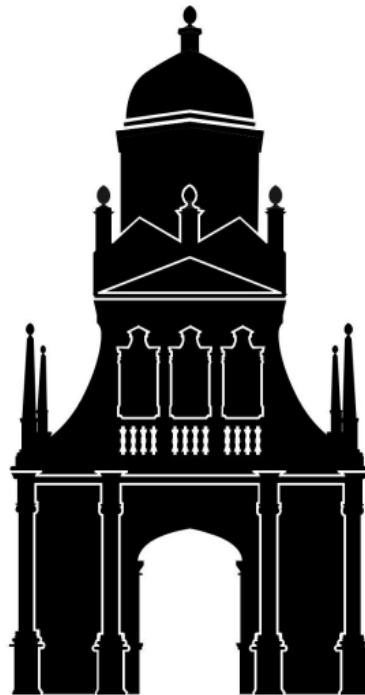


Gonville & Caius



Health & Safety Policy

Date of issue for review by College Council: 16 March 2022

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Policy owner: Head Porter

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1. Health and Safety Policy Statement

It is the intention of Gonville and Caius College to meet all the responsibilities and statutory requirements placed on employers by the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation.

The primary aim of this policy is to take all reasonable steps to prevent, as far as is reasonably practicable, injury or ill health to Staff, Fellows, Students, contractors, visitors and members of the public who are or may be affected by our working practices.

Through this policy Gonville and Caius College aims to develop a positive health and safety culture across the estate and recognises the benefits this brings to all. We are open minded and actively seek ways to improve. Our approach is based on assessment, implementation and maintenance of robust management systems to comply with our legal and moral obligations to provide a safe place to work and visit.

The policy applies to and will be made available to all existing permanent employees, contract and temporary staff working for Fellows and students at Gonville and Caius College. Heads of Department are responsible for ensuring that they develop policies and procedures for their areas of responsibility that are consistent with the requirements of this Policy. Such policies should outline the local organisation, responsibilities and procedures in place in their particular department.

The College Council as the governing body has overall responsibility for the health and safety within the College. The Domestic Bursar is the College Health and Safety Officer and accountable to the College Council.

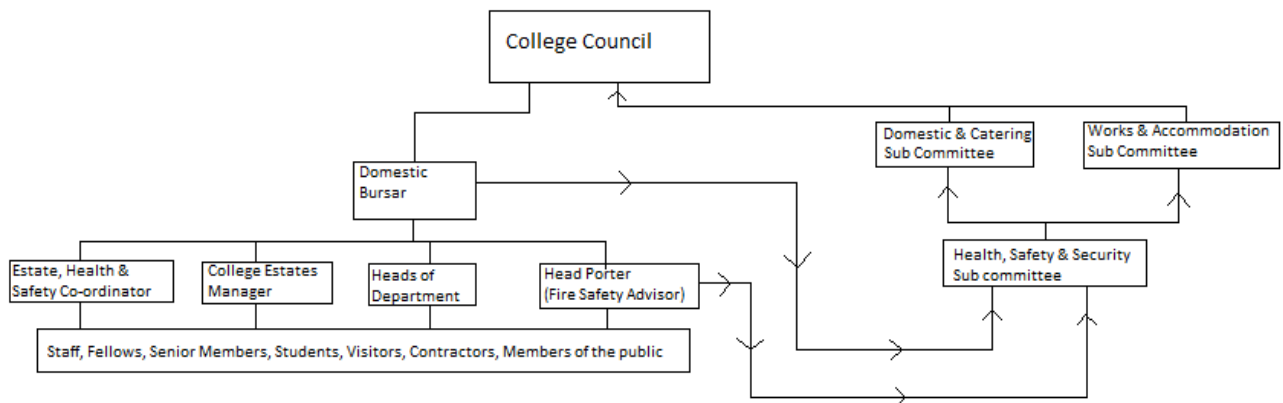
The College Council will ensure sufficient resources are available for the successful implementation of the policy.

The policy will be communicated in several ways to ensure all relevant safety matters are brought to the attention of those who need to know. Supporting documentation will be available to further assist.

Performance against our stated aims will be managed through internal reviews by competent people with the option to consult external specialists and engage with audit services and their equivalent where deemed necessary.



2. Roles and Responsibilities



It will be the responsibility of all individuals to take care of their own health and safety and that of others who may be affected by their actions. All staff, Fellows, students, visitors and contractors are expected to follow all health and safety guidance and procedures.

The **College Council** has ultimate legal responsibility for the health and safety of staff, Fellows, students and other people affected by the College's activities. They will be advised through the Health, Safety and Security Subcommittee who advise both the Works and Accommodation and Domestic and Catering subcommittees.

The **Domestic Bursar** is the Health and Safety Officer overseeing health, safety matters on the College Estate and welfare on behalf of the College Council and Master. Duties include ensuring that:

- Members of staff of the College are advised of all appropriate health and safety legislation.
- Health and safety standards and procedures for all departments are planned, implemented, maintained and audited through an annual review of this policy by the Head Porter with the relevant Head of Department (HOD). Any necessary amendments will be made and put to the Health, Safety and security sub-committee for consideration.
- Health and safety standards and procedures are reviewed annually and updated. Where necessary, members of staff are informed of any such changes.
- Risk assessments are undertaken to identify hazards and to eliminate or mitigate the level of risk of the activities carried out within the College. All assessments must be reviewed regularly, monitored and findings communicated to affected members of staff. A discussion regarding awareness of health and safety practice including the awareness of relevant risk assessments will take place as part of annual appraisals and be recorded on the relevant document.
- Training in all aspects of health and safety necessary for the job is provided for members of staff.
- Accidents and dangerous occurrences are investigated, recorded and reported to the relevant authority (when appropriate) in accordance with the relevant Regulations.
- First aid facilities are sufficient to meet the needs of staff, students and visitors.



- Safety concerns are reported appropriately.
- This will be reflected in the job description for the Domestic Bursar, and that of the Head Porter who will share some of the responsibilities.

The **Head Porter** duties will include ensuring that:

- Health and safety policy documents are updated where legislation or circumstances change.
- Accidents and dangerous occurrences are investigated, recorded and reported to the relevant authority (when appropriate) in accordance with the relevant Regulations.
- First aid facilities are sufficient to meet the needs of staff, students, Fellows and visitors.
- Safety concerns are reported appropriately.
- Maintaining fire safety standards across all premises. Including maintenance and management of all fire prevention systems (alarms, smoke vents, fire doors and signage), firefighting equipment and liaison with relevant authorities.

The **College Health and Safety Adviser**, which may be an internal role or an external consultant, is responsible through the Domestic Bursar for:

- Advising on relevant legislation.
- Providing professional advice on matters of general health and safety.
- Advising the College Council on the strategy and formulation of its Health and Safety Policy.

Heads of Departments (HODs) are expected to:

- Familiarise themselves with the Health, and Safety Policy
- Ensure the implementation of all health and safety policies and procedures by their teams.
- Maintain, as far as is reasonably practical, a safe and healthy working environment.
- Identify hazards in their department and take appropriate measures to assess, eliminate, minimise or control the level of risk in order to comply with statutory duties.
- Produce and maintain risk assessment and safety procedures relevant to their department.
- Make arrangements to monitor and review safety measures introduced.
- Ensure members of staff are informed of all hazards, are properly briefed on the health and safety standards and procedures relevant to their job and receive the necessary training to perform their job safely.
- Carry out adequate training, suitable and appropriate for each task and individual.
- Maintain accurate training records
- Monitor members of staff to ensure they comply with health and safety standards, procedures and follow safe working practices.
- Record accidents and incidents which occur within their workplace and inform the Head Porter of any reportable accidents or dangerous occurrences, so that they may be reported in accordance with the relevant regulations (the Head Porter will liaise with the Domestic Bursar accordingly).



- Ensure that arrangements are made for the safe use, handling, storage and transport of plant, equipment, materials and substances used in their department, including that which may be brought in and used by external contractors.
- Ensure all members of staff are familiar with the fire evacuation procedures, know where fire equipment and exits are located and take part in fire and emergency training.
- Provide suitable protective clothing and equipment (and record a signature for issue) for all members of staff where appropriate, and instruct and train people in its use and check regularly that it is being used.
- Manage and control contractors and suppliers to ensure their activities are undertaken in a safe manner and safety procedures are followed.

All Members of Staff must:

- Familiarise themselves with the Health and Safety Policy.
- Follow all work and safety procedures and any training which has been received.
- Co-operate with heads of departments and supervisors to ensure that all health and safety standards and work practices are complied with.
- Take care of their own health and safety whilst at work and not compromise the health and safety of any other person who may be affected by their acts and omissions.
- Report all accidents, incidents or near misses that happen to themselves, or that they witness, to their immediate supervisor or Head of Department as soon as possible.
- Report any hazard to health and safety immediately to the Head Porter or Head of Department so that action can be taken to remove, minimise or control it.
- Ensure that all personal protective clothing and equipment is well maintained and used for the purpose intended.
- Not intentionally or recklessly misuse or interfere with any equipment or materials provided in the interest of health and safety. If any such abuse is witnessed, it must be reported immediately.
- Employees are required to notify changes in their health that might affect performance under any policy.

All Students / Senior Members / Fellows must:

- Familiarise themselves with the Health and Safety Policy Statement.
- Work and behave in accordance with the guidance given in the manual and any training which has been received.
- Report any dangerous occurrence, accident or incident to health and safety to the Porters Lodge immediately.
- Take care of their own health and safety whilst at the College or its premises and not compromise the health and safety of any other who may be affected by their acts and omissions.
- Not intentionally or recklessly misuse or interfere with any equipment or materials provided in the interest of health and safety. If any such abuse is witnessed, it must be reported immediately.



- If appointed as student accommodation Representative or other GCSU or MCR senior post, students will assist in a two way flow of information between students and various subcommittees.
- Take responsibility to accurately risk assess events they are planning and organising with the support of the Head Porter. This applies especially where a non-standard activity is involved, which will be identified in the planning stages with the assistance of the Conference Office and the current booking system.

Visitors / Contractors to the College and its premises are expected, while they are on College premises, to:

- Follow any health and safety guidance given to them.
- Report any dangerous occurrence, accident or incident to health and safety to the Porters Lodge immediately.
- Take responsibility to accurately risk assess events they are planning and organising with the support of the Head Porter. This applies especially where a non-standard activity is involved, which will be identified in the planning stages with the assistance of the Conference Office and the current booking system.

Advisory Responsibilities

Qualified **Occupational Health Professionals**, may from time to time provide Occupational Health advice for College employees. This service is available through the Human Resources Manager. It may be provided by Occupational Health Department, Cambridge University or by third party suppliers.

The **College Estates Manager** is responsible for advice through the Domestic Bursar to the College Council on the physical safety of buildings and property under the control of the College, and for their safe management. They are additionally responsible for advising on relevant legislative matters, and providing professional advice on construction and building related matters, asbestos and legionella management. They liaise closely with the Estates Health and Safety Coordinator accordingly.

The **College Fire Safety Advisor**, a role held by the Head Porter, is responsible through the Domestic Bursar for advising on relevant legislation and providing professional guidance, as well as operationally responsible for matters of fire safety and its management.



3. Health and Safety Arrangements

3.1 Accident reporting and investigation

Primary Legislation: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<https://www.hse.gov.uk/riddor/index.htm>

Accidents and incidents

Whilst the prevention of accidents, ill health and dangerous occurrences is the primary objective of this health and safety policy, it is recognised that they can still occur.

In the event of an accident/incident or instance of ill health arising from a work related activity, the following will apply

- All accidents and significant incidents will be recorded in the bound paper accident book in each Porters Lodge. For those staff working in outside properties without access to a Lodge can complete a paper form which will then be submitted to the Head Porter who will subsequently add it to the accident book.
- The details of any such record will be reported to the Domestic Bursar within one working day of the occurrence.
- The Domestic Bursar or in their absence the Senior Bursar or Master must be notified immediately of accidents that result in significant harm or damage to individuals and/or property.
- The Domestic Bursar is formally responsible for informing the relevant authorities under the regulations of Reporting of Incidents, Dangerous Occurrences and Diseases Regulation. In practice this duty will fall to the Head Porter along with the long term storage of documentation.
- Regular reporting of accident and incident numbers will take place at the Health, Safety and Security Sub Committee meetings termly. College Council will be informed annually within the Domestic Bursars annual report.

Accident Investigation

All accidents or incidents resulting in injury or damage, or having the potential to cause harm, disease or damage will be investigated by the College. The investigation and subsequent findings will be appropriate to the scale and significance of the incident.

In the event of a serious incident, accident, near miss or dangerous occurrence the College will liaise with its insurers and carry out an investigation to:

- Make safe any equipment or substances involved.
- Protect the scene and not disturb any evidence until the HSE has released the area (if the HSE or other authorities are called to attend).
- Prevent recurrence.
- Obtain full details of the incident to enable a report to be compiled, or to assist the investigating HSE Inspector, or provide information for insurance purposes



Information relating to reportable incidents and ill health can be found here:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Each accident report will be reviewed by the Head Porter in conjunction with the relevant Head of Department to see if improvements in working practices, training, estate safety or personal responsibility need to be made.



3.2 Asbestos

Primary Legislation: Control of Asbestos Regulations 2012.

Many buildings contain asbestos in various forms for purposes of heat or acoustic insulation, for fire protection.

Hazard identification and risk assessment are the basis for introducing practical preventive policies and control measures in the workplace.

Management Plan

To minimise the risk of asbestos the college has developed an asbestos register which summarises the outcome of asbestos surveys of the estate. In 2007 a comprehensive study was completed. This is further supported by individual property information packs containing specific information on each property, updated as appropriate when subsequent surveys occur. This list is managed by the Estates Health and Safety Coordinator. These reports are paper based and stored in the Maintenance Office which is accessible 24 hours a day, via the Porters Lodge.

Regular checks of the register will take place and amendments made as required, following updated asbestos surveys of Estate property.

The College has an ongoing programme of removal and seeks to reduce the scale of asbestos presence in all refurbishment projects. The Estate Manager and the Estates Health and Safety Coordinator maintain planning and oversight records for such removal.

Staff and Contractors

Staff must access the property information packs and will be further assisted by a quick reference guide held by the Estates Health and Safety Coordinator prior to starting work at a location. The quick reference guide is not a substitute for a check of the pack where asbestos is present.

Contractors must be given the specific information by the Estate Health and Safety Co-ordinator and sign a register to show they have been briefed and understood the potential hazards in the location they will be working.

Managing asbestos

Where existing properties contain asbestos, within containing material which is sound, in good condition and has not been, or is not likely to be subject to abrasion or deterioration, the material shall be labelled and left undisturbed, its position noted in the Asbestos Management Plan and its condition monitored and periodically reassessed.

Where existing installations or parts of property contain damaged, deteriorating or inadequately sealed asbestos-containing material, the material shall be:

1. Enclosed, sealed or encapsulated.
2. Removed and replaced by suitable material not containing asbestos.
3. In the case of vacant or unoccupied property, the property, or the affected parts of the property, will be secured to prevent access.



Training on asbestos

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Within the College the roles most likely to routinely apply these principles are:

- Estates.
- Maintenance.
- IT.



3.3 Communication and Consultation

Primary Legislation: The Information and Consultation of Employees Regulations 2004
<https://www.hse.gov.uk/pubns/indg232.pdf>

Communication

The most common definition of communication in relation to Health and Safety issues is “the right information, to the right people at the right time to enable them to make appropriate decisions.”

All staff are given an appropriate health and safety induction when they first join the College and this covers:

- Individual responsibilities.
- Emergency procedures.
- General arrangements for health and safety, e.g. welfare facilities; first aid arrangements, accident reporting, PPE etc.

Gonville and Caius College use several communication methods which are always available to Staff, Fellows and Students to provide information on a number of matters, these include.

- The Venn (noting this is less accessible to non-office workers) will be used to display departmental content.
- College or department notice boards (regular review processes are needed to keep messages up to date and an annual review must be performed by the relevant HOD accordingly).
- House notice boards in residential properties (annually reviewed by Porters).
- Posters for immediate visual impact.
- The Health & Safety law poster is displayed in the following locations:

Old Courts

Q Tree Court (outside the Domestic Bursar’s Office)
Main kitchen, Gonville Court
Pantry, Gonville Court
Maintenance workshop, St. Michaels Court
Maintenance restroom , St. Michaels Court
Boathouse Workshop

West Road Site

Gardeners compound
Maintenance workshop, Harvey Court
Kitchen, Harvey Court

Health and safety matters will be communicated to staff by a combination of e-mails, notice boards, group meetings / departmental briefings or individual consultation. All staff are given a College e mail address and are expected to check it, but this must not be relied upon for the communication of key changes, and should be combined with other methods.



The Senior Bursar holds a meeting with all the staff annually. At this meeting the staff will be given information on general news and have the opportunity to ask any questions or raise any topics they wish.

Operational Heads of Departments meet on a weekly basis and will feed information back to their staff should it arise.

When communicating with staff allowance must be made for those persons who have reading and writing difficulties and for those who may not understand English. In such situations written instruction should be supported by images and symbols and, where necessary, the use of a translator or a translation may be considered.

These processes will be used by all departments across the College.

Consultation

The College has a duty to consult with employees or their appointed representatives on health and safety matters.

Employees of the College are not in a trade union as such we must comply with the Health and Safety (Consultation with employees Regulations 1996).

The College will consult with staff through the termly Staff Consultative Committee to achieve the following:

- A healthier and safer workplace.
- Better decisions about health and safety can be made.
- Build a strong commitment to implementing decisions of actions.
- Builds greater cooperation and trust
- Provide a joint problem solving solution.

The College must provide employees or their representatives with all necessary information to allow them to participate fully and effectively in consultations on several matters:

- The introduction of any measures which may substantially affect their health and safety at work (new equipment or systems).
- Arrangements for getting competent people to help them comply with health and safety laws.
- The information that must be given to employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to risk.
- Planning and organising health and safety training.
- The health and safety consequences of introducing new technology.

The College will not have to provide information to employees or their representatives if:

- It would be against the law to do so.
- It is about someone who has not given their permission for it to be shared.
- It would, other than for reasons of its effect on health and safety, cause substantial injury to the organisation.
- The information has been obtained for the purpose of any legal proceeding.



The college will not only giving information to employees but will listening to them and take account of what they say before making and health and safety decisions. Consultation will not remove the right of the College to manage its employees and will always have the final decision.

The college is required to provide any health and safety representative with:

- A telephone and a quiet area where they can have private conversations.
- A lockable cabinet or desk for paperwork, records or reference material.
- Internet facilities.
- A photocopier and a notice board to circulate information to the employees they represent.
- Time with the employer to discuss health and safety issues.

In addition to the appointed Health and Safety representatives. HOD's will use the opportunity of the annual appraisal to discuss health, and safety issues with all staff members. This will allow the opportunity for two way conversation about issues and allow HODS to publicise this policy and areas that are relevant to their staff. Details of this conversation should be recorded on the appraisal form.



3.4 Confined spaces

Primary legislation: The confined spaces regulations 1997.

<https://www.hse.gov.uk/confinedspace/legislation.htm>

Definition of a confined space includes enclosed rooms such as basements, pits, open manholes, trenches, pipes, flues, ducts, ceiling voids, tanks and other places where there is inadequate natural ventilation.

Examples of these spaces in College are:

- Chapel roof space.
- Bateman carpark, sub ground level section.
- Non accommodation basements throughout residential properties.
- Aston Webb Crawl tunnel.

This is not an exhaustive list and additional precautions should be taken in any space fitting this criteria. Known confined spaces are locked, and subjected to a permit to work prior to obtaining the key.

Dangers

Dangers can arise in confined spaces through:

- Lack of oxygen.
- Poisonous gas, fumes or vapour arising in poorly ventilated areas eg around gas boilers or CO² cylinders (located in area under the bar).
- Fire and Explosions.
- Dust.
- Hot working conditions.

Work must only be carried out within a confined space when absolutely necessary or where it cannot be undertaken from outside of the space. By planning tasks adequately and utilising the correct tools and equipment, the need for confined space working should be eliminated as far as is practical.

Heads of Departments should establish when working in a confined space cannot be avoided and produce a risk assessment and safe system of working. These will be made available to those who need them.

Risk assessment for confined spaces

Depending on the level of risk associated with the task, a permit to work (see separate section) and permit to enter system may be required. Any assessment must include consideration of:

- The task.
- The working environment.
- Cleaning and purging processes.
- Working materials and tools.
- The suitability of the individual carrying out the task to work in a confined space.



- Arrangements for emergency rescue.

The College strictly prohibits lone working in confined spaces.

Training on confined spaces

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Within the College the roles most likely to routinely apply these principles are:

- Outside Porters.
- Maintenance.
- Housekeeping.

Permit to work requirement

A permit to work will be required by any person working in a confined space. This will be issued by the Estates Health and Safety Coordinator before any work can commence. As part of this process the dangers of the individual space will be discussed and suitable measures put in place if needed. At the end of the works the Permit to work will be closed and any issues reported.

Further information on permits to work are covered in section 3.17 of this document.



3.5 Construction Design & Management (CDM)

Primary legislation: The Construction (Design & Management) regulations 2015

<https://www.legislation.gov.uk/ukSI/2015/51/contents/made>

Definitions

A **client** is the organisation or individual having a construction project carried out on behalf of the College.

A **principal designer** is appointed by the College through the Senior/Domestic Bursar and or the Estates Manager/Head of Maintenance. It can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role. In its simplest form the responsibility of the principal designer is, wherever possible, to “design out” health and safety risks inherent in the construction of the project, or resulting from the design in subsequent use.

Summary of role and main duties

The CDM 2015 defines a client as anyone for whom a construction project is carried out. At Gonville & Caius, this may be the Master and Fellows; the Domestic Bursar; the Estates / Head of Maintenance or a working group or Committee depending on the scale and nature of the project. The client has responsibility to make suitable arrangements for managing a project. The size of the project is not a factor, the key consideration is whether coordination between multiple contractors applies. In the event that the client does not appoint a Principal Designer the role falls, by default, on the Client ie the College.

This means that the College, its appointed representative or a relevant committee must make sure that:

- Other duty holders are appointed appropriate to the design requirements of the project.
- Sufficient time and resources are allocated to permit full and careful design work.
- Relevant information is prepared and provided to other duty holders.
- The principal designer and principal contractor carry out their duties.

The principal designer also liaises with the principal contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

The **Principal Contractor's** duty is to:

- Plan, manage and monitor construction work under their control so that it is carried out minimising risks to health and safety of the workforce and public.
- For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer.
- Prepare a construction phase plan.

Once a Principal Contractor has been appointed then responsibilities for safe construction processes transfer to that Contractor. Where design work is necessary such as for temporary works such as scaffolding or trenching then the Principal Designer must exercise his role as he did when working with the design team before the Principal Contractor was appointed.



3.6 Contractors

Heads of Departments will be responsible for the overall control of their respective contractors and are to ensure:

- Contractors are carefully selected prior to being accepted.
- Contractors have been issued the relevant Contractor's Pass from the Porters Lodge and wear it at all times whilst on site.
- Provision is made for the issue of "Permits to Work" for work that requires enhanced supervision as necessary.
- The safe conduct of the work to be undertaken is discussed and a copy of the Safety rules, guidance and regulations are made available to all contractors.
- Together with the Contractor's Senior Site Representative, they investigate all accidents, incidents and near misses in connection with the contract work and report them to the College's Health and Safety Advisor.
- Regular contractors who are familiar with the site and are up to date on any relevant changes to the area they will be working in will not need to be briefed fully each and every time they attend the site. They will however, be required to sign in on and out as a visitor for each attendance. Where agreed between the Head Porter and the Head of Maintenance this can be amended so the contractor signs in for a set period of time.

Monitoring of standards will fall to the Head of Department or in the case of larger projects the Estates Manager. This will include their compliance with any permits to work and specific safety requirements such as working at height and in confined spaces.

Contractors will be expected to follow the same rules as Staff, Fellows and Students when on site. This will include not smoking other than in the provided location.

Contractors will only enter Student and Fellows rooms with permission which will be organised through the Head Porter or Head of Department. Contact with both groups should be kept to a minimum to limit disruption of academic work.

Times of access to the estate will be controlled to ensure that a suitable balance is maintained between being a domestic setting and a place of work.



3.7 Display screen equipment

Primary legislation: The health and safety (Display screen equipment) regulations 2002

<https://www.hse.gov.uk/msd/dse/>

Under the Regulations, display screens are defined to include any screen that provides information in a numbers, words or images format. Workplace display screens, therefore, include not only monitors but also microfiche readers and machine control screens as well.

The College expects to assess all workstations that include DSE (Display Screen Equipment), with the aim of reducing any health risks found.

Staff working remotely (from home or another location) may request an assessment by telephone using video where necessary. They are responsible for their own home setup unless the College has explicitly required them to work from home or another location outside of the Estate.

DSE regulations can apply to workers who:

- Work from home on a permanent or long-term basis at the request of the College.
- Routinely split their time between their workplace and home at the request of the College.

Similar to office workers a person working from home will be DSE users if they work on DSE daily, for continuous periods of an hour or more.

Staff can complete a self-assessment: [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#) There is no need for them to be visited at home unless the HoD decides there is a reason to. The College will take practicable steps to reduce any risks identified balancing the level of risk against the measures needed to control the risk in terms of money, trouble or time.

Those working from home at College request do not need to be provided with office furniture if their own furniture at home is capable of them achieving a comfortable and sustainable, but may request it.

Risks

Ergonomic risks - associated with posture.

Eye strain - any habitual user (more than 3.5 hours daily) of DSE may request to have their eyes tested. The cost of each basic eye test (to be undertaken by a suitably qualified person) will be met by the College upon presentation of a receipt as an expenses claim.

Training on display screen equipment

Initial training for new members of staff will be completed by an online training package approved for use by the College.

Assessments

All staff will be required to carry out a Display Screen Equipment (DSE) assessment to ensure that they are working in an ergonomically sound way and to highlight any issues which may require further investigation.



The Head Porter will be responsible for contacting the DSE assessors to ensure assessment is completed. A list of assessors is located on the Venn. Reports will be held on the individual staff member's record. A register of assessments will be held and reviewed bi-annually.

These arrangements will mainly affect office based staff but will be adhered to by all departments who use relevant equipment.



3.8 Fire safety

Primary Legislation: The Regulatory Reform (Fire Safety) Order 2005

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

The Head Porter will be responsible for ensuring all of the fire safety requirements are met on behalf of the College.

Fire risk assessments

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, the College is required to undertake a fire risk assessment to determine all potential fire hazards related to each of our premises, our type of work and the way in which this work is performed. This includes the provision of firefighting equipment, condition of fire doors and seals and general repair of the property that could affect the fire safety.

A reassessment will be completed on an annual basis (to fulfil our lawful obligations) or when there is a change of use or other significant alteration to the space.

The College is required to take action to reduce all risks to a reasonable minimum and to ensure that everyone is protected from remaining hazards and the dangers associated with fire should one break out.

The College is required to do this by providing:

- An appropriate fire detection and warning system.
- Safe means of escape. Including signage, lighting and safe routes.
- Appropriate fire-fighting equipment.

Testing

Testing and maintenance of fire detection and warning systems and equipment will take place on an annual basis or more frequently if achievable. For all residential and office properties the College aims to test all fire alarms weekly. More extensive checks or testing of equipment such as fire extinguishers, fire blankets and evacuation chairs will take place annually. Annual testing of fire evacuation procedures will be completed at all of our premises. Responsibility for these checks will fall to the Head Porter.

The College will ensure a plan is in place for all those in each of its buildings stating exactly what will happen should a fire occur. This will also include relevant details concerning the above points (for example, how the fire warning (alarm) system is activated, the location of emergency exits and what type of fire-fighting equipment is to be used for which types of fire).

The College will ensure a fire evacuation plan and relevant notices are placed next to each fire exit. Responsibility for this falls to the Head Porter.

Training on fire safety

The following training will be organised by the Head Porter

- Porters, on their response to fire alarms.



- Firefighting, for those whose role requires it.
- Staff, on fire policy and evacuation procedures specific to College.
- Students, with a fire safety briefing delivered in Freshers week and fire alarm tests used as regular reminders thereafter.
- Porters, on specialist equipment training such as evacuation chair.

Prevention

- Student electrical items are required under the terms of their accommodation licence to be PAT tested on entry to College if more than two years old.
- No smoking is allowed in any College room, nor anywhere on the estate other than specifically designated areas.
- No heating of food is allowed in College rooms other than those designed and equipped by the College for that purpose (eg kitchens).
- A strict list of prohibited items in College rooms is maintained and briefed to Staff, Fellows and Students to reduce the risk of fire starting when they join the College. Any prohibited items found will be removed.
 - Sandwich toasters.
 - Grilling machines.
 - Cooking hobs.
 - Electric blanket.
 - Portable heaters (unless supplied by College).
 - Fridges (unless supplied by College).
 - Extension cable reels.
 - Unfused multi plug extensions leads.
 - Kettles or water heating vessels.
 - Coffee machines (unless singles delivery).
 - Deep fat fryers / chip pans.
 - Printers.
 - Incense / Oil burners.
 - Fireworks.
 - Candles.
 - Shisha pipes.

Additional training will be given to Housekeeping and Maintenance staff on identifying items likely to cause fire. Members of these departments are regularly in student rooms and are asked to feed back to the Head Porter should prohibited items or dangerous practices be witnessed.

Prevention will be supported by the Domestic Bursar's annual review of properties and by the Head Porter completing visits to properties on an ad hoc basis.

Personal Emergency Evacuation Plan (PEEP)

Detailed plans will be developed for those requiring additional assistance in a fire situation at the request of the relevant individual, the conference office or a student's tutor. This will be completed by the Porters team in consultation with the College Nurse and Senior Tutor as required.



Electrical inspection

Electrical Inspection will be carried out by suitably trained operators and identified issues rectified. A routine of checks will be in place to ensure the entire College estate is checked on a regular basis. Responsibility for this falls to the Estates Health and Safety Co-ordinator.

Events

Where events such as balls, weddings, room hire and filming are arranged it will be the responsibility of the organiser through the Head Porter to ensure that any equipment used is suitable for the purpose, PAT tested and conforms to fire standards.

Estate and fire prevention work

The College owns and occupies a significant number of buildings of varying ages and construction methods. Some are protected by heritage listings and change can be challenging. Nevertheless, the College seeks to continually improve its fire safety in areas such as:

- Door closures to limit the spread of fire. For example in kitchens and gyp rooms.
- Using periodic building projects to improve fire stopping, fire compartments and other measures to avoid the spread of fire.
- All relevant building projects should consider fire stopping as an important aspect of all work that is being completed. Wherever work is carried out that penetrates a wall, ceiling or floor then firestopping methods must be considered and applied if applicable.

No college building has flammable cladding (As of 14th January 2022).

Fire alarm system

Whilst some fire alarm systems are hardwired to the Porters lodge other areas such as outside properties are connected to the lodge by a remote, radio controlled system. These remote systems work by sending a radio signal to the Porters lodge when a fire alarm is activated. These systems will communicate faults through to the lodge computer so that they can be monitored remotely but all work that requires the panel being used needs to be done at the location.

If one of these remote alarm sounds due to fire or a fault then a Porter will attend the location. Occupants are instructed to call the Lodge if the alarm sounds for a known reason, for example burnt toast. If this is the case and there is clearly no fire then then instructions can be given to building occupants as to how to mute the alarm. A Porter will still however need to attend to reset the system. Between the alarms being silenced and the system being reset it will still work and will sound again should another fire be detected.



3.9 First aid

Primary Legislation: The Health and Safety (First Aid) Regulations 1981.
<https://www.hse.gov.uk/pubns/indg214.pdf>

The college is required to provide equipment, facilities and people adequate and appropriate for treating individuals who are injured or who fall ill. This will include staff, Fellows, students and members of the public who are visiting the College.

Special requirements will be considered for events and functions with a higher risk of injury and these will be risk assessed to determine if additional specialist first aid provision is required. Common events of this type include May Balls, student and staff sports days, dances and 'bops' if on a large scale.

Record Keeping Arrangements

First Aiders and or appointed persons should enter details of all incidents that occur in the paper accident book (see 3.3 Accident reporting and investigation for details).

Where first aid is given, the following additional details will be added to the accident report:

- The nature of the first aid assistance provided and name of the first aider.
- The outcome immediately after the first aid was provided.

First Aid Equipment including Automated External Defibrillator (AED)

First Aiders should familiarise themselves with the location of the first aid boxes and the AED. A designated Senior Porter is responsible for ensuring the first aid provisions held in the Lodge are re-stocked. Any HOD who holds a First Aid Box is responsible for replacing items have been used which may be requested through the Porters.

The College has several AED devices which are checked weekly by the Senior Porters. They are located in the Porters Lodges and sports pavilion.

Type and Number of First Aiders

Each department will have a number of staff who are first aid trained to the level of either "Emergency first aid at work" or "First aid at work". Their training will be co-ordinated by the Head Porter.

- First Aid at work (FAW). First Aiders are employees who have been assessed by the respective HOD as being suitable for training and appointment as a nominated First Aider. They are qualified personnel who have received intensive training and passed an examination in accordance with Health and Safety Executive requirements. On successful completion, First Aiders are registered for 3 years, thereafter, refresher training is conducted and an examination to ensure that their skills are maintained.
- Emergency First Aider. An Emergency First Aider attends a one day Emergency First Aid at Work training course recommended by the Health and Safety executive to provide the person to gain a basic knowledge of first aid enabling them to maintain basic life support until emergency services arrive and to assist a registered First Aider. There is no examination, however, on successful completion, the candidate will receive a certificate valid for three years.



First aiders

Departments are expected to have one member of staff qualified for approximately each twenty members of staff contracted to the department. This will be influenced by the nature of the work, the location served and the activities that each department undertakes.

All staff in the Porters team will be trained to at minimum the level of Emergency First Aider as they are generally the first point of call for Staff, Fellows and Visitors requiring first aid attention. It is recognised that this supplements any shortfall in Departmental provision.

Information about qualified first aiders is shown in the table below, these staff are trained deliver emergency first aid at work. Some of them are trained to a higher level known as first aid at work, and are denoted by having (FAW) next to their names. This information is also referred to on department noticeboards to allow people find out who current first aid trained staff are.

Department	Name	Name
Dining	Milena Caizza	Sammy Lau
	Anna Orzechowska	Karolina Jankowska
	Lucia Alonzo Borrajo	Agne Keraite
	Aleksandra Lakowska	Peter Nowlan
	Alison Lu	Jody Fletcher
	Maria Rusiecka	Martyna Jakobczyk
		Matt Synodinos
Catering	Mark Hubbard	Ricky Smith
	Pawel Daszkiewicz	Adrian Zaber
	Adam Dabrowski	
Conference	Eve Stupart	
Maintenance	Nigel Wynn	Michal Girdwoyn
	Nathan Pilsworth	Simon Plumb
	Andy Barnard	Nick Geraghty
	Lee Johnson	
Boathouse	Simon Goodbrand	
Gardening	Tyrone O'Rourke	D Pammenter
Sportsground	Mark Ward	
Porters	Martin May	Pete Boyden
	Marc Baldry	David Brown (FAW)
	David Craig	Jason Edwards
	John Hall	Krzysztof Kwiatlowski
	David Lucas-Greef (FAW)	Adrian Mann
	Robert Mortimer	Jem Reid
	Martin Rule	Phil Schneider
	Richard Smith	Steve Tawell
	John Turton	Joel Lewis (FAW)
	Michelle Whitehead	Brian Anderson
	John Bufton	Hilary Crowther
	Lena Dahlen-Pledger	Neil Harris
	Ben Phillips	Paul Wilson
Communications	Matt McGeehan	



Bursary	Debs Baker	
Library	Marc Price	Lauran Richards

Provision of first aid trained staff in dining/catering is high but it is important to maintain a good level of cover due to the number of guests and students who they will be around. Whilst not required under the Health and Safety at Work Act the college will provide first aid provision to anyone on its estate for whatever reason who requires assistance



3.10 Hazardous substances

Primary legislation: Control of substances hazardous to health regulations (COSHH)

<https://www.hse.gov.uk/coshhh/index.htm>

The College is required to assess all substances kept at work to determine what risks there are to employees from their use.

Requirements

Where possible, we are required to substitute harmful substances for less harmful alternatives or, if this is not practicable, to change the way that things are done so that we no longer need to use the substance concerned. If this is not possible we will consider:

- Isolating the substance and process away from general work areas.
- Reducing the amount of the substance used and the number of people exposed to it, as well as the length of time the exposure occurs.

Where use of a substance cannot be avoided, exposure must be controlled by way of ventilation so as to extract fumes and dust away from a process. In addition, the point of extraction should be as close to the source of the process as practicable (possibly by using a localised exhaust ventilation (LEV) system). Such examples are rare in College but examples are the Maintenance workshops which are located below G St Michael's Court, the Boathouse and the Sportsground.

Personal protective clothing and equipment must be provided where relevant, but are used as a last resort and never as a substitute for the controls described above.

No member of staff shall undertake a procedure involving use of a substance potentially hazardous to health unless trained beforehand on its specific use.

Risk assessments

Heads of Departments must produce risk assessments for all hazardous substances and the processes in which they are used. These assessments will be reviewed:

- If any process or substance is changed.
- If changes are made to the Material Safety Data Sheets (MSDS).
- No later than 12 months after a previous assessment.
- Following an accident or incident relating to their use, in which case the Head Porter would identify circumstances from a review of the accident form completed and approach the Head of Department to discuss.

Precautions

When dealing with a substance potentially hazardous to health, particularly a harmful one, the following general points are relevant:

- Copies of the suppliers Material Safety Data Sheets (MSDS) should be kept with department records, accessible to those who use the substances..
- Never decant it into food or drink containers or other unidentifiable containers;.



- Never store it in open containers.
- Always store rags or similar items used in conjunction with chemicals in covered containers.
- After handling substances, always remove protective clothing worn (including overalls etc.) and clean your hands before consuming food or drink.
- Do not use solvents, such as turpentine, bleach or white spirit, as a substitute for proper cleaning agents.
- Never siphon substances by mouth.
- Always check that personal protective equipment and substance control arrangements (such as local exhaust ventilation systems) are in good working order, and report all defects when found.
- Seek first aid treatment for all cuts.
- Monitor your skin regularly and consult your GP should any rash appear. Accident form to be complete if relevant.

Training

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Within the College the roles most likely to routinely apply these principles are:

- Outside Porters.
- Maintenance.
- Housekeeping.
- Gardening.
- Catering.
- Library.



Symbols that help identify hazardous substances



Explosive (Symbol: exploding bomb)



Acute toxicity (Symbol: skull and crossbones)



Flammable (Symbol: flame)



Hazardous to the environment (Symbol: environment)



Oxidising (Symbol: flame over circle)



Health hazard/Hazardous to the ozone layer (Symbol: exclamation mark)



Corrosive (Symbol: corrosion)



Serious health hazard (Symbol: health hazard)

Common hazardous substances used in college are:

Maintenance:

- Cellulose Thinners: Paint thinners
- Hammerite: Brush Cleaner
- Diamond black: Drain cleaner
- Carbon black: Used as a filler in rubber and plastics
- Liquid Bleach
- Flowrite: Drain cleaner
- Exocet: Granular caustic drain cleaner
- Zonk: Cleaner Degreaser
- Loctite 770: Primer containing solvents
- TT005: Mastic sealant

Housekeeping:

- Scale breaker: lime scale remover.
- Liquid descale: toilet cleaner
- TD30: descaler.
- Legion plus: antibacterial cleaner.
- Liquid polics.
- Window and glass cleaner.
- Caterclean: degreaser
- Viraclean: Antibacterial cleaner.



Catering:

- Dishwasher detergent, Ocean
- Dishwasher detergent, Eclipse
- Hard surface cleaner, Eclipse (N 3)
- Tannin remover powder, Eclipse. For spots on cutlery/crockery
- Liquid descale, Eclipse
- Kitchen heavy duty degreaser, Eclipse
- Sanitiser, Eclipse (N 2)

Library:

- Rustin's methylated spirits
- Beeswax furniture polish
- Lavender wax
- Rustin's French polish
- Eclipse Glass and s/s cleaner
- Eclipse Multi-surface polish
- Eclipse Legion and calcium cleaner
- Eclipse Scale breaker
- Eclipse Safe clean
- Eclipse Toilet de-scaler
- Eclipse Virakleen high-level virucidal disinfectant
- Premiere Tile and tap cleaner
- Premiere Catering cleaner
- Premiere Screen-spray powerful disinfectant



3.11 Infectious diseases

Primary legislation: Control of substances hazardous to health 2002

[The Control of Substances Hazardous to Health Regulations 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

The College has a duty to ensure that its employees are protected from infectious diseases either blood or air borne whilst at work and will take all practicable steps to maintain the welfare of its staff, students and visitors.

The college will:

- Identify the hazards – where blood or airborne viruses may be present.
- Decide who might be harmed and how – which employees and others may be exposed to viruses and how this might happen, for example through dealing with accidents or handling contaminated items for cleaning or disposal.
- Assess how likely it is that viruses could cause ill health and decide if existing precautions are adequate or whether more should be done.
- Record its findings.
- Review its risk assessment and revise it, if necessary.

Staff, fellows, students and visitors should:

- Refrain from eating, drinking, smoking and the application of cosmetics in working areas where there is a risk of contamination.
- Prevent puncture wounds, cuts and abrasions, especially in the presence of blood and body fluids
- Cover all breaks in exposed skin by using waterproof dressings and suitable gloves.
- Control contamination of surfaces by regular cleaning.
- Dispose of contaminated waste safely.

The College provides suitable cleaning materials for all to help reduce the risk of infection.

Covid-19 pandemic: There is a stringent process in place to deal with Covid -19 cases both positive and suspected which are used whenever cases are reported. This process is managed by the Head Porter. A full Covid Risk assessment detailing what actions we will complete is in place and regularly reviewed and can be found at: S:\Everyone\COVID-19 RAMS



3.12 Legionella

Primary legislation: Health and Safety at Work Act 1974

<https://www.hse.gov.uk/legionnaires/>

Any water system, with the right environmental conditions, could be a source of legionella bacteria growth. There is a reasonably foreseeable legionella risk if the water system:

- Has a water temperature between 20-45 degree Celsius.
- Creates and or spreads breathable droplets, e.g. aerosol created by a cooling tower or water outlets.
- Stores and or re-circulates water.
- Is likely to contain a source of nutrients for the organism to grow, e.g. rust, sludge, scale or organic matter.

The College has a duty to understand and manage legionella risk across its estate and in all of its properties.

Prevention

The Estates Manager under the oversight of the Domestic Bursar will be responsible for:

- Identifying and assess sources of risk.
- Manage risks through testing.
- Prevent or control the risks.
- Keep and maintain the correct records.

The College will use an outside company to complete testing as specialists in this field. Together with the contractor the Maintenance Manager has developed a plan which breaks the estate down into areas which will be assessed on a regular basis. It will be for the Estates Manager to ensure that the treatment is carried out to the required standards and the company appointed are able to work to the standard required. Where appropriate or necessary the Estates Manager, together with the Estates Health and Safety Co-ordinator, may attend enhanced training to ensure they are confident in attaining such standards.

Records will be kept within the Maintenance department through the period for which they remain relevant and for at least five years after that.

Those properties that are managed through an outside agency such as Bidwells or Belvoir perform their own checks on the properties that they manage to conform with their requirements.



3.13 Lifts

Primary legislation: Lifting Operations and Lifting Equipment Regulations (LOLER)

[Passenger lifts and escalators - Work equipment and machinery \(hse.gov.uk\)](https://www.hse.gov.uk/lifts/)

The college has twelve lifts provided for use by staff, Fellows, students and visitors which are subject to the above legislation.

The table below indicates which lifts installed in the College are combined goods and passenger lifts, and may be used to transport people. They are subject to periodic thorough examination and inspection as required by LOLER guidance.

All passenger lifts are fitted with an emergency call point which either connects to an operator for assistance with the exception of lift Gon4 which only has an audible alarm to summons assistance of others nearby.

In the event of a lift breakdown the Maintenance Department must be contacted and they will call the qualified lift engineer team that support the College. If it is outside of normal working hours the responsibility for calling the engineers will fall to the Porters.

In the event of persons being trapped in a lift the same procedure applies. The contractor call out response time for entrapment is one hour from the time of the call. The call out time for a breakdown is twelve hours. If danger of harm is an immediate concern the Fire Service may also be called to assist.

There is a lift access key held in the Porters Lodge and this may not be removed unless authorised by the Head or Deputy Head Porter.



The full list of college lifts and their permitted use is described below:

OLD COURTS	LIFT DESCRIPTION	TYPE OF LIFT
Gon1	Pot wash	Goods lift (no alarm point)
Gon2	Bakery	Goods lift (no alarm point)
Gon3	Basement to gallery	Passenger & goods lift (Alarm call point fitted connects to operator)
Gon4	Loading bay	Passenger & goods lift (Audible alarm fitted does not connect to operator)
Gon5(E)	Fellows	Passenger lift (Alarm call point fitted connects to operator)
Cockerell		
Gon6	Library	Passenger & goods lift
Gon7	Cockerell stairlift	Cockerell stairlift
SHB		
Gon8	Disabled	Passenger lift
Gon9	Cavonius Furniture lift	Goods lift
Gon10	Passenger	Passenger & goods lift
HC		
Gon11	Passenger	Passenger & goods lift
Gon12	Platform disabled lift	Passenger lift



3.14 Lone Working

Primary legislation: The Management of Health and Safety at Work Regulations 1999

<http://www.hse.gov.uk/toolbox/workers/lone.htm>

There is no specific piece of legislation which says that people cannot work on their own, however the Health and Safety at Work etc. Act places a duty on the employer to ensure that all work activities are carried out safely.

Lone workers are people who work on their own with little or no supervision. Thus in the event of an emergency there is no one to give assistance, or summon help. There is no time limit attached to working alone. It may be for the whole work period, or only for several minutes. This can take place in a number of situations.

Safety Measures

Factors to be considered by HOD in assessing the risks of lone working situations should include:

- The health of the individual, and their medical fitness for the task required.
- Who would be contacted in an emergency situation and how? (eg. fire)
- Provision in the event of an accident or illness
- Workplace conditions e.g. access, temperature, etc.
- Manual handling requirements.
- Hazardous substance exposure.
- Time of day or night.
- Wider populous of the area (e.g working in residential accommodation vs working in a remote garden).

Risk Assessment

Further risk assessments, in full or in part as relevant, will be undertaken:

- Should the health or the personal circumstances of the individual change (see section two above).
- If any process or procedure is altered.
- No later than 12 months after a previous assessment.

Precautions

The College will take reasonable precautions to protect lone workers. HOD's will put measures in place which range from regular phone calls to lone worker devices, radio communications, and other relevant systems that are applicable to their department's requirement.

Within the College the roles most likely to routinely apply these principles are:

- Outside Porters.
- Maintenance.
- Housekeeping.
- Gardening.



- Porters.
- Library.
- Groundsman / Boatman.
- Archives.



3.15 Manual handling

Primary Legislation: The Manual Handling Operations Regulations 1992.

The College is required to assess its workplace and identify where hazardous manual handling takes place in the course of what it does.

Manual Handling includes any transportation or supporting of any load by hand or use of the body to support/move by force. This will include the lifting, lowering, pushing, pulling, carrying, supporting or movement.

The Regulations require the College to ensure, where reasonably practicable, that manual handling is avoided – for example by changing work processes or by the introduction of mechanical aids. Where it is not reasonably practicable to make such changes, the College is required to identify the risks associated with a manual handling task and make arrangements to reduce these.

The College is also required to provide members of staff with instruction in the correct techniques to use when manually handling an object to ensure that, as far as possible, injuries are not sustained.

Precautions to follow

Where it is not possible to avoid handling a weight manually, the following points are relevant:

What can be handled by any particular individual will depend on his or her build, age, gender and physical condition.

Suitable protective clothing and footwear must be considered.

- Always make sure the lifting route is clear of obstructions and trip hazards.
- Always reduce loads to more manageable, smaller and lighter ones if possible.
- Make sure no single person does all the lifting.
- Seek help if in doubt about your capacity to carry any load, especially one that is awkward in shape.
- Any person or persons assisting you should be similar in height and build to you to ensure the load does not become unbalanced during the lift.
- Where help is obtained, one member of the team should give instructions.
- When team handling, ensure good vision, good handholds for all, and that team members do not obstruct each other.

Training in manual handling

HODs must consequently ensure that training in correct procedures is provided to their staff, details are given below. Training must be provided to relevant members of staff by competent persons. This could take the form of annual in house, in person refresher training, or by online training accessible via HR. In all circumstances a training record must be kept and, when the training is complete a record will be made which will be held on the staff members' personnel file and held by their HOD.



Within the College the roles considered most likely to routinely apply these principles are:

- Outside Porters.
- Catering.
- Maintenance.
- Porters.
- Library.
- Housekeeping.

All staff will receive initial training at the start of their employment with the College as part of their induction arranged by the HR Manager and then regular refresher training which will be planned by the HOD's. The College has staff that are able to complete this role and measures are in place to maintain this service.

Manual handling training is delivered by way of an online training package which is administered by the HR department. It will be the responsibility of the HOD to ensure that all of their staff are up to date with their training. All training records from the on line training system will be managed by HR on a central system.



3.16 Noise

Primary Legislation: The control of noise at work regulations 2005.

<https://www.hse.gov.uk/pubns/books/l108.htm>

The College is required to take action to protect members of staff where, throughout any eight-hour period of work, they are likely to be exposed to noise averaging 86 decibels or more. Where this is the case, the College must inform those members of staff affected and provide hearing protection for those affected. In all cases this provision is via the relevant HOD.

Reduction in exposure to noise

Where staff are likely to be exposed to noise averaging 86 or more decibels, the College is required to reduce either the level of this noise or the time staff are exposed to it. Practical measures to achieve this relevant to the College environment are:

- Rotating jobs to ensure that no one person is exposed throughout the whole eight-hour period.
- Constructing noise refuges.
- Insulating for sound around noisy machines using sound insulation material.
- Changing machines and methods of work.
- Regular checks of machinery to ensure they are operating at safe noise levels (managed by EHSC).

Where it is not practical or possible to reduce noise level over an eight-hour period in any work area to below 86 decibels, the College must mark the area concerned with recognised signs and ensure that no one enters these areas unless wearing hearing protection.

Awareness

Employees shall be given information by HOD's on:

- The risk of hearing damage from exposure to high volume noise levels.
- How to minimise risk
- How to obtain hearing protection
- How to report issues
- Employee's obligations under the regulations

Training

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Within the College the roles most likely to routinely apply these principles are:

- Maintenance. (if working with machinery, completing projects or in plant rooms)
- Gardening / Sportsground.



3.17 Permits to work

Permits to work (PTW) will be issued for both employees and contractors for the following work types and high risk areas:

- Asbestos.
- Hot works.
- Confined spaces.
- Lift shafts.
- Roof access and work.
- Live electrical work.

The Estate Health and Safety Coordinator will approve all PTW procedures. Out of hours a permit can be issued by the Senior Porter present for lift access and roof access only.

On arrival of the contractor they will sign in at the Porters Lodge and then be directed to the Estates Health and Safety Coordinator (EHSC) who will issue them with a permit to work. This process will see the contractor being talked through the work they are about to complete and gaining an understanding of how long the work should take and what potential hazards there will be. In the absence of the EHSC the Maintenance Manager will complete this role. In the absence of both the EHSC and the Maintenance Manager the role will be completed by the Head Porter.

One copy of the permit will be kept in the Porters lodge and the other passed to the contractor who must keep it with them whilst on site. Once the work is completed both copies will be taken to the EHSC, (or Maintenance Manager or Head Porter in their absence). The permit will then be closed providing all standards have been met around fire watches or other, similar, precautions for the work.

Once the permit has been issued it will be held in the Porters' Lodge until the works are completed, when it is returned to the Estate Health and Safety Coordinator.

For jobs spanning several days a new permit will be issued each day. This allows the College to ensure that the contractors are aware of all safety information on a live basis.

The completed and closed permits will be held in the Maintenance office in a specific folder for that type of work. This will be managed by the Estate Health and Safety Coordinator for all departments.

In all cases the permit to work system must specify:

- The member of College staff responsible for the works.
- The period of time for which the PTW is valid.
- The responsibilities of those involved in the PTW.
- Hand back and cancellation details for the PTW.

The following additional measures are detailed in handouts that are provided to contractors.

- The warning signs and notices that are required for the PTW.
- The procedures and necessary precautions to be followed.

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



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

Hot works will require a fire watch of ninety minutes from the conclusion of works and this will be the responsibility of the Contractor.

Within the College the roles most likely to routinely apply these principles are:

- Maintenance.
- Housekeeping.
- Contractors.



3.18 Personal protective equipment

Primary legislation Personal Protective Equipment at Work Regulations 1992

Personal protective equipment (PPE) will protect the user against health and safety risks at work. In the College setting this can include items such as safety helmets, gloves, eye protection, safety footwear, safety harnesses and over clothing.

All efforts should be taken to reduce risks in work situations and as such PPE should only be used as a last resort. The use of PPE will be reflected in the risk assessments for the relevant tasks which will be completed by the HOD's.

Even when all precautions have been taken some hazards might remain and this will be when PPE is used.

Selecting PPE

When selecting PPE, users and HODs should:

- Choose products which are CE marked – now UKCA marked post Brexit
- Choose equipment that suits the user – size, fit and weight.
- If more than one item of PPE is worn at the same time ensure they are compatible.
- Ensure they are confident in their training on how to use it.

Maintenance of PPE

PPE must be properly looked after and stored when not in use. Suitable storage must be provided by the Head of Department.

Training on PPE

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Within the College the roles most likely to routinely apply these principles are:

- Outside Porters.
- Maintenance.
- Housekeeping.
- Gardening.
- Library.
- Catering.



3.19 Personal safety

Slips, trips and falls

The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of all employees and anyone affected by their work, so far as is reasonably practicable, which means balancing the level of risk against the measures needed to control the risk in terms of money, time or trouble. This includes taking steps to control slip and trip risks.

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks (including slip and trip risks) and, where necessary, take action to address them.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

In order to stop floors becoming contaminated the College will strive to:

- Use entrance matting.
- Fix leaks from machinery or buildings.
- Make sure plant and equipment are maintained.
- Design tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas.
- Running cabling across floors.
- Use the right cleaning methods
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry.
- Remove spillages promptly.
- Have effective arrangements for both routine cleaning and dealing with spills.
- Use the appropriate detergent mixed at the correct concentration. Consider the flooring and work environment
- Check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Make sure lighting is sufficient and that slopes or steps are clearly visible.
- Keep walkways and work areas clear of obstructions.
- Get the right footwear

The college estate in many places is very old and as such floors, paths and stairs do not conform to modern building standards. As such there is a risk that cables will be run across floors to provide additional power supplies. The College will ensure that all surfaces are maintained to minimise the risk to those using them. Lighting will be maintained in areas it is required to assist in preventing slips, trips and falls.

The College operates a program of stair upgrades where worn surfaces are repaired or covered to produce a safer surface for people to use. Wherever possible handrails have been installed and are correctly maintained.

Paths are gritted using products to prevent snow and ice build-up when required.



Floor coverings are replaced when required and with the best possible surface material to prevent slips, trips and falls.

The college holds an at minimum bi-monthly infrastructure working group meeting where work projects are monitored to ensure compliance.

Violence

The Health and Safety Executive (HSE) defines work-related violence as: Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threats as well as physical attacks.

The College believes that any form of harassment and violence against workers, whether committed by co-workers, managers or third-parties, is unacceptable. It breaches ethical standards, as well as affecting the physical and psychological health of those affected.

Staff are advised not to engage in situations where violence is anticipated and to maintain a safe space wherever possible. There are exceptions to this and on occasion Porters will deal with confrontational situations and each case should be treated in line with the security patrols risk assessment.

Mental health, stress at work, including a note on vulnerable students

The College offers a wide range of options to help those in need including counselling services.

Staff can access through the Employee Assistance Programme (EAP) through the following link:

[Employee Assistance Programme \(EAP\) | The Venn \(cam.ac.uk\)](#)

It is recognised that the College is a place of education for young people, often living for the first time away from family and support networks. Vulnerable students will be supported through the Tutorial and medical teams within college; each student is accordingly assigned a Tutor on arrival at the College. Staff will be supported by their line manager if they raise concerns to their welfare from student linked violence.



3.20 Risk Assessment

Primary Legislation: Management of Health and Safety at Work Regulations 1999

<https://hse.gov.uk/toolbox/index.htm>

Gonville and Caius recognises that risk assessments are not only a legal requirement but are fundamental in identifying risk control measures including safe systems of work, training requirements, engineering and management controls.

The concept of risk assessment is to focus on the risks that really matter in the workplace – the ones with potential to cause real harm.

In principle a risk assessment is simply a careful examination of what, in the workplace, could cause harm to people, so that the College can weigh up whether they have taken enough precautions or could and should do more.

It is College policy that risk assessments will be carried out by a competent person but will be performed in such a way that will encourage staff involvement. There is a template risk assessment form which is stored on the Venn with instructions for completion.

https://intranet.cai.cam.ac.uk/sites/intranet.cai.cam.ac.uk/files/risk_assessment_template.pdf

The importance of keeping staff informed not only assists in the identification hazards but provides assurance that what they propose to do will not only work in practice but will not introduce any new hazards. In general members of staff are more likely to embrace risk control strategies if they have been involved in the process. HOD's will hold responsibility for producing risk assessments for their areas of responsibility.

When considering additional control measures the College will support the application of the recognised health and safety control hierarchy:

- Eliminate (can the hazard removed altogether?).
- Try a less risky option (e.g. switch to using a less hazardous chemical).
- Prevent access to the hazard (e.g. by guarding).
- Organise work to reduce exposure to the hazard (e.g. put adequate barriers between pedestrians and traffic).
- Issue Personal Protective Equipment (e.g. clothing, footwear, goggles, masks etc).
- Provide welfare facilities (e.g. first aid and washing facilities for the removal of contamination, for example, chemicals or bloody fluids).

The College will ensure that members of staff discuss the content of the risk assessments and that they are easily accessible for review. Copies of risk assessments are retained and filed in a formalised, accessible manner on the College's internal servers under [S/Everyone/Risk Assessments](#) .

Risk assessments will be reviewed annually or in certain circumstances:

- A change in legislation.
- The introduction of a new process, equipment or new working practices.
- A change in personnel.



- As the result of an accident, incident or near miss.
- In light of new technology or information.



3.21 Training

Primary Legislation: The Health and Safety at Work etc. Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

It is a legal requirement for employers to train members of staff on the processes, equipment and welfare arrangements they will need in the course of their work.

Gonville and Caius College recognises the importance of maintaining a safe working environment and views the training of staff in the correct and safe way of doing their jobs as a key contribution to achieving that goal.

The factors that determined the scope and frequency of training are determined by a combination of the following:

- Risk Assessment.
- Legal Requirement.
- Individual job reviews and appraisals.
- Health and Safety Audits.
- Accident investigations.
- Individual training requests.

Heads of Departments are responsible for

- Assessing the training needs of each member of their department, at minimum, annually.
- Carry out adequate training, suitable and appropriate for each task and individual.
- Maintain accurate training records.
- Scheduling and completing regular refresher training.

A sample of indicative training programmes is given below for reference.

Porters (Line Managers)	Accident reporting Anti bribery Bullying & harassment for managers Conflict resolution Cyber security awareness Display screen equipment Equality, diversity & inclusion GDPR UK Health and safety for managers Manual handling Personal protective equipment Working at height
Porters	Accident reporting Anti-bribery Mental health awareness



	<ul style="list-style-type: none"> Conflict resolution Cyber security awareness Display screen equipment Equality, diversity & inclusion GDPR UK Manual handling Personal protective equipment Working at height Bullying and harassment for employees
Housekeeping	<ul style="list-style-type: none"> Personal protective equipment Bullying & Harassment for employees Cyber security awareness Slips, trips and falls Manual handling COSHH Display screen equipment GDPR UK: Essentials



3.22 Transport

The Transport Management Policy is issued under the authority of the Domestic Bursar. It applies throughout the College except where specific exemptions are approved. This policy applies to all vehicles owned, leased or hired to undertake College business, including bicycles.

The College is committed to ensuring that all vehicles under its control are operated in a safe, efficient and economical manner in accordance with all current legislation. It is the policy of the College to ensure that all vehicles are serviced and maintained at minimum in accordance with manufacturers' recommendations and the law and operated in a safe manner.

Members of staff who drive College vehicles are required to notify the Head Porter of any endorsements on their driving licence. Heads of departments should include as part of their annual staff review a check of driving licence status and endorsements.

The use of private vehicles for work purposes (for example attending training or delivering parcels) is not anticipated but if needed then the member of staff will need to prove that they have a valid certificate of insurance in place for the vehicle which covers business use.

Drivers of College vehicles must observe the requirements of this policy and comply with any appropriate legislation.

Vehicles are the responsibility of the Head of Department (HoD) to which they are allocated. Department heads are to ensure that the following actions are carried out as and when necessary:

- Servicing. All vehicles must be serviced according to the manufacturer's guidelines with maintenance log books kept up to date.
- MOT. All College vehicles that are over 3 years old require an MOT test Certificate and will be subject to an annual MOT Inspection. Failed vehicles will not be made available for use until rectification work has taken place, and a new Certificate issued. The HoD is responsible for ensuring that their vehicle has a current MOT Certificate (if appropriate).
- Vehicle Defects. All vehicle defects must be reported as soon as possible in order to facilitate a repair. A vehicle shall not be used with a defect that affects vehicle safety.
- Road Fund Licence. The HoD is responsible for ensuring that their vehicle is correctly licensed, the Bursary will inform departments when the license is due (HMRC reminder). Payment will be processed by the Bursary but they will contact the HoD to obtain the MOT in order to make payment.
- Vehicle Insurance. The Bursary currently insures all vehicles under a collective policy and will renew where appropriate.
- Weekly Checks. The HoD is responsible for conducting weekly checks and recording the findings.
- Routine Checks. Prior to daily use, all drivers must carry out pre-use checks to ensure that the vehicle is safe and roadworthy. Defects are to be reported immediately.
- Vehicle Cleanliness. Vehicles are to be cleaned internally and externally at least once a month, weather and conditions permitting, by the department which owns the vehicle.



Those driving college vehicles must only drive what they are entitled to according to the DVLA. Drivers must ensure they are in a fit state to drive in a safe manner and not impaired in any way.

Vehicles in use in the College represent:

- Gardeners – Flat bed light goods vehicle.
- Maintenance – Car derived van.
- Housekeeping – light goods vehicle (long wheel based).
- Porters/catering – light goods vehicle suitable for food deliveries (not refrigerated).

This is not an exhaustive list and will be subject to change over time.



3.23 Tree management

The College estate has a number of established trees and as such loss of branches and limbs is a risk.

A range of tree surveys are completed periodically to identify those trees that are most at risk. These surveys are reported by the head Gardener to the Gardens Committee who will decide on the best course of action to manage the tree.

The head gardener is empowered to take action immediately if a risk of harm to the public arises (e.g. due to storm damage) but will still more usually liaise with the Domestic Bursar for authority to act if urgency is required.

Specialist contractors will be consulted if needed for larger works.



3.24 Vibration

Primary legislation: The Control of Vibration at Work Regulations 2005.

<https://www.hse.gov.uk/vibration/>

The College is required to undertake a risk assessment of all processes that result in operators experiencing hand-arm vibration and then take action to help protect those undertaking these tasks from developing hand-arm vibration syndrome (HAVS). These will be held by HOD's and maintained accordingly.

Prevention

A range of recommended protective actions has been drawn up by the HSE, including the following:

- Changing the way work is carried out to avoid contact.
- Replacing tools with those that incorporate vibration reduction devices.
- Ensuring that equipment is properly maintained.
- Only using such equipment for relatively short periods of time before taking a break.
- Rotating work between staff members.

These steps will be included wherever possible into working practices and managed by the HOD's.

Training in relation to vibration

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Assessments

Risk assessments, in full or in part as relevant, will be undertaken:

- On the introduction of new or second-hand machinery and equipment.
- If any process is altered.
- No later than 12 months after a previous assessment.

Within the College the roles most likely to routinely apply these principles are:

- Outside Porters.
- Maintenance.
- Housekeeping.
- Gardening / Sportsground.



3.25 Welfare

Primary Legislation: Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and guidance L24.

The College recognises its duty to ensure that suitable welfare facilities are provided for everyone while at work. Within College the main facilities are Hall at lunch times and the Bar area/Red room which is open to all. There are specific rest areas for other departments:

- Housekeeping – K St. Marys, Harvey Court and Harvey Road.
- Maintenance – A St. Michaels and 7 Gresham Road.
- Gardeners – Gardeners compound.
- Sports Ground – Pavilion.
- Catering – rest room in catering office area.
- IT, Library & Archives - Cockerel building staff room.

General requirements:

- All welfare facilities must be readily accessible.
- All welfare facilities must have adequate heating, lighting and ventilation.
- Clear arrangements must be made to ensure that welfare facilities are kept clean and tidy.

Toilets:

- An adequate number of toilets must be provided at all times. If facilities are provided that include cubicles they will be separated by gender. A single sealed room however, can be for mixed use. This matter is currently in consultation at Government level and the policy will remain under close review as it conflicts with the move towards gender neutral provision in other aspects of College life.

Washing facilities:

- Must be proximate to both toilets and changing facilities.
- There must be a supply of clean, hot and cold water.
- Soap and towels (or a dryer) must be provided.

Storing and changing clothes:

- There must be a provision for storing clothing not worn on site if the staff member is required to change into specific clothing for work. They only need to be provided for those departments who are required to change for work purposes which in the case of the College will be Kitchen staff only.
- There must be a provision for storing protective clothing needed for site working.
- The facilities should provide for wet clothing (ie coats) to be dried.
- Men and women must have separate changing facilities if the staff member is required to change into specific clothing for work and no acceptable alternative arrangements can be made.



Rest facilities:

- There must be facilities for taking breaks and they must provide shelter from the weather and be adequately heated.
- Rest facilities should have: tables and chairs, facilities for boiling water, provision for preparing food e.g. a microwave (gas rings are not suitable due to the risk of fire).

Drinking water:

- There must be an adequate supply of potable drinking water provided.
- Drinking water must be conspicuously marked as drinking water.
- Cups should be made available.



3.26 Work equipment

Primary Legislation: Provision and Use of Work Equipment Regulations 1998 (PUWER).

Work equipment is generally any equipment used by a person at work (whether exclusively or not), i.e. any machinery, appliance, apparatus, tool or installation.

The definition is equally applicable to all departments

- Work equipment should be purchased by the HODs or deputies based on its suitability to carry out work safely and effectively, not on a cost only basis.
- All tools/equipment should be inspected each working day by the staff member using it prior to use to determine that it is fit for purpose.
- Any item found to be faulty must not be used until either repaired by a competent person or replaced.
- Where specialised equipment is used, only sufficiently trained competent people shall operate such equipment.

For each of the departments, the primary operational responsibility for discharging and implementing the health and safety requirements in relation to work equipment lies with the Head of Departments. They must plan, organise, control, monitor and review their health and safety management systems around work equipment. Where they consider the advice and assistance of specialist advisors to be required this should be discussed with the Head Porter or Domestic Bursar. On an annual basis all machinery is inspected by an outside contractor to ensure it meets current safety standards. This review will see recommendations made for additional safety features that might be needed. This is further supported by our annual insurance check which will also identify improvements.

All work equipment must be used for its intended purpose in a suitable environment, with appropriate cleaning, ventilation, escape routes and other safety measures.

Training on work equipment

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Within the College the roles most likely to routinely apply these principles are:

- Outside Porters.
- Housekeeping
- Catering.
- Maintenance.



3.27 Working at height

Primary legislation: Working at Height Regulations 2005

<https://www.hse.gov.uk/pubns/indg401.pdf>

The Working at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations, in recognition that all work undertaken at height has the ability to result in injury.

Working at height is deemed to be any work related activity carried out above ground level. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Work at height regulations will potentially affect all staff as it can be as simple as using a stool to reach a file from a shelf through to higher risk activities such as working on a roof or above a drop.

Requirements

Working at height is a common cause of serious injury and death in the UK. The regulations require that the College does all that is reasonably practicable to prevent anyone falling and sets out the following guidelines for managing and selecting equipment for work at height:

- Avoid work at height wherever possible.
- If work involves a long period of time working a height from a ladder or when three points of contact cannot be maintained then alternatives such as towers or scaffolding will be considered and used wherever possible.
- Use work equipment or other measures to prevent falls where working at height cannot be avoided.

The regulations require that:

- A risk assessment is carried out to ensure risks are eliminated or at best mitigated.
- All work at height is properly planned and organised. This includes work by contractors working on College grounds.
- Where applicable, all work at height should take account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent to do so.
- The place where work at height is undertaken is safe.
- Equipment used for work at height is appropriately selected, used, inspected and maintained.
- The risks from fragile surfaces are properly controlled; and the risks from falling objects are properly controlled.

Responsibilities

College HODs are best placed to understand the types of work their teams will perform and in most cases are expected to meet the regulatory requirements and ensure risk control measures are implemented. Heads of departments must ensure that:

- No work is undertaken at height if it is safe and reasonably practicable to use alternative means.



- The work is properly planned, appropriately supervised and carried out in way as safely as is reasonably practicable.
- They take account of the findings of the risk assessment referred to above.
- Those working at height are competent to do so, and have suitable information, instruction and training to work safely.

For generic office work risk, a central risk assessment may be completed by the Head Porter and shared with relevant HODs.

Responsibilities

Heads of departments will be responsible for ensuring that their staff have the appropriate equipment for the height they need to work at. This is likely to be felt particularly by those who will regularly use ladders in their tasks, but must also be addressed by all departments who require staff to step above ground height whilst working. Common issues within office environments will be reaching items on high shelves.

Within the College the roles most likely to routinely apply these principles are:

- Outside Porters.
- Catering.
- Maintenance.
- Library.
- Contractors.
- IT

Minimising risk from working at height

The College owns and occupies a significant number of buildings of varying ages and construction type. Some are protected by heritage listings and change can be challenging. Nonetheless, the College seeks to continuously improve mitigation of the risk of falls from height through:

- Staircase risk assessments, and plans to insert improved handrails.
- Limitations on external openings on upper floors of residential buildings where appropriate hand rails are not in place.
- The implementation of 'man safe' systems or other means of safe and secure roof access, especially to areas requiring regular access for example gutter clearance.
- Ladders, scaffold towers and other similar equipment will be inspected for safety every 12 months. When in use scaffolding must be inspected every 7 days.
- If work involves a long period of time working a height from a ladder or when three points of contact cannot be maintained then alternatives such as towers or scaffolding will be considered and used wherever possible

These points remain work in progress and all risk assessments should reflect this.

Training in relation to working at height

Training will be provided to relevant members of staff on their induction which will be organised by the HR Manager. Ongoing and refresher training will be planned and managed by the HOD. A training



record will be completed and signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.



5. Performance and Monitoring

The content of this Health and Safety Policy and its effectiveness in terms of health and safety performance is the subject of an annual review by the Domestic Bursar, the Head Porter and the College Council with input from the Heads of Department, as identified in the organisation section of the policy.

Health and safety performance will be monitored at senior level and on a scheduled basis as an agenda point at College Council Meetings, and at the termly Health Safety and Security Sub Committee.

Accident / incident data and other relevant statistical analysis, results from safety initiatives with specific objectives, or the findings of management inspections will be reviewed at the Health, Safety and Security committee.

Measuring

The College will make provision for periodic inspections of workplace activities and internal auditing on a rolling basis through departments. This will provide means of measuring the success, or otherwise, of policy objectives and for periodic consideration of the commitment to continued improvement, thereby identifying any requirement for corrective actions at source, or further opportunities for improvement.

Such audits will be carried out periodically with a target of a least one department per annum and the results will be discussed to ensure that a strategy for continuing improvement can be developed. Reports will be shared by the Health, Safety and Security Sub Committee.