire Certificates issued under the Fire Precautions Act 1971 will no longer be enforced. The Order applies in England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect relevant persons in case of fire in and around the premises.

The Order requires fire precautions to be put in place where necessary and to the extent that it is reasonable and practicable in the circumstances of the case. Responsibility for complying with the Order rests with the responsible person. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible.

If there is more than one responsible person in any type of premises, all must take reasonable steps to co-operate and co-ordinate with each other.

5. Electrical equipment

Electrical equipment provides a high risk in starting fires where they are faulty or used in inappropriate areas. Portable appliance testing (PAT testing) will be conducted for all portable equipment to ensure that basic electrical safety checks are maintained. This is to be managed by the Maintenance department once a year.

The use of multi socket plug adaptors, portable gas heaters, students own electrical heaters are not to be used anywhere on College premises. Extension leads are authorised for use where they have been subjected to portable appliance testing and where they are correctly used and fused.

No alterations and additions to wiring or fittings may be carried out apart from those carried out by authorised electricians from the Maintenance team or authorised contractors. Reporting of defective electrical equipment is essential for fire safety. Staff should report defective electrical equipment and are to remove them from supply by switching off and unplugging any portable electrical equipment that they find defective. Any issues should be reported to the maintenance dept.

Emergency light testing:

Emergency light testing in accordance with legislation is the responsibility of the maintenance department.

Fire emergency action plans and drills:

All persons are expected to follow the below procedure in relation to fire safety. This is also documented in the accommodation handbook, student guide and fire management procedure on the College web site.

https://www.magd.cam.ac.uk/administration/policies-and-procedures

In case of a fire:

- Raise the alarm by pressing the fire alarm point.
- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Please make contact with the Porters’ Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

On hearing the fire alarm:

- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Please make contact with the Porters’ Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.
A number of College properties are wired to the Porters Lodge main repeater fire panel. There are a number of College properties which are not wired to the Porters Lodge and rely on notification by the residents. All fire alarm activations will be investigated by college staff.

There are many causes of fire alarm activations, but the more common ones include:

- Fumes from cooking or burnt food.
- Mist from deodorant spray.
- Steam from showers.
- Dust from building work.
- Poorly trained users.
- Lack of maintenance.
- Incorrect or poorly designed systems.
- Student behaviour.

7. Fire drills/Evacuations:

The Fire Safety Officer is responsible for arranging fire drills throughout College accommodation and offices. All records of drills/evacuations are the responsibility of the Fire Safety Officer. Drills will be arranged for the Michaelmas and Lent Terms. Any re-testing will take place as and when required.
8. Fire Alarms:

Fire alarms will be maintained and tested by an independent competent contractor to British Standards and the relevant legislation.

Weekly fire alarm testing in accordance with legislation will be conducted by College Staff, except during the exam period and recorded appropriately. This will take place each week on the Tuesday morning.

All departments are to be aware of the fire point test and inform staff and visitors as necessary.

If after 10 seconds, the alarms have not been cancelled departments must react to fire alarms as in a real fire situation.

9. Maintenance of Fire Fighting Equipment:

The Fire Safety Officer is responsible for ensuring that Fire Fighting Equipment (FFE) is provided and correctly positioned in College properties, including dealing with any fire risk in communal areas e.g. fire doors wedged open, candles. HoDs are expected to support the Fire Safety Officer with executing this responsibility.

Monthly records of FFE and locations are recorded and held electronically by the Deputy Fire Safety Officer.

Responsibility for the six monthly/annual servicing of the FFE and fire panels rests with an external contractor who are contracted through the Maintenance department.

10. Fire Doors:

Each building will be fitted with fire doors that are suitable and sufficient. These doors will be identified by signage.

Fire doors will be checked as part of the monthly fire safety checks completed by Porter staff. A programme of works will be implemented where the fire risk assessment identifies lack of fire safety in relation to doors and internal walls.
11. Emergency Signage:

Fire escape signs are provided throughout College properties. Assembly points are annotated on all fire action signs in the accommodation. The fire risk assessment will confirm where additional signage is required.

12. Smoke Free Policy:

Smoking and vaping is prohibited in all enclosed or substantially enclosed College premises. This includes company vehicles. The College Smoke Free policy can be found at [https://www.magd.cam.ac.uk/system/files/2021-09/smoke_free_policy_2021.pdf](https://www.magd.cam.ac.uk/system/files/2021-09/smoke_free_policy_2021.pdf)
APPENDIX 3: Requirements under regulation 5 of the Workplace Regulations 1992 (Health, Safety and Welfare)

Maintenance of workplace, and of equipment, devices and systems

Regulation 5 Maintenance of workplace, and equipment, devices and systems.

The employer and/or the person in control of premises must maintain the workplace and contents so that they remain safe and without risk to health and fully comply with the detailed requirements of the regulations.
APPENDIX 4: MAGHAS References – Review versions

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

Magdalene College Policies and Procedures

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Online Training Modules: all staff

We have recently introduced some new training for all staff using the iHasco system, which is used widely across the Cambridge Colleges. This training will replace some (for example the manual handling) that had previously been provided by the University but also provide additional training on subjects that are important and relevant.