

St John's College, Cambridge

Health and Safety Policy

1. Organisation

The College Council has the overall responsibility for Health and Safety Management. The Council will appoint a Safety Officer whose duties will be determined by the Council: the Safety Officer is the Domestic Bursar who is the primary contact, or representative user, in any dealings with the University Health and Safety Division.

2. Health and Safety Committee

The Health and Safety Committee meets 3 times a year. The Safety Officer sits on the Health and Safety Committee and is responsible for disseminating any safety related information as may be pertinent to the needs of the College.

3. Fire Safety

The Deputy Head Porter is the designated Fire Safety Manager, reporting to the Domestic Bursar. All buildings have automatic fire alarm systems, automatic door closers linked to that system and appropriate fire extinguishers installed. The extinguishers are maintained under contract and staff are trained in their use.

While the Deputy Head Porter is the designated Fire Safety Manager it is the responsibility **of every individual** to:

- Minimise the risk of fire in their office/room
- Evacuate their room promptly
- Alert others
- Sound the alarm if necessary
- Proceed in an orderly manner to the designated assembly point
- Not return to the building until advised that it is safe to do so

Fire drills are carried out at the beginning of the Michaelmas term and alarms are tested weekly in accordance with BS 5839

4. First Aid

Certain designated staff are trained first aiders and the College Nurse maintains the first aid boxes. They undergo regular updates in line with recognised occupational first aid practice. Contact notices about how to obtain first aid are advertised around the College and are on the College web site. Junior members are advised of first aid provision as part of their induction process.

5. Individual Responsibility

All individuals have a personal responsibility for their own safety and the safety of others. Equipment supplied for any health and safety purposes must not be tampered with or mis-used in any way.

6. Safety Induction and Training

All junior members will have a health and safety induction as early as possible when they matriculate. All Academic and Assistant staff will have a health and safety induction as part of their departmental inductions on their arrival at the College.

Staff who have safety duties delegated to them will have adequate training provided as appropriate for their tasks.

7. Accidents and Incidents

An Accident Report form should be completed for all accidents and sent to the College Nurse who will action any necessary follow-up and maintain the College's accident records. All incidents must be reported to the Safety Officer or via the Porter's Lodge.

8. Ill Health

Any sickness, absence due to ill health or accident must be reported to the relevant line manager, in accordance with the College policy.

9. Safety Inspections

Safety inspections will be undertaken on a regular basis determined by the Health and Safety Committee.

Portable appliances bought into the College must be tested before use and a full programme of portable appliance testing (PAT) is undertaken annually

10. Risk Assessment

Risk assessment is a legal requirement and as such all significant risk must be assessed by the person most familiar with that task. Whoever creates the risk must manage it therefore risk assessments cannot be carried out by, say the Safety Officer or assistants, although they may be able to help with the process. Standard/generic risk assessment forms are available on the network drive N:\Public\Personnel\RiskAssessments or from the Safety Officer.

11. Control of visitors and Contractors to the College.

- a. As **visitors** may come direct to offices or members' rooms it is incumbent on the host to ensure the safety of visitors throughout their time in the College. This should include the provision of any relevant health and safety issues such as fire alarms and assembly points.

- b. **Contractors** should report directly to the Maintenance Department where health and safety inductions and site rules will be explained before being conducted to their place of work by maintenance personnel. Contractors must be advised of any health and safety issues that may affect them or their workforce. Contractors must inform the College of any work that may affect the health, safety or welfare of staff, students and visitors within the College. Contractors are expected to carry relevant risk assessments and/or method statements for the tasks they are to undertake for the College

12. Safeguarding and Child Protection

The special requirements of the College's Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers and associated Appendices will be strictly observed.

The Dean of Chapel is responsible for all matters relating to Safeguarding and Child Protection in respect of the Choristers and Probationers. The Dean of Chapel will be responsible for carrying out an annual review of the College's Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers and associated Appendices.

Members of the Chapel and Choir Departments, including the Organ Students, Choral Students, Lay Clerks and Volunteers, will have a special responsibility for safeguarding the safety and the welfare of the Choristers and Probationers at all times when in the care of the College.

Date of review: 2 November 2015