

St John's College, Cambridge Health and Safety Policy

1. Organisation

The College Council has the overall responsibility and accountability for Health and Safety Management. Under the Health & Safety at Work Act, 1974 and The Management of Health and Safety at Work Regulations, 1999 (and all other relevant legislation) the College is legally obliged to ensure the health and safety at work of its employees and that of any other person affected by its activities. The College Council have appointed the Domestic Bursar as the College Officer to lead on health and safety (the Health and Safety Officer.)

2. Health and Safety Committee

The College Health and Safety Committee will meet three times a year. The Committee will be chaired by a Senior Fellow and will include representatives from all College Departments and graduates and undergraduates. The Domestic Bursar acts as the secretary to the Health and Safety Committee and is responsible for disseminating any safety-related information that may be relevant to the College. The Committee will ensure that the College's Health & Safety Policy and Health & Safety Policy statement are reviewed annually.

3. Individual Responsibility

All individuals (this includes staff, students, Fellows, visitors and contractors) have a personal responsibility to take reasonable care of their own health and safety and that of others who may be affected by their "acts or omissions". Individuals are also obliged to co-operate with the College so that it can comply with its legal duties. Individuals must not interfere or misuse anything provided in the interests of health or safety. Any person who has a health or safety concern must report it to their line manager or other relevant person (for example, if a student a member of staff). That health or safety concern must be communicated to the Head of Department responsible for that business area to assess and, if appropriate, take action.

4. Safety Induction

All new students, staff and Fellows will receive a health and safety and fire safety induction as soon as possible after they arrive in College. This briefing includes information on emergency fire evacuation and health and safety reporting procedures. In addition, the student handbook and room license contain detailed information governing the safe operation of electrical items. All staff (including casual staff) will be briefed by their line manager about any risk assessments which are relevant to their role. Appropriate training and equipment will be provided to staff to help mitigate these risks.

5. Fire Safety

St John's College acknowledges its duty to make adequate provisions to achieve a risk appropriate standard of fire safety for persons in the workplace and for those students and guests who reside in College provided accommodation. It is the policy of the College to fully implement and comply with the requirements of the Health and Safety Act 1974, the Fire Precautions (Workplace) Regulations 1997 (as amended 1999) and the Regulatory Reform (Fire Safety) Order 2005 in so far as fire safety is concerned. The Deputy Head Porter is the designated Fire Safety Officer.

6. First Aid

The College has conducted a risk assessment of its site and business activity to ensure that there are an appropriate number of first aiders on duty¹. This risk assessment also provides the most appropriate locations for emergency first aid boxes. It is the responsibility of Heads of Department to audit and manage the contents of any first aid box in their work areas. Audits of first aid boxes should be conducted on the basis of business usage. The College Nurse can advise on the contents of first aid boxes and the addition of extra items, such as adrenaline auto-injectors (for the treatment of anaphylaxis). The College Nurse should also be contacted to replenish the contents of first aid boxes. Although some stock is kept in the Health Centre advance notification is required to allow for any items requiring delivery. Bulk orders tend to be made before the start of each term to reduce cost. If any first aid information or advice is required then contact should be made with the Health Centre.

An automated external defibrillator (commonly known as an AED or defib) is located at the Forecourt Lodge, Sports Pavilion and Boathouse. As part of their induction process, students, staff, Fellows and contractors are advised of the location of first aid provision. In addition, notices will be displayed at key locations around the College site indicating where first aid provision can be found.

7. Accidents, incidents and dangerous occurrences

Any health or safety accident, incident or dangerous occurrence which occurs on College premises will be recorded and investigated. The recording and investigation process will be managed by the Head Porter, but led by the Head of Department responsible for that work area or responsible for that member of staff. Any lessons learned from the investigation will be shared to mitigate the likelihood of a recurrence. The Head Porter will also report all relevant accidents and incidents to the Health & Safety Executive. The College Nurse has access to details of first aid administered in connection with accidents, incidents and dangerous occurrences

¹ First aiders are members of staff who have received certificates of competence in First Aid at Work. These staff members undergo refresher training in line with recognised occupational safety standards.

8. Health & Safety Audits

Health and Safety audits will be undertaken on an annual basis in line with the updating of risk assessments or as determined by the Health and Safety Committee.

9. Risk Assessment

Controlling risks is an essential part of managing health and safety in College. The College is responsible for ensuring that assessments are carried out to identify what may cause reasonably foreseeable harm to people. The College is then responsible for putting in place reasonably practicable measures to prevent or mitigate that harm. Heads of Department will ensure that risk assessments relevant to their area of business are carried out by someone competent and that control measures to mitigate risk are put in place. Further advice on risk assessment is available from the Deputy Superintendent of Buildings, Head Porter and Deputy Head Porter.

Workplaces change over time. A risk assessment must be reviewed if it is no longer valid or if there has been significant change to the risks. However, it is good practice to review risk assessments annually. All departmental risk assessments will be kept on the N drive (*public >>> health and safety folder*) for reference and inspection should they be required.

10. Management of visitors and contractors

It is incumbent on any host to take some responsibility for managing the safety of any visitor throughout their stay in College. This should include the provision of any relevant health and safety information such as relevant risk assessments, evacuation procedures and assembly points in the event of a fire alarm activation.

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 on site or elsewhere. Contractors are expected to carry relevant risk assessments and/or method statements for the tasks they are to undertake.

11. Safeguarding Children and Vulnerable Adults

The College has a Children and Vulnerable Adults Safeguarding policy. In addition, the College has a separate policy and procedure which exists in relation to the College Choir.