

HEALTH & SAFETY POLICY

Prepared by Head of Estates

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1. Health and Safety Policy

Murray Edwards College Council 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 College Council 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 site visitors are not exposed to risks which may arise from the College's activities.

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

The College Council 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:

- Following instructions in the safety rules or notices displayed on College property.
- Complying with any code of practice or guidance that may apply to their work or workplace.
- Taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or omissions at work.

The College Council 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 and amended as circumstances and as legal requirements change.

President Murray Edwards College:

Statement of Intent

- 1.1. Murray Edwards College accepts the responsibility placed on the College by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and aims to:
- 1.2. Develop clear structures which identify health and safety responsibility at all management levels across Murray Edwards College;
- 1.3. Ensure that all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate;
- 1.4. Ensure that there are effective channels of communication and consultation for health, safety and welfare for its employees and their representatives at all levels;
- 1.5. Bring to the attention of its employees the Health & Safety Policy, the arrangements for carrying out the Policy and to ensure that they know what is expected of them through the Induction process and any subsequent training of Murray Edwards College;
- 1.6. Ensure an effective risk assessment process, which establishes appropriate workplace precautions and risk control systems;
- 1.7. Maintain a safe and healthy working environment through maintenance of premises, plant and equipment;
- 1.8. Ensure all accidents, injuries, ill health and near misses are reported promptly, recorded and investigated to an appropriate level;
- 1.9. Implement a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across the College;
- 1.10. Ensure all students will receive appropriate safety instruction as an integrated part of their studies and that all students taking part in College controlled activities must take care of their own and others health and safety.
- 1.11. In addition, visitors (including contractors and visiting public) are required to comply with College policy, codes and procedures, and report any problems to College staff whilst on College premises.

2. Organisation and Responsibilities

2.1. College Council

- 2.1.1. The College Council has and accepts the ultimate responsibility, so far as reasonably practicable, for the health, safety and welfare of employees, Fellows, students and visitors.
- 2.1.2. College Council receives and acts upon, where necessary, periodic reports from the Health and Safety Committee. It will also receive an annual report from the Health and Safety Committee on the College's health and safety performance.
- 2.1.3. The College Council will arrange for the review of the Health and Safety Policy and arrangements for health and safety, where necessary, in light of new legal requirements or guidance.

2.2. Delegation

- 2.2.1. Implementation of Murray Edwards College's Health & Safety Policy is a line management responsibility. A responsible Line Manager may issue instructions or guidance and delegate the responsibility for the implementation of these employees under his/her control. The duty to ensure compliance remains with the responsible Line Manager at all times.
- 2.2.2. The person to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them.

2.3. The Bursar

The Bursar is responsible for:

- 2.3.1. The overall management of health and safety and the implementation of the College's Health & Safety Policy, codes of practice and rules;
- 2.3.2. Reporting to the College Council issues relating to the management of the health, safety and welfare of the College;
- 2.3.3. The Bursar delegates responsibility for the discharge of their duties to the Health and Safety Coordinator, Health and Safety Officer, and the Line Managers Team.

2.4. Line Managers Team

As an integral part of their management responsibilities they will be responsible for assisting the Bursar in:

- 2.4.1. The implementation of the College's Health & Safety Policy;
- 2.4.2. The management of health and safety within areas under their control and the health and safety of staff, students and visitors;
- 2.4.3. Bringing to the attention of the Bursar any part of the Health & Safety Policy where it is considered that revision is necessary.
- 2.4.4. Ensuring risk assessments are carried out and that safe systems of work are in operation and followed by staff and students within areas under their control;

2.5. Health and Safety Coordinator and Health and Safety Officer

As an integral part of their management responsibilities they will be responsible for assisting the Bursar in:

- 2.5.1. The implementation of the College's Health & Safety Policy;
- 2.5.2. Providing Health and Safety guidance and support to the Line Managers;
- 2.5.3. Be responsible for ensuring the college accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported on form F2508 or F2508A as stipulated by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995);
- 2.5.4. Ensuring all relevant health and safety information is circulated through the normal College management structure.
- 2.5.5. Will liaise with the Line Managers to ensure that Risk Assessment are in place and regularly reviewed.
- 2.5.6. Bringing to the attention of the Bursar any part of the Health & Safety Policy where it is considered that revision is necessary.

2.6. Employees, Students, Volunteers, Work Experience and Visiting Workers

All employees, students, visiting workers and others with a contractual arrangement with the College must:

- 2.6.1. Take reasonable care for their own health and safety and that of others who may be affected by their activities.
- 2.6.2. Comply with safe systems of work and any other safety instruction that will safeguard them and other fellow employees, students and other users of the College;
- 2.6.3. Report to their immediate supervisor/line manager any defects in plant, machinery, equipment, building fabric, slip/trip hazards or systems of work;
- 2.6.4. Make use and take proper and reasonable care of protective/safety equipment, tools, plant and equipment;
- 2.6.5. Notify the relevant line manager or supervisor before any significant hazards are introduced or newly identified;
- 2.6.6. Attend training where their line manager or supervisor identifies it as necessary for health and safety;
- 2.6.7. Attend for health surveillance when required;
- 2.6.8. Report accidents, near misses and hazardous incidents promptly via the College's accident/incident reporting procedure;
- 2.6.9. Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

2.7. Visitors

2.7.1. All visitors are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction or information provided by Murray Edwards College.

2.8. Contractors

2.8.1. All contractors working on College premises are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction relating to their health and safety. All contractors must submit site/ task specific risk assessments and method statements prior to commencing any agreed tasks

2.9. Additional Key Responsibilities – Estates Manager

2.9.1. To ensure that the physical premises and facilities services within the College are fit for purpose and manage health and safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).

2.10. Health & Safety Committee

The Health & Safety Committee has a central coordinating role in relation to health and safety matters and is responsible for:

- 2.10.1. Development of a Health & Safety Strategy, Health & Safety Management System, Policy and procedures that reflect the operating nature of the College;
- 2.10.2. Provision of advice, guidance and support to the College to ensure compliance with the health and safety legislative requirements of the College's undertaking;
- 2.10.3. Working closely with the Health & Safety personnel of the College (specialist advisers, health and safety officer and advisor);
- 2.10.4. Reporting to College Council on the health and safety performance of the College;
- 2.10.5. Acting as the College's main representative with all statutory and other external agencies dealing with health and safety matters;
- 2.10.6. Reporting to such agencies as legally required.

3. Reporting Structures

The College Council is responsible for monitoring the College's system of internal control including risk management, and receives information on health & safety performance through a number of sources outlined below.

3.1. The Health and Safety Committee

The Safety Committee is convened by the Health and Safety Coordinator and reports to the College Council. It formulates policies to promote the health, safety and welfare of employees, students and visitors.

The membership includes selected Line Managers, Health & Safety Coordinator, Health and Safety Advisor and Health and Safety Representatives from the Student Council.

The Terms of Reference for the Safety Committee are as follows:

- 3.1.1. To promote co-operation between management and staff in initiating, developing and carrying out measures to ensure the health, safety and welfare of persons at work and all other persons on the premises;
- 3.1.2. To keep under review measures taken to ensure health, safety and welfare of staff;
- 3.1.3. To consider reports provided by the Safety Consultants, the Inspectorate of the Health and Safety Executive and any other regulatory body;
- 3.1.4. To consider any matters submitted by the Line Managers, Heads of Departments, Health & Safety Coordinator, Health and Safety Advisor and Health and Safety Representatives from the Student Council.
- 3.1.5. To keep under review safety training and communications within the College;
- 3.1.6. To monitor the effectiveness of the Health & Safety Policy;
- 3.1.7. To monitor statistics of accidents and other untoward occurrences provided by the Health and Safety Coordinator and Health and Safety Advisor;
- 3.1.8. To recommend priorities for expenditure on measures to improve health, safety and welfare;
- 3.1.9. To invite such persons as are necessary to attend Health and Safety Committee meetings in order to give specialist/expert advice on particular topics;
- 3.1.10. To establish specialist sub-groups as are necessary in order to advise on specialist hazards, such as fire, estates, building works, etc...
- 3.1.11. To liaise with Health and Safety Committees of other Cambridge College and University sites.
- 3.1.12. The Committee will meet at least three times per year.

3.2. Health and Safety Coordinator & Health and Safety Officer

- 3.2.1. The Health and Safety Coordinator and Health and Safety Officer are in charge of overseeing the implementation of the Health and Safety Strategy and Policy.

3.3. Line Managers

- 3.3.1. The Line Managers are directly responsible for the management of health and safety within their department; this is monitored by the Health and Safety Committee and the Bursar. Guidance is provided by the Health and Safety Coordinator and Health and Safety Officer.

4. Accident Reporting and Investigation (RIDDOR)

- 4.1. All accidents, injuries, diseases and dangerous occurrences involving employees, students or others on College premises must be reported immediately. The College is required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and HSE guidance L73. Employees are encouraged to make themselves aware of accidents and disease reporting.

5. Alcohol, Drugs and Solvents

- 5.1. The College Council is concerned that employees should not expose themselves or other persons to risks to their Health and Safety and that employees should be, so far as is reasonably practicable, fit and well for work at all times.
- 5.2. No person will be allowed to be at work if they are under the influence of alcohol, drugs, solvents or medication that will affect their judgement.
- 5.3. Any employee who is aware of any person who is at work and under the influence of drugs, alcohol, solvents or such medication must report the matter immediately to their Head of Department or Health and Safety Officer.
- 5.4. Employees who are taking medication or prescribed drugs that may affect their actions or reactions at work should inform their Head of Department. The Head of Department, together with the Health and safety Officer, will determine if redeployment is necessary (for example to non-hazardous working).
- 5.5. To use alcohol, uncontrolled drugs or solvents whilst at work or under their influence whilst at work is considered by the College Council to be a very serious matter and subject to the same disciplinary action as any act of gross misconduct.

6. Asbestos

- 6.1. The College Council aims to comply with the Control of Asbestos at Work Regulations 2012.
- 6.2. The college holds an asbestos register which should be referred to prior to commencing any building works, or if there is a considered risk.

7. Control of Legionellosis

- 7.1. The College operates hot, cold and chilled water systems where there is a foreseeable risk of Legionellosis, therefore control measures must be in place to ensure full compliance with the L8 water regulations.

8. Control of Policy

- 8.1. It is the legal responsibility of the College to provide and maintain this Health and Safety policy.

- 8.2. The Health and Safety Officer and Heads of Department are responsible for the day-to-day operation of this policy and the local arrangements that form part of the policies and procedures within each department.
- 8.3. The Health and Safety Officer will be responsible for the accuracy and relevance of the policy and for making a copy of the Policy readily accessible to all staff. Staff will also be provided with any Health and Safety information that is relevant to their employment, whether it derives from this policy or any other source.
- 8.4. The Health and Safety Officer, in conjunction with the Heads of Departments, will monitor the policy and recommend amendments to the College Council.
- 8.5. All employees have a responsibility for reporting defects or failings and for full involvement in Health and Safety matters. Employees should report any defect to their Head of Department but are entitled to right of direct access to the Health and Safety Officer.
- 8.6. The Health and Safety Officer will be responsible on a day-to-day basis for dealing with Health and Safety matters.
- 8.7. The College Council requires a Health and Safety committee to meet each term to consider Health and Safety issues. The Health and Safety committee objectives and remit are defined in the Terms of reference at the start of each academic year.

9. Control of Substances Hazardous to Health (COSHH)

- 9.1. The College Council recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of, storage and other factors, the environment, exposure and chemical make-up.
- 9.2. The College will comply with legislation in relation to hazardous substances in particular the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and the Codes of Practice and guidance issued by the HSE.
- 9.3. It is important that employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent or reduce any risks to Health and Safety. The College will identify hazardous substances and assess the risks associated with their use to identify preventative measures that will be brought to the attention of all employees.

10. Crowds

- 10.1. Overcrowding can lead, in emergency, to congestion of evacuation routes, panic, trampling and fatality.
- 10.2. For standard events in College, involving large numbers (including normal use of the Bar), standard Risk Assessments have been developed.
- 10.3. For similar events, held for the first time, a specific Risk Assessments will be developed by the Events and Catering team.

10.4. All such Risk Assessments will draw on specialists' advice and will consider the following:

- 10.4.1. Numbers, including maximum safe numbers.
- 10.4.2. Vulnerable groups such as children, disabled.
- 10.4.3. Event timing and duration.
- 10.4.4. Are gatecrashers possible?
- 10.4.5. Is alcohol to be consumed?
- 10.4.6. Parallel events.
- 10.4.7. Provision of concise information for crowd control.

10.5. The relevant Risk Assessment will form part of the event planning briefing. Refer to the HSE publication IND (G) 1 42L "Managing Crowd Safety in Public Venues".

11. Electrical Safety

11.1. The College Council aims to comply with the Electricity at Work Regulations 1989 and the guidance form contained in HSR 25 "Memorandum of Guidance of the Electricity at Work Regulations 1989". In addition the College will also comply with other codes of practice, guidance and the current edition of the IEE Regulations (18th Edition).

11.2. Electrical work and installation will be carried out only by those persons deemed to be competent to do so.

12. Employee Dress

12.1. All employees must dress in such a manner that is appropriate for their job having regard to section 22 — "Personal Protective Equipment and Clothing".

12.2. Employees must not wear any jewellery, including dangling chains that are liable to cause danger or increase the risk of injury. Employees should be aware of the dangers of wearing any loose, baggy or hanging clothing, which can become trapped or entangled causing serious injury. Long hair should be tied back when using equipment where entanglement is possible. Sensible footwear should be worn at all times. Slippers or open-toed sandals are inappropriate, soles should permit a good grip on College surfaces and heels should not exceed 1.5" in height.

12.3. Where appropriate items of PPE (personal protective equipment) must be worn whilst the task for which the PPE has been provided is being carried out. All PPE must be maintained in a clean and serviceable condition.

13. Fire

13.1. For all matters relating to fire please refer to the Fire Safety and Operational Management Strategy.

14. First Aid

- 14.1. The College, in making adequate arrangements for first aid, will comply with the Health and Safety (First-Aid) Regulations 1981 and HSE Approved Code of Practice L74 "First Aid at Work".
- 14.2. The College will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times. The names of all first aiders are to be displayed throughout the premises.
- 14.3. The College Nurse will be responsible for recording names and location of first aiders and will file first aid certificates with date of initial training and refresher training.
- 14.4. Training of first aiders will be in accordance with the HSE approved list of courses and course providers.

15. Food Hygiene

- 15.1. The food hygiene risks associated with preparing and serving food in the college are assessed and controlled using our Food Safety Management System which is made up largely from the Food Standards Agency' "Safer Food Better Business" pack. This system is reviewed annually and updated any time any of the processes change. These changes should be recorded.
- 15.2. The College's kitchens, food handling areas and processes are audited on a regular basis by Cambridge City Council's Environmental Health Officers.
It is also good practice to have an independent auditor.
- 15.3. All employees who handle food must have food hygiene training commensurate with their responsibilities and a record of their qualification held by the college.
- 15.4. All staff must be trained in COSHH (Control of Substances Hazardous to Health) with particular attention to the chemicals stored and used in their department and attend regular refresher training.

16. Gas Safety

- 16.1. The risks associated with the use of gas depend on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- 16.2. It is College Council policy to comply with the Gas Safety (Installation and Use) Regulations 1994, which are designed to achieve safety in relation to gas installations, servicing and use of fittings and appliances.
- 16.3. All gas-related work will be carried out by a competent person or persons only. Normally these would be approved by HSE, i.e. Gas Safe registered.

17. Hand Tools

Ref: - Provision and Use of Work Equipment Regulations 1998

- 17.1. Hand tools are classed as work equipment and, as such, need to be considered in line with section 19 - "Machinery and Equipment".
- 17.2. All hand tools must be used for the job for which they are intended. Where none that are suitable are provided, employees should request the purchase of appropriate hand tools through their Head of Department.

18. Housekeeping

- 18.1. The general tidiness and cleanliness of the premises is a key factor in the promotion of Health and Safety and can contribute greatly to reducing risks and accidents.

19. Library Disaster Plan

- 19.1. Please refer to the separate operational procedure for the Library Disaster Plan.

20. Lone Working

- 20.1. Loneworkers are those who work by themselves without close or direct supervision. Under health and safety legislation, the College must ensure that loneworkers have safe working environments and will therefore undertake appropriate risk assessments, and use appropriate control measures to ensure risks are minimised. The significant findings of such assessments will be recorded, and loneworkers will be consulted and appropriately trained, including how to deal correctly with emergency situations.

21. Machinery and Equipment

*Ref: - Provision and use of Work Equipment Regulations 1998
Machinery Directive (CE Marking)
Lifting Operations and Lifting Equipment Regulations 1998*

- 21.1. The College Council's aim is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health. The College will therefore satisfy the requirements of legislation in relation to equipment and in particular the Provision and Use of Work Equipment Regulations (PUWER) 1998, guidance on the regulations produced by HSE, the Machinery Directive (91/368/EEC) and associated Regulations and information.

22. Manual Handling/Materials Handling

Ref: - Manual Handling Operations Regulations 1992

- 22.1. The College Council accepts that there are risks of injuries to employees from manual handling operations; to prevent and reduce those risks, it will comply with the requirements of Manual Handling Operations Regulations 1992 and guidance given by the HSE.

23. Motor Transport

- 23.1. As the College site is not designated for motor traffic and as many areas experience continual pedestrian use, particular care must be taken when manoeuvring private cars, contractors' vans, motorised trolleys or trucks within the premises.
- 23.2. To control the extent of traffic and parking on the site, all vehicles, including contractors' motorised trolleys or trucks need authority to enter the premises. Operators of authorised motorised trucks or trolleys must be specifically briefed about hazards before they are authorised to operate on the site.
- 23.3. All drivers must confine their speed to a normal walking pace and whenever possible should seek assistance in manoeuvring by a member of staff.
- 23.4. The interaction of vehicles and pedestrians will be subjected to regular Risk Assessment with outcomes communicated to relevant staff.

24. Noise

Ref: - Noise at Work Regulations 1989

- 24.1. The Governing Body recognises the risk from exposure to excessive noise to employees at work. The College will therefore comply with the Noise at Work Regulations 1989 and guidance produced by HSE, particularly Noise at Work Guides 3-9.
- 24.2. Where necessary the College will make a noise assessment where employees are likely to be exposed to:
 - 24.2.1. 85dB(A) - the first action level
 - 24.2.2. 90dB(A) - the second action level
 - 24.2.3. Peak action level of 200 Pascal's (or above)
- 24.3. The assessment will be made by a competent person and will:
 - 24.3.1. Identify which employees are exposed
 - 24.3.2. Provide such information as to permit compliance with the College's statutory duties
 - 24.3.3. Be reviewed when the original assessment is no longer valid

25. Non-Statutory Inspections

- 25.1. The respective Heads of Department, the Health and Safety Officer are responsible for the periodic inspection of processes, equipment and materials which are detailed in this policy. Some of these inspections are not required by law but will be undertaken in order to maintain the highest standards of Health and Safety.

26. Office Safety

26.1. There are a number of risks associated with working in an office and, although such areas are generally of low risk, the following points should be kept in mind:

- 26.1.1. Floors and aisles should be kept clear at all times.
- 26.1.2. Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall.
- 26.1.3. Anything heavy or awkward load, which is likely to cause injury, should not be lifted
- 26.1.4. Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets etc. Filing cabinets must be of the type that allows only one drawer to be opened at any one time.
- 26.1.5. Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately
- 26.1.6. Guidance or instructions on notices or signs should be followed
- 26.1.7. Fire exits should be kept clear at all times

27. Permit to Work Systems

27.1. The assessment of risks will identify processes or procedures that require the issue of permits to work (PTW).

27.2. In all cases the permit to work system must specify:

- 27.2.1. The member of Murray Edwards College staff responsible for the PTW
- 27.2.2. The period of time for which the PTW is valid
- 27.2.3. The sub-contractor representative responsible for signing the permit
- 27.2.4. How the PTW is to be recorded
- 27.2.5. The responsibilities of those involved in the PTW
- 27.2.6. The warning signs and notices that are required for the PTW
- 27.2.7. The details of any locking off or other system to prevent defeating the PTW
- 27.2.8. The procedures and necessary precautions to be followed

27.3. The Health and Safety Officer will approve all PTW procedures.

27.4. PTW procedures will be constantly monitored and reviewed to assess their effectiveness.

27.5. Only competent and designated employees or contractors will be permitted to undertake a process involving a PTW.

28. Personal Protective Equipment/Clothing

Ref: - Personal Protective Equipment at Work Regulations 1992

28.1. The College Council aims to meet the requirements of the Health and Safety (Personal Protective Equipment) Regulations (PPE) 1992 and requires employees to be provided with suitable and effective personal protective equipment (PPE) and clothing. Such provision will be specified by the relevant Risk Assessments. The College recognises that PPE is a last resort in reducing and preventing risk.

28.2. Employees must co-operate with the College in the use of PPE and must wear such PPE if instructed to do so. Employees will receive training in the correct use of PPE including the reasons for it being worn.

29. Pregnancy

Ref: - Management of Health and Safety at Work Regulations 1999 Pregnant Workers Directive

29.1. The College Council aims to meet the requirements of the Management of Health and Safety at Work Regulations 1999 and will ensure that sufficient and appropriate Risk Assessments relating to pregnant employees and nursing mothers are carried out and maintained on file awaiting notification of pregnancy by an employee.

29.2. Where a risk to a pregnant employee is identified then every step possible will be made to remove the risk. In the event that the risk cannot be removed then the employee will be relocated to a job that is free of such risks. In the event that neither course of action is possible then the employee will be suspended from work on full pay.

29.3. It is the duty and responsibility of the employee to notify the college that she is pregnant and to provide medical proof of the pregnancy.

30. Premises

30.1. College premises will be maintained in a condition that, so far as is reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age and structural features of the buildings.

31. Review and Communication of Policy

31.1. In so far as it affects their actions, this policy and any related guidance, information, instruction and training must be communicated to all employees of the College.

32. Security

32.1. For all matters relating to Security please refer to the Security Policy.

33. Slips, Trips and Falls

33.1. Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.

33.2. The College Council therefore requires strict observance of the Workplace (Health, Safety and Welfare) Regulations 1992, which specified that floors must be suitably surfaced, in good condition and free from obstructions. This requirement is subject to the constraints imposed on the college due to the age of the buildings and the requirement to use certain materials within listed buildings.

34. Statutory Inspections

34.1. Statutory inspections that need to be carried out on the College premises are listed below:

- 34.1.1. Boilers
- 34.1.2. Fire detection/alarm/equipment
- 34.1.3. Emergency lighting
- 34.1.4. Lifts/lifting equipment
- 34.1.5. Legionella monitoring
- 34.1.6. Asbestos management
- 34.1.7. Pressure vestals
- 34.1.8. COSHH
- 34.1.9. Electrical wiring
- 34.1.10. Portable Appliances
- 34.1.11. Gas appliances
- 34.1.12. Refrigeration systems
- 34.1.13. Food Hygiene

35. Training

35.1. The College Council recognises the importance and value of Health and Safety training and is committed to providing adequate information, instruction and training. Training will be given in accordance with the requirements under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

35.2. The College Council will ensure that all new employees receive induction training as soon as is reasonably possible after commencing employment with the College. The induction training will cover the following in so far as each item is relevant to the employee's tasks and responsibilities.

- 35.2.1. Safety Policy
- 35.2.2. Accident, diseases and reporting
- 35.2.3. Fire arrangements
- 35.2.4. Emergency arrangements
- 35.2.5. First aid treatments
- 35.2.6. Electrical safety
- 35.2.7. Manual handling safety
- 35.2.8. Machinery and equipment
- 35.2.9. Safe use of display screen equipment
- 35.2.10. Safe use of hazardous materials
- 35.2.11. The College's Risk Assessment policy
- 35.2.12. Protective and preventative measures adopted as a result of the risk assessments
- 35.2.13. Use of personal protective equipment and clothing
- 35.2.14. Employee responsibilities

36. VDU's (Display Screen Equipment)

36.1. The College will endeavour to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE.

37. Vibration

37.1. The College will endeavour to comply with the Control of Vibration at Work Regulation 2005.

38. Visitors and Sub-Contractors

38.1. For all major contracts a pre-site occupation meeting will be held in College at which the designated College representative(s), the managing architects and the contractors' representative(s), inter alia, will discuss and agree the management of Health and Safety in relation to the contract.

38.2. Contractors will be required to sign an agreement when undertaking work for the College acknowledging their responsibility to exercise safe working practices and certifying that they have adequate qualification and insurance for the work they are doing, including third party liability.

38.3. All visitors and contractors must sign in to and out of the College premises at Reception in the register kept for visitors and contractors. The log will record the date, time and name of the visitor/contractor and the purpose of their visit/work.

39. Volunteers

39.1. Murray Edwards College wants to ensure that volunteers are supported and managed effectively, with the aim of making their contribution to the College as positive as possible both for the volunteers and the College. Murray Edwards College wishes to encourage the involvement of volunteers as a vehicle to enriching and diversifying the work of the organisation.

40. Working at Height

40.1. Falls from height are the single most frequent cause of work-place fatalities, whilst falling objects cause a high proportion of reported injuries.

40.2. Whenever work is to be undertaken at height on College premises, secure fencing is to be provided to prevent people falling from edges and objects falling on to people below.

40.3. Protective headgear is to be used for all work conducted at a height of 1100mm or more.

40.4. There is no minimum height stipulated within the WAH regs

40.5. Where there is a risk of anyone on any Murray Edwards College site falling two metres or more, or falling less than two metres and risking serious injury, fencing should be at least 1100mm high and have two guardrails. Tanks, pits and structures should be securely covered or fenced to a height of at least 1100mm.

40.6. Fixed ladders should be of sound construction, properly maintained and securely fixed. Rungs should be horizontal and give adequate foothold and the stiles should extend at least 1100mm above the landing. Fixed ladders over 2.5m long at a pitch of more than 75° should be fitted with safety hoops or permanently fixed fall-arrest systems. Fixed ladders should only be used if it is not practical to install a staircase.

41. Workshops

41.1. There are a number of risks associated with workshops, including:

- 41.1.1. The use of machinery, particularly power tools, abrasive wheels and woodworking machines (see section 15)
- 41.1.2. The use of hand tools (see section 13)
- 41.1.3. Noise (see section 18)
- 41.1.4. Dust and fumes (see section 5)
- 41.1.5. Manual handling (see section 16)

41.2. Particular attention needs to be given to good housekeeping. Tools should be stored in designated storage areas when not in use.

41.3. All substances and fluids must be stored correctly and employees must never leave tins open or put any substances in unmarked tins or containers.

41.4. All materials should be stored in a safe and secure manner.

41.5. Access to the workshop will be restricted to only those employees who need access to it and are authorised.

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42. Declaration

I confirm that I have read the contents of this health and safety policy and that I understand both the responsibilities of Murray Edwards College and my own in respect of the administration and conduct of health and safety within the College.

NAME OF EMPLOYEE:

Signed:

Date: