



**New College, Oxford**

**Health and Safety Policy Document**

**Statement of best practice endorsed by  
Conference of Colleges Meeting in May 1999**

**Health and safety At Work etc. Act 1974  
Management of Health and Safety Regulations 1999**

**OBLIGATIONS OF COLLEGE GOVERNING BODIES**

Obligations are imposed upon the governing bodies of colleges, partly by virtue of their status as employers. The Health and Safety at Work etc. Act 1974 and related legislation ('relevant statutory provisions') impose general and specific requirements upon college Governing Bodies.

Breaches of health and safety legislation, including any failure to implement a 'risk management strategy', are criminal offences and command unlimited sentences at Crown Court and/or unlimited fines.

In the context of a college, the policy itself and the means of implementing it should be adopted at the highest level within that organisation: the Governing Body. Implementation should encompass all employees' i.e. non-academic staff, academic staff including Fellows: whether members of the Governing Body or not.

College officers may be tasked with implementation of defined requirements, but overall responsibility for health and safety cannot be delegated. Whatever arrangements are made for delegating implementation, it is the Governing Body which will be answerable in the case of proceedings.

The most effective way to achieve compliance is through what has come to be known as a risk management strategy. Compliance could be achieved by Governing Body oversight of relevant college officers and/or by the appointment of a competent external person (i.e. a health and safety auditor) providing a report not less frequently than annually.

Governing Bodies need to be able to demonstrate that health and safety is being managed effectively. This is a specific requirement of the Management of Health and Safety Regulations 1999. These regulations require Governing Bodies (as employers, but in respect of students, staff, visitors, contractors and members of the public) to:

- carry out a written risk assessment procedure
- put in place preventative and protective measures
- have arrangements for the 'effective planning, organisation, control, monitoring and review of the protective and preventative measures'.

The above deals with an institution's obligations under relevant criminal law. Requirements under civil law are based on the duty of care owed to those affected by the institution's activities.

Among the regulations currently relevant to health and safety are:

The Management of Health and safety at Work Regulations 1999  
The Workplace (Health, Safety and Welfare) Regulations 1992  
The Provision and Use of Work Equipment Regulations 1998  
The Manual Handling Operations Regulations 1992  
The Health and safety (Display Screen Equipment) Regulations 1992  
The Personal Protective Equipment at Work Regulations 1992  
The Control of Substances Hazardous to Health Regulations 2005  
The Noise at Work Regulations 2006  
The Electricity at Work Regulations 1989  
The First Aid Regulations 1981  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Safety Representatives and Safety Committee Regulations 1977  
The Furniture and Furnishings (Fire) Safety Regulations 1988/1989  
Fire Precautions (Workplace) Regulations 1997  
The Health and Safety (Consultation with Employees) Regulations 1996  
The Working Time Regulations 1998 and 1999  
The Control of Vibration at Work Regulations 2005

# HEALTH AND SAFETY POLICY AND PROCEDURES

## INTRODUCTION

1. The Health and Safety at Work etc. Act 1974, along with other Regulations, contains the most important provisions for business, their organisations and employees.
2. The general objectives within the scope of the above act and regulations are:
  - a. To secure the health, safety and welfare of employees at work.
  - b. To protect people other than employees at work against risks to their health and safety arising out of work activities.
  - c. To control the keeping and use of explosive or highly flammable or otherwise dangerous substances and generally prevent people from unlawfully having and using such substances.
  - d. To control the release into the atmosphere of noxious or offensive substances from premises, which also may come within the scope of the environmental protection legislation.
  - e. To identify hazards in the workplace and carry out risk assessments and introduce such control measures as necessary.
3. The Health and Safety at Work etc. Act 1974 places general duties on:
  - a. the employer.
  - b. the self-employed (e.g. contractors).
  - c. the manufacturers, suppliers, designers and importers of articles and substances for use at work.
  - d. the people in control of premises and all people at work.

These legal requirements apply to all types of work.

4. The scope of the legislation is comprehensive and is designed to encourage employers and employees to take a wide-ranging view of their role and responsibilities. Some duties imposed by the legislation are absolute and must be complied with and this health and safety policy and procedures manual has been designed to meet all the legal requirements and obligations.

# HEALTH & SAFETY POLICY

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## **Section B - Amendment Control Sheet**

## Section C – Health & Safety Policy Statement

### Health & Safety Policy Statement

The Governing Body regards health and safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The Governing Body considers health and safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that persons not in the College's employment are not exposed to risks which may arise from the College's activities.

The Governing Body is resolved to provide and maintain equipment and systems of work which are so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim.

The Governing Body will provide such resources as may be necessary to enable it and its employees to meet their health and safety responsibilities.

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the College by:

- a) following instructions in the safety rules or notices displayed on College property.
- b) complying with any code of practice or guidance which may apply to their work or workplace.
- c) taking reasonable care for health and safety of themselves and of persons who may be affected by their acts or omissions at work.

The Governing Body stresses its commitment to health and safety to the extent that, where disregard of safe working practice by an employee seriously puts at risk the health and safety of him or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

The policy will be reviewed annually and amended as circumstances and as legal requirements change.

Signed ..... Date .....

Position .....



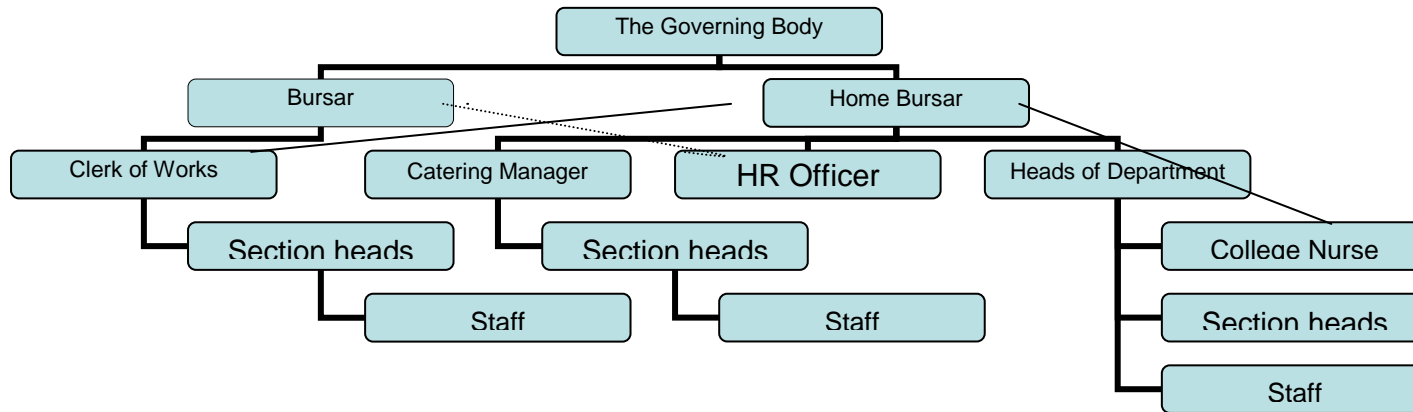
## **Section D - Distribution List**

1. The Warden
2. The Governing Body [copy located with Warden's PA]
3. The Senior Tutor
4. The Dean
5. The Bursar
6. The Home Bursar
7. The Accountant
8. The Tutor for Admissions
9. The IT Officer
10. The Catering Manager
11. The Head Chef
12. The Food Service Manager
13. The SCR Butler
14. The Head Porter
15. The Caretaker, The Weston Buildings
16. The Academic Administrator
17. The Clerk of Works.
18. The Land Agent
19. The Deputy Clerk of Works
20. The Librarian
21. The Accommodation Manager
22. The Domestic Manager
23. The College Nurse
24. The Development Director
25. The Development Officer
26. The Beer Cellar Manager
27. The JCR Steward
28. The Groundsmen
29. The Boatman.
30. Additional Copy [to be held in office of the Assistant to the Home Bursar]

## **Section E - Organisation and Responsibilities**

1. Governing Body
2. Health and Safety Manager (The Home Bursar)
3. Health and Safety Officer - maintenance (The Clerk of Works)
4. Health and Safety Officer – catering (The Catering Manager)
4. Heads of Section
5. HR Officer (Recording and reporting reportable accidents)
6. College Nurse (First Aid)
7. Staff

## E1 Organisation Chart



## **E1 Responsibilities - The Governing Body**

- 1.1 The Governing Body takes ultimate responsibility for health and safety and for ensuring that this policy is for the benefit of its employees and others who are affected by implemented College activities.
- 1.2 The Governing Body requires an annual report on health and safety, in the form of the notes of the meeting of the Health and Safety Consultative Group. The report should cover the following for the previous twelve months:
  - A list of all reportable accidents and diseases to employees, students or others affected by the college's activities.
  - Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to health and safety.
  - Any prosecutions taken out against the College by any of the enforcing authorities.
  - Any major incidents such as a fire or other event of significance affecting employees, students or others
  - Any significant failings in health and safety reported by the Health and Safety Manager, heads of section, enforcement officer, insurance company representative or health and safety advisor.
- 1.3 The Governing Body accepts responsibility for ensuring that the College allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations and the standards set out in this policy.

## **E2 Responsibilities - Health & Safety Manager (HSM) – The Home Bursar.**

- 2.1 Unless otherwise determined by the Governing Body, the College's HSM is to be the Home Bursar. There will be two designated Health and Safety Officers [HSOs]. Heads of Section will deal with health and safety on a day-to-day basis. The Bursar will assume the duties of the HSM in the Home Bursar's absence.
- 2.2 The HSM will be responsible to the Governing Body for all health and safety matters, including:
- Monitoring and recording health and safety incidents;
  - responding to complaints or queries from heads of department or other staff;
  - through the College Nurse, appointing sufficient first aiders and ensuring that they are given adequate training which is periodically updated;
  - appointing sufficient staff to deal with emergencies and ensuring that they are given adequate training, particularly in emergency procedures;
- 2.3 The HSM will encourage and support all Heads of department and staff in maintaining high standards of health and safety;
- 2.4 Through the HR Officer, the HSM will be responsible for ensuring that the College accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the Health and Safety Executive;
- 2.5 The HSM will have overall responsibility for managing, updating and reviewing the College health and safety policy whenever circumstances dictate;
- 2.6 The HSM will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible.
- 2.7 The HSM will be responsible with the for liaising with the HSE Factory Inspector, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.
- 2.8 The HSM's responsibilities will be taken on by the Bursar in the absence of the Home Bursar.

## **E3i Responsibilities - Health & Safety Officer (HSO) The Clerk of Works**

One of the two HSOs will be the Clerk of Works who will, with the heads of relevant sections, oversee health and safety relating to the estate on a day-to-day basis. The HSO will be assisted by the Deputy Clerk of Works and Heads of department to whom they may formally delegate specific health and safety tasks.

The HSO will assist the HSM in liaising with the HSE Factory Inspector, EHO, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.

### **E3ii Responsibilities - Health & Safety Officer (HSO) The Catering Manager**

One of the two HSOs will be the Catering Manager who will, with the heads of relevant sections, oversee health, safety and food hygiene on a day-to-day basis. The HSO will be assisted by the heads of catering sections such as the Head Chef and Food Service Manager to whom they may formally delegate specific health and safety tasks.

The HSO will assist the HSM in liaising with the HSE, EHO, Fire Officers, Insurance Assessors and other officials in relation to health, safety and food hygiene matters.

### **HR Officer**

The HR Officer will be responsible for ensuring that the College accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the Health and Safety Executive.

### **College Nurse**

The College Nurse will be responsible for:

1. Assessing the requirement for trained first aiders such that there is a reasonable distribution of people with first aid skills around the College;
2. Keep first aid training records;
3. Ensure that first aiders are sent on the appropriate refresher courses in order to keep their qualification current;
4. Keep first aid boxes supplied with up to date materials.
5. Occasional occupational health consultations with staff.

## **E5 Responsibilities - heads of department**

- 5.1 Shall be responsible for health and safety within their area of control. Heads of department will ensure that all members of staff in their section comply with the policies and procedures set out in this document;
- 5.2 Shall ensure that, on a day-to-day basis, health and safety standards are maintained and that staff are not placed at risk. Where they are in doubt they should seek advice from the HSM, HSO or Peninsula Business Services;

In particular heads of department will be responsible for:

- ensuring that their staff use the correct procedures including guards or control measures.
  - ensuring that their staff wear the appropriate personal protective clothing.
  - keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
  - adequately supervising staff to ensure that they do not exceed their experience, knowledge and training.
  - giving appropriate instruction and training to their staff\* in relation to health, safety and welfare.
  - answering promptly queries from staff\* or referring the matter to the appropriate person.
  - ensuring that equipment used by staff\* is maintained in a safe condition.
  - setting an example to staff\* in all matters relating to health and safety.
- 5.3 Shall notify the College HSM in the case of a serious accident or a circumstance which could necessitate normal proceedings being suspended.
- 5.4 Shall be responsible for the health, safety and welfare of employees within his/her section. The Home Bursar will be responsible for dealing with any serious breach of safety after consultation with the relevant parties.
- 5.5 Shall regularly consult staff as and when necessary to identify matters relating to their health and safety that need to be addressed.
- 5.6 Shall inform and instruct their assistants and staff to ensure that they are capable of identifying hazards and risks to health and safety and dealing with accidents and complaints and taking preventative action.
- 5.7 Shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.

- 5.8 In carrying out the above duties heads of department will apply to the HSM for the necessary training and information to fulfil their responsibilities.
- 5.9 Shall assist in the production and review by the HSM of risk assessments relating to their responsibilities, in accordance with the “Management of Health and Safety at Work Regulations 1999” (Regulation 3).
- 5.10 Shall, in conjunction with the HSM be responsible for dealing with officials from the Health and Safety Executive, Fire Authority, Insurance Companies in relation to health and safety in their areas.
- 5.11 Shall assume any appropriate additional health and safety responsibilities determined by the College.



## **E6 Responsibilities – members of staff**

- 6.1 Members of College staff have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, staff have a responsibility under their contract of employment.
- 6.2 The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities will be covered at induction and in further training. They are reproduced in full beneath.

### **“HASAWA Section 7: General duties of employees at work. It shall be the duty of every employee while at work**

- (a) to take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and**
- (b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with.”**

### **“MHSWR regulation 12 Employees duties -**

- (1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided by them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.**
- (2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of their fellow employees -**
  - (a) of any work situation which a person with the first mentioned employee’s training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and**
  - (b) of any matter which a person with the first mentioned employee’s training and instruction would reasonably consider represented a shortcoming in the employer’s arrangements for health and safety.**

**in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with their own activities at work, and has not previously been reported with this paragraph.**

- 6.3 Staff are required to have regard to their own health and safety and equally to look after the health and safety of others who might be affected by what they might or might not do.
- 6.4 Staff in particular are required to:
- follow the arrangements and information contained in this safety policy and any other guidance or training given by the College.
  - observe and have regard to the various signs and notices displayed on the College premises.
  - use personal protective equipment provided by the College.
  - in cases of doubt seek guidance from his or her head of department or the HSM.
- 6.5 Comply with any control measures laid down within the risk assessments appropriate to their areas of work.
- 6.6 Report any hazards or defects to his or her head of department immediately.