

EMMANUEL COLLEGE

**HEALTH & SAFETY
POLICY 2023/24**



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I. SECTION 1:

a. INTRODUCTION:

As an employer, we are aware of our general duties under the Health & Safety at Work Act 1974 and our specific duties under the Management of Health and Safety at Work Regulations 1999. Where additional legislation relates to the activities we are carrying out, we will also ensure that our duties are fulfilled and our employees and others, who may be affected, can work safely without risk to their safety or health.

We will monitor and review this policy and associated documentation as necessary, at least every three years, unless any significant changes occur in the meantime.

Emmanuel College is committed to the health, safety and wellbeing of its employees, students, fellows, volunteers, contractors and members of the public visiting our site. We strive to create an environment in which health, safety and wellbeing are integral to the organisation. We encourage everyone to be part of this philosophy so that we can continue to improve our standards, and the overall Health & Safety culture of the College.

b. GENERAL STATEMENT OF INTENT:

Emmanuel College is fully committed to complying with its statutory duties under the Health and Safety at Work Act 1974 and associated legislation to ensure, so far as is reasonably practicable, the provision and maintenance of healthy and safe working conditions, equipment and work practices for all employees, students, fellows, volunteers, contractors and members of the public.

The College will maintain an appropriate Health & Safety Management system and organisation structure to support its statutory duties. We will:

- i. Assess risks and put adequate control measures in place
- ii. Consult with employees on matters affecting their Health & Safety
- iii. Provide and maintain a safe place of work with safe plant, equipment and personal protective equipment
- iv. Ensure safe use, handling and storage of substances
- v. Provide information, instruction, training and supervision for employees to ensure that they are competent to carry out their tasks
- vi. So far as is reasonably practical, prevent incidents, injuries, near miss events and cases of work-related ill-health
- vii. Maintain safe and healthy working conditions
- viii. So far as is reasonably practical, prevent accidents or near miss events to employees, students, fellows, volunteers, contractors and members of the public.

The College expects all members of the institution, contractors working on behalf of the institution and visitors to follow this Health & Safety Policy at all times and adhere to their own statutory requirements. We encourage any comments regarding Health & Safety in the workplace and will actively seek to rectify any areas of concern.

The delegated responsibilities for health and safety and the arrangements made to implement this policy are set out in the following sections.

Catherine Webb, Bursar

II. SECTION 2: ORGANISATION AND STRUCTURE

a. RESPONSIBILITIES FOR HEALTH & SAFETY

Catherine Webb, Bursar retains overall responsibility for establishing, implementing and monitoring of Health & Safety, including:

- i. Health and Safety Performance.
- ii. Notification of accidents, near miss events or failures in the Health & Safety Management system.
- iii. Providing H&S data and notification of key improvements to Health & Safety that have been implemented.
- iv. Support other Duty Holders and Heads of Department to fulfil their Health and Safety responsibilities.
- v. Preparation of an effective Health & Safety Policy Statement, provide arrangements for carrying out that policy, measures to ensure that it is both implemented and communicated to all employees.
- vi. Ensure that the Health & Safety Policy is reviewed, at least every three years or when circumstances otherwise dictate.
- vii. Ensure that Health & Safety is given an appropriately high priority and is not compromised, so putting employees, students, fellows, volunteers, contractors and members of the public at risk.
- viii. Ensure that the Heads of Department are aware of the Health & Safety Policy and understand their responsibilities for effective Health & Safety Management.
- ix. Ensure that the Heads of Department implement the policy through effective local arrangements and suitable monitoring of their staff.
- x. Ensure that adequate financial and other resources are available to meet statutory duties and the requirements of this Health and Safety Policy.
- xi. Ensure that the College has appointed a competent Health and Safety Officer for the purpose of meeting the College's statutory duties and for advising and monitoring on Health & Safety.
- xii. Set a personal example at all times with respect to Health & Safety.

b. RESPONSIBILITIES FOR HEADS OF DEPARTMENTS

The Head of each Department (HoD) has the following responsibilities:

- i. Implementation of this policy in their own departmental area and bringing it to the attention of all employees, contractors and others in their immediate area.
- ii. Be accountable to the Bursar for the Health & Safety within their departments.
- iii. Read, understand and implement the requirements of the Health & Safety Policy.
- iv. Support and promote continuous improvements in Health and Safety and communicate this philosophy within their departments.
- v. Monitor and review Health and Safety processes and performance in their immediate areas, departments or premises and ensure regular inspections and audits are carried out every 3 months.
- vi. Ensure that the requirements of Task / COSHH risk assessments are implemented,

understood and followed before work commences within the respective departments.

- vii. Not to put any person at an unacceptable risk, and to stop work where any new hazards are identified until the risk has been assessed, eliminated and controlled to an acceptable level.
- viii. Ensure that all plant, vehicles and equipment are adequately maintained so they are safe for use and any defective plant, vehicles or equipment is withdrawn from use immediately.
- ix. Ensure that all employees within their departments have the correct level of personal protective equipment (PPE) as identified by Task / COSHH risk assessments and that any PPE is serviced, maintained or replaced as necessary.
- x. Receive, review and remedy any concerns in respect to Health & Safety. When concerns cannot be resolved at a local level, they shall be referred to the Bursar and/or the Health & Safety Officer.
- xi. Ensuring that staff, contractors and others comply with the safety requirements and safe systems of work that apply in their departmental area.
- xii. Ensuring that the College Induction procedure is followed for all new members of staff, which must include an awareness of all policies and procedures applicable to their job, and the emergency procedures in place.
- xiii. Ensuring that no person is permitted to work with any plant, vehicle or equipment, or undertake any hazardous task unless they have been provided with such information, instruction, training and supervision as is necessary to ensure their own Health & Safety and the safety of others who may be affected by their actions.
- xiv. Ensure that all employees are aware of the location of firefighting equipment, fire alarm call points in their immediate work areas and their respective assembly points.
- xv. Ensuring that any legal requirements, in respect of Health and Safety matters and the operation of their department is fully complied with, including (but not limited to), maintenance of all appropriate registers (i.e. P.P.E and training records), statutory inspections of plant and equipment, provision of first aid equipment appropriate to their working environment, a suitable number of trained first aiders and access to the accident/near miss reporting procedure.
- xvi. Ensuring that any Health & Safety responsibilities delegated to staff are clearly identified and understood.
- xvii. Carry out suitable and sufficient Task / COSHH risk assessment(s) to cover the various roles that the department undertakes, including implementing safe systems of work and obtaining professional input from a competent person where required.



c. DELEGATED HEALTH & SAFETY RESPONSIBILITIES

SPECIFIC HEALTH & SAFETY RESPONSIBILITIES:

College Nurse:

- i. First point of contact for employees and students for non-emergency treatment and advice. In the event of an emergency situation the alarm is raised and the emergency services shall be contacted on 999.

Head Porter:

- i. Coordinating First Aid Training and Mental Health Awareness Training
- ii. Coordinating site inductions
- iii. Coordinating the daily fire alarm checks throughout the college environment
- iv. Signing of hot work permits for contractors
- v. Oversee the general safe day to day running of the College

Buildings Manager:

- i. Maintaining asbestos monitoring
- ii. Legionella management and electrical testing (either in house or via contractors)
- iii. First point of contact with external contractors
- iv. Oversee and agree contractor method statements and risk assessments.
- v. The safe operation and maintenance of the college swimming pool

Head of HR:

- i. Personal Welfare arrangements and subsequent support where required.

Fire, Health & Safety Officer:

- i. Fire Policies, Fire Risk Assessments, evacuation arrangements
- ii. Ensure all Health & Safety Legislation and Regulatory Fire Safety requirements are met.
- iii. Support Heads of Department and college employees to fulfil their Health & Safety responsibilities.
- iv. Review relevant College Policies and Safety Management System.
- v. Provide competent advice on all Health & Safety processes and keep Heads of Department up to date with Health & Safety issues.
- vi. Identify key Health & Safety training needs and advise on methods of implementation and training requirements.
- vii. Lead and support the reporting, recording and investigating of accidents/near miss events and provide statistical information to the Health & Safety committee.
- viii. Review the performance of Health & Safety within the College as a whole in conjunction with the Bursar.
- ix. Support Heads of Department with enforcement agency requests for information, visits and inspections and if required, be the primary point of communication with relevant enforcement agencies.

EVERY EMPLOYEE AS PER SECTION 14 HSWR 1974 (EMPLOYEE'S HEALTH & SAFETY DUTIES):

- i. Is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- ii. Must use safety equipment and clothing provided in a proper manner and for the purpose intended
- iii. Must not intentionally or recklessly misuse anything supplied in the interests of health and safety.
- iv. Must work in accordance with any health and safety instruction or training that has been given
- v. Must not undertake any task for which they have not been authorised and for which they are not adequately trained
- vi. Is required to bring to the attention of their supervisors, Head of Department or the Health and Safety Officer any perceived shortcomings in the College safety arrangements



III. SECTION 3: ARRANGEMENTS FOR HEALTH & SAFETY

a. HEALTH AND SAFETY COMMITTEE

General consultation on Health and Safety matters will be dealt with by the Health and Safety Committee. The Committee meets twice a year and consists of the Master, Bursar, Members of the Fellowship, Departmental Heads, and Student representatives. Staff are represented by an elected member of the Staff Association Committee.

The College Council is informed of the work of the Committee and the status of Health and Safety in the College directly by the report of the two meetings of the Committee.

b. DELEGATED RESPONSIBLE PERSONS

LOCATION	NAME	TITLE
Boathouse	Peter Twitchett	Boatman
Bursary	Rob Brackley	Accountant
	Anna Battison	Committee & Accommodation Manager
Catering	Matthew Carter	Executive Head Chef
	Nathan Aldous	Head Chef
	Alex Tomkins	Front of House Manager
Conference	Harriet Carey	Conference Manager
Development	Claire Cosgrave	Head of Development Operations
Gardens	Brendon Sims	Head Gardener
Household	Donna Bass	Housekeeper
HR	Michele Warwick	Head of HR
IS	Tom Corder	IS Manager
Library	Helen Carron	Librarian
Maintenance	David Hobbs	Buildings Manager
Porters' Lodge	Stephen Montgomery	Head Porter
Sportsground	Mark Robinson	Groundsman
Tutorial	Anna Ospiova	Registrar

c. THE ARRANGEMENTS FOR MAINTAINING THE HEALTH AND SAFETY POLICY INCLUDE:

- i. Future planning: Work towards achieving a reduction in accidents and near misses
- ii. Organising:
 - a. Consult with staff and the Health and Safety Committee
 - b. Provide training to staff as required.
- iii. Controlling:
 - a. Undertake workplace risk assessments
 - b. Act upon the findings
 - c. Be proactive and professional in regards to all matters relating to Health and Safety.
- iv. Monitoring:
 - a. Implement 3-monthly Health and Safety audits of our departments

- b. Undertake 6-monthly risk assessment reviews
 - c. Report to the Health and Safety Committee in June/November of each calendar year.
- v. Review: 3 yearly review of the Policy and all administration

