

# WYCLIFFE HALL

- OXFORD -



## **HEALTH AND SAFETY POLICY AND ARRANGEMENTS**

## Contents

### **General Policies for Health and Safety and Fire Safety**

A declaration of our intent to provide and maintain, as far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

### **Organisation and Responsibilities**

This section sets out the health and safety responsibilities of key personnel within the organisation.

### **Safety Arrangements**

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

**Health and Safety General Policy Statement**

At Wycliffe Hall we recognise our duties under health and safety legislation and associated regulations. Our intention is to meet the requirements of this legislation. We aim to provide and maintain a safe and healthy working environment for our employees and to provide a safe and healthy environment for residents and visitors. Managers and Staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of anyone likely to be affected by the operation of our business.

We recognise our duty to regularly assess the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce;
- to ensure that all employees are competent to do their work;
- to prevent workplace accidents and cases of work related ill health;
- to maintain a safe and healthy working environment;
- to actively manage and supervise health and safety at work;
- to ensure that we adequately communicate with, train and manage employees who may not be fluent in English;
- to have access to competent advice;
- to review annually and revise, as necessary, this policy; and
- to provide adequate resources for its implementation;

We recognise that we have;

- a duty to co-operate and work with other employers and their employees, when their employees come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their responsibilities and setting out our health and safety rules in the employee safety information which is made available to every worker employed by us.

We have allocated responsibilities and detailed arrangements to support this policy.

This Health and Safety Policy was adopted by the Hall Council and signed by the Principal of Wycliffe Hall on

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Principal

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**Fire Safety Policy**

The Hall Council of Wycliffe Hall is the 'Responsible Person' for fire safety.

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire fighting and detection.

This policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a 'fire safe' environment for all employees and building occupants. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

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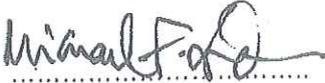
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### Responsibilities

Everyone involved in the management of our business has their duties and responsibilities clearly defined. This is to ensure our Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Whilst the Hall Council accepts that it has the overall responsibility for health and safety in connection with Wycliffe Hall business it has given to the Bursar the authority and the associated responsibility for the day to day management of Health and Safety. The Bursar has, in turn, delegated specific management responsibilities and authority to Departmental Managers.

The Hall Council requires the Bursar to report on the operation of this policy and health and safety issues arising on no less than an annual basis.

The Bursar will routinely monitor that those to whom they have delegated authority have properly and effectively discharged their duties.

A diagram of our management organisation and a list of responsible persons are detailed in the Health and Safety Organisation Schedule.

In preparing this policy and our health and safety procedures and arrangements we have taken account out of the requirement for employees to take reasonable care for their own health and safety and to co-operate with their employer in managing health and safety risk.

The College retains Peninsula Business Services to act as a source of competent advice on health and safety matters to the college and senior managers.

### General Safety Arrangements

Although every day is different there are a number of issues central to the way we manage health, safety and welfare. For these, we can plan in advance and develop arrangements for the control of the risks that arise. They are set out in the following paragraphs. Our workforce has been made aware of them at induction or during team and individual briefings.

We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary. This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people.

All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

#### Risk Assessment

We undertake risk assessments of all identified hazards related to work undertaken by our workforce. We eliminate these risks wherever possible. Where we cannot achieve this we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others. Our risk assessments are reviewed periodically and new work activities are risk assessed, as above.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary.

The results of all significant and completed risk assessments have been made known to our employees and are available for their reference.

Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

#### Consultation

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

#### Defect Reporting

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees and others to let us know about their concerns for health and safety at work. We maintain a means for people to communicate concerns or defects to us through. This is regularly checked and the concerns considered.

#### Display Screen Equipment (DSE)

Some employees are users of display screen equipment. We provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it. All display screen users complete a Self-Assessment Questionnaire. Where these identify issues we work to resolve them or seek further advice. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

#### Lone Working

We employ people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place we identify and implement systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers have been notified of our arrangements for the management of lone working activities and that we require them to notify management of their concerns in this area so that we can improve our ability to make work operations and travel safer for them.

#### Manual Handling

From time to time some employees have to manually handle loads, in such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual

## **Health and Safety Policy**

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handling, by providing mechanical handling equipment or by introducing alternative measures. Where we have been unable to do this we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

### **Work at Height**

We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

### **Young Persons**

When we employ young people (under 18 years old) we use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. We do not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision. Young people are closely supervised whilst at work.

Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

### **New and Expectant Mothers**

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a checklist to assess and guide the measures we need to consider and undertake 'one to one' discussions and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

### **First Aid**

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements.

### **Accidents, Accident Reporting and Investigation**

Employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented.

We understand our duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book. If we are not sure whether an accident is reportable we call the Peninsula 24 Hour Advice Service for guidance.

### **Training**

For our business to operate efficiently and effectively we need to have a trained and competent workforce. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded.

### **Managing Temporary or Migrant Employees and Volunteers**

Temporary and migrant employees or volunteers are only taken on if they have the specific skills and qualifications appropriate for their job. They receive induction training, using the induction training pack, including health and safety information and instructions and details of emergency and first aid procedures. We check that employees who do not have English as their first language understand what we tell them and our procedures. If they are involved in safety critical tasks, we assess their abilities ensuring they have the competence and understanding to perform in their role and communicate clearly with colleagues.

### **Equipment**

We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. The workforce is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding.

Employees have been given responsibility for ensuring that equipment issued to or used by them is

## **Health and Safety Policy**

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maintained in good order. They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

Where we use equipment, such as pressure vessels and lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements.

All equipment used is logged and copies of inspections and maintenance records are held. Training records are kept on the training matrix.

### **Purchasing**

When we purchase or hire new work equipment and materials, we consider the health and safety implications of its use. We also look to obtain the safest available equipment and substances.

We always obtain Safety Data Sheets for substances and similarly, technical data and instructions for work equipment. We consider the hazard and risk data that is provided, and inform and train our employees as necessary.

### **Hazardous Substances and Occupational Health**

In the course of business we may use a number of potentially hazardous substances. Some are used in such small quantities that they present no risk to health unless deliberately misused. We list and assess all of the chemicals and substances that we use. Where there are potential risks we implement suitable control measures and provide clear instruction and information to the workforce.

Where we use horticultural chemicals and pesticides that are approved only for professional use they are handled and used only by people trained in accordance with the requirements of the Food and Environmental Protection Act and following the DEFRA Code of Practice for Using Plant Protection Products.

### **Personal Protective Equipment**

Some of the work we undertake requires use of personal protective equipment (PPE). This includes assessing the risk to those employees who work outdoors and are exposed to the sun or inclement weather. We provide appropriate PPE, with storage facilities and replacements free of charge. We instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

### **Contractors**

From time to time we employ contractors to work for us or to do work on our behalf. We expect them to comply with our health and safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed we ask them to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to our staff and visitors.

Contractors are made aware of and are expected to follow our site rules. When arriving on site all contractors sign in and whilst working on college premises their adherence to our site rules is frequently monitored.

### **Stress**

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work related stress we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.

### Premises Management Arrangements

#### Premises

We manage our premises to provide a safe place of work. We maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated.

#### Electricity

The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor.

Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement.

We have also implemented a formal system for the more thorough inspection and electrical test of portable electrical equipment. We keep an inventory of equipment and records of these inspections.

#### Gas

Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer.

The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

#### Asbestos

We have surveyed all areas of the premises under our control to establish the location and condition of asbestos containing materials. An asbestos management plan has been developed to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. We check regularly to ensure the condition of any asbestos remaining in the premises is maintained. Contractors coming to work for us are informed of its presence.

#### Plant and Equipment

All plant and equipment within premises under our control such as HVAC, lightning conductors, pressure vessels, passenger and goods lifts are inspected and maintained and records are kept.

#### Legionella

We have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and cooling systems. We have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures. The control measures are reviewed at least every 12 months and the risk assessment every 2 years.

#### Waste

We have suitable arrangements in place for the collection and disposal of our waste.

#### Permits to Work

To protect our workforce and others from risks to their health and safety we have developed and implemented permit to work systems for all high risk work activities such as:

- hot work on plant that has contained flammable or hazardous substances.
- hot work anywhere on college premises because of the fire risk
- work on electrical distribution systems and high voltage installations.

#### Construction

We recognise that as a client for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations 2007. We make arrangements to comply with our legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.

## **Fire Safety Arrangements**

We have nominated the Bursar to take responsibility for coordinating fire and emergency arrangements and for the regular review of our fire risk assessment.

We have appointed a competent person to identify fire risks, potential emergency situations and people who may be affected.

We have completed action on all the issues raised in that assessment. The assessment remains current.

We have provided fire fighting equipment, emergency lighting, emergency signs, and adequate means of escape and evacuation procedures in accordance with our Fire Risk Assessment.

We review our fire procedures and precautions every year and make sure that our Fire Risk Assessment remains valid.

Employees and students receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly.

Details of the action we take to maintain our fire safety equipment, arrangements and procedures are kept in our Fire Safety Log-book.

Visitors receive information on fire safety on first coming to the college.

Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is developed with their input and communicated to fire wardens and those that need to know. Any persons required to assist in their evacuation receive suitable training.

**Health and Safety Organisation Schedule**

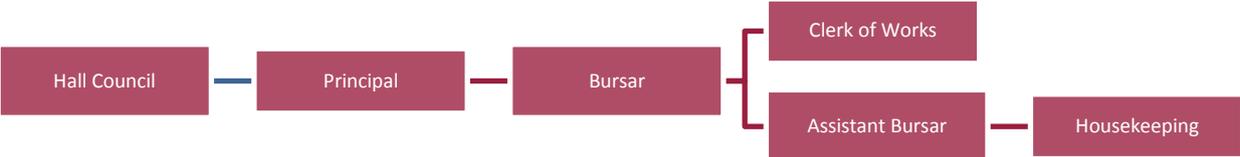
**Overall Responsibility**

The following person(s) have overall responsibility for health and safety. They are responsible for the annual review and endorsing the health and safety policy.	Hall Council, acting through the Principal
A copy of the health and safety policy statement is displayed on:	The Health and Safety Notice Board
A copy of our employers liability insurance schedule is displayed on:	The Health and Safety Notice Board
The location of the health and safety law poster is:	The Health and Safety Notice Board

**Management Responsibility**

The following person(s) are responsible for overseeing the management of health and safety and fire safety	Bursar
The following person(s) are responsible for the day to day management of health and safety. Their responsibilities are defined in their individual health and safety responsibilities and monitoring guides.	
Title	Department
Clerk of Works	Maintenance
Assistant Bursar	Housekeeping

**Our Organisation for the Purposes of the Management of Health and Safety  
A Diagrammatic Representation**



### Guidance

Advice and guidance on all of the issues covered in our Health and Safety Management System (and more) plus the forms recommended to be used can be found in Guidance Notes and stationery which are available online.

Relevant Guidance Notes include;

- 1-1 Managing Safety and Health at Work
- 1-2 Managing Migrant Workers
- 1-3 Accident Reporting and Investigation
- 1-5 Workplace Health and Safety Consultation
- 1-6 Hazard Reporting
- 1-7 Occupational Health & Health Surveillance
- 1-9 Purchasing
- 1-10 Risk Assessment
- 1-11 New and Expectant Mothers
- 1-12 Young Persons
- 1-14 Health and Safety Training
- 1-17 Personal Protective Equipment
- 1-19 Employing Temporary Staff
- 2-1 Fire Risk Assessment
- 2-2 Fire Safety, Arrangements, Procedures and Management
- 3-1 First Aid at Work
- 3-6 The Control of Waste
- 3-8 Staff Amenities and Rest Rooms
- 3-15 Premises
- 4-1 Electrical Safety
- 4-2 The Provision, Use and Maintenance of Work Equipment
- 4-20 Working at Height
- 5-9 Manual Handling
- 5-11 Display Screen Equipment
- 5-16 Asbestos in Buildings
- 5-19 Aggression and Violence
- 7-2 Control and Management of Contractors

People with health and safety responsibilities can also obtain advice from our Peninsula Health and Safety Consultant, by contacting the Peninsula 24 Hour Health and Safety Advice Service by phone on 0844 892 2772 option 2 or by using 'Advice → Request Advice' in SafetyWise.

<b>VERSION CONTROL</b>					
<b>Version Number</b>	<b>Policy Gatekeeper</b>	<b>Date Approval</b>	<b>of Committee</b>	<b>Date to Take Effect</b>	<b>Date of Next Review</b>
<b>V.2</b>	<b>AJB</b>	<b>24.11.14</b>	<b>Finance</b>	<b>24.11.14</b>	<b>Hilary 2017</b>

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.