

## **Health and Safety Policy**

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## SECTION B - Policy Statement



### HOMERTON COLLEGE CAMBRIDGE Health and Safety Policy

It is Homerton College policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College staff, students, visitors including contractors and members of the public who may be affected by College activities. The Governing Body regards health and safety matters to be a priority and an integral part of all its activities including the maintenance of quality and standards.

The Governing Body bears the legal responsibility for all matters of health, safety and welfare within the College and ensures that statutory requirements are met and appropriate standards applied through responsible officers. The executive authority for the development and implementation of the health and safety policy is delegated by the Principal to the deputy health and safety officer. It is a core management function and must be integrated into all other management policies and practices including planning.

The College will monitor health and safety policies and arrangements annually and review them as appropriate and to develop them in consultation with employees and student representatives. This function will be carried out by the Health and Safety Committee, chaired by the Deputy Health and Safety Officer or authorised deputy, in conjunction with the monitoring of policy implementation and consultation on all matters affecting the health and safety of staff and students.

The management of Health and Safety is an integral part of good management at all levels of college organisation including the provision of:

- Safe and healthy working conditions
- Arrangement for the operation, design and maintenance of safe systems of work
- Properly maintained and guarded machinery
- Information, instruction, training and supervision appropriate to College activities
- Arrangements for consultation with staff and their representation on relevant committees dealing with health and safety matters

Heads of Departments and Administrative Managers are responsible through their line managers to the Principal (Designated Safety Officer) for the proper implementation of health and safety policies and procedures in their respective areas and compliance with College and statutory requirements and for achieving standards above the legal minimum acceptable level for risk management and control. Therefore, health and safety performance will be measured regularly by means of an auditing programme, to check that policies and practices are effective in driving progressive improvements in safety management.

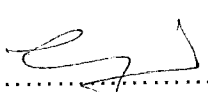
By assessing capabilities and providing training as appropriate, the College will ensure that all members of staff are competent to carry out their work without risk to themselves or others, and that those staff who manage or supervise others are aware of relevant legislation and good practices, in order to manage health and safety effectively.

All College employees have a responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules, and work safely in accordance with any instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to the appropriate managers without delay.

All students will receive written guidance on health and safety matters and will receive specific instruction as appropriate. All students taking part in College controlled activities must take care of their own health and safety and that of others. They must comply with legislation, College rules and policies, and instructions from staff, and report hazards or dangerous situations to the Porters on duty at the Porters Lodge. The member of security staff will inform their supervisor or the Deputy Health and Safety Officer.

Visitors (including contractors) are required to comply with legislation and with College policy and rules, and to report any problems to staff on duty at the Porters Lodge. The Porters will immediately inform their supervisor or the Deputy Health and Safety Officer.

This Policy Statement is available to all staff and students and will be subject to periodic review in the light of experience and developments in national health and safety legislation and any relevant changes to College statute.

Signed .....  ..... Date ..... 9/6/15 .....

Position ..... PRINCIPAL .....

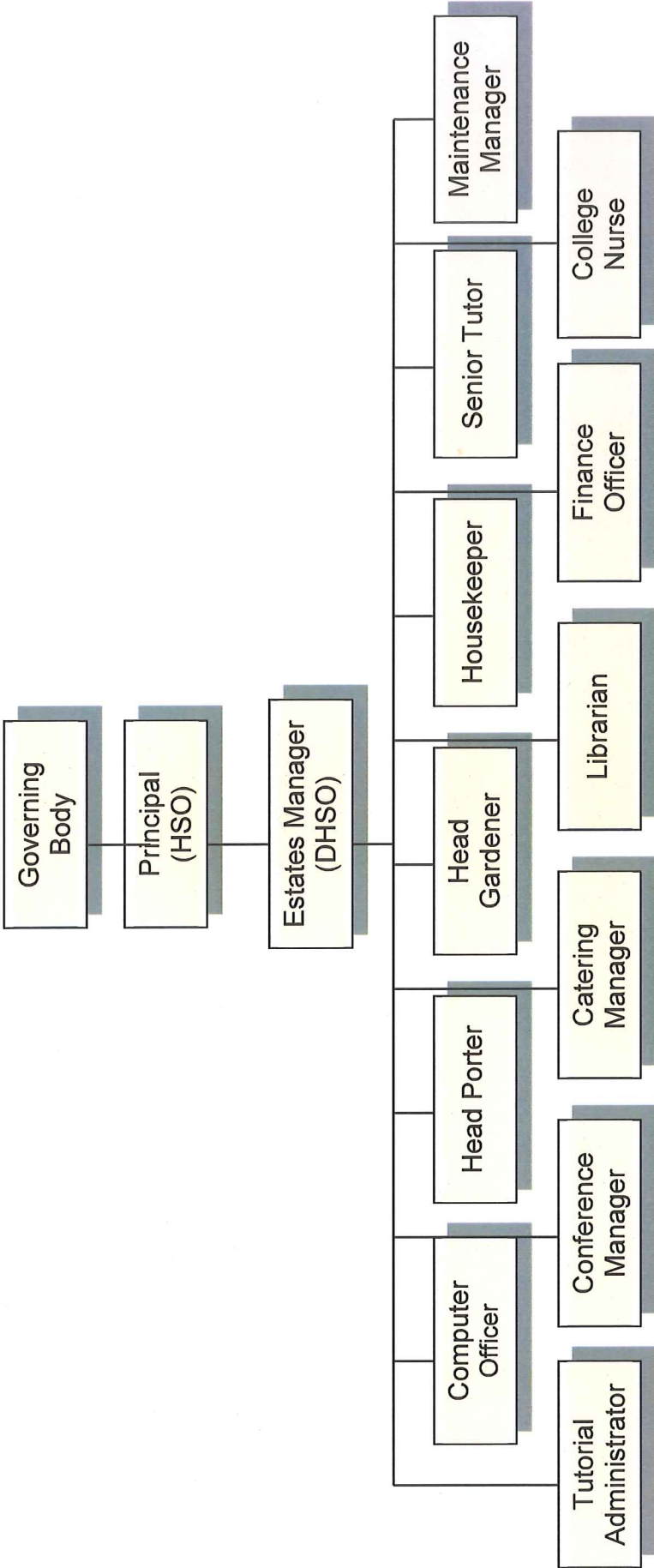
## **SECTION C - Distribution list**

1. Governing Body
2. Health and Safety Officer (The Principal)
3. Deputy Health and Safety Officer  
(Estates Manager)
4. Heads of Department
5. Employees

SECTION D

D1 Organisation chart

HOMERTON COLLEGE ORGANISATION FOR HEALTH AND SAFETY





## **D2    The Governing Body**

- 2.1 The Governing Body takes ultimate responsibility for Health and Safety and for ensuring that this policy is for the benefit of its employees and others who are affected by implemented College activities.
- 2.2 The Governing Body will annually review this Health and Safety Policy and authorise the incorporation of those proposed amendments of which it approves.
- 2.3 The Governing Body requires an annual report on health and safety to be tabled for its consideration. The report will cover the following:
  - A list of all reportable accidents and diseases to employees, students or others affected by the college's activities.
  - Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to Health and Safety.
  - Any prosecutions taken out against the College by any of the enforcing authorities.
  - Any major incidents such as a fire or other event of significance affecting employees, students or others
  - Any significant failings in health and safety reported by the Health and Safety Officer, Enforcement Officer, Insurance Company Representative or Health and Safety Advisor.
- 2.4 The Governing Body accepts responsibility for ensuring that the College allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations and the standards set out in this policy.

## **D3    Health and Safety Officer (HSO) – The Principal**

- 3.1 Unless otherwise determined by the Governing Body, the College's HSO is to be the Principal. A Deputy HSO (DHSO) will be designated and will fulfil the duties below in the HSO's absence. The DHSO will normally be the Estates and/or the Personnel (HR) Managers, who will deal with Health and Safety on a day-to-day basis.
- 3.2 The Principal will be responsible to the Governing body for all health and safety matters.
- 3.3 The HSO will encourage and support all Heads of Department and staff in maintaining high standards of Health and Safety.
- 3.4 The HSO will be responsible for ensuring that the College accident book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the local area office of the Health and Safety Executive. In practice, they will delegate this task to the DHSO.

**D4 Deputy Health and Safety Officer (DHSO) – Estates Manager**

- 4.1 The DHSO will normally be the Estates Manager who will deal with health and safety on a day-to-day basis and assume the HSO's duties in the HSO's absence.
- 4.2 The DHSO will be responsible through the HSO to the Governing Body for the oversight of managing health and safety matters, including:
  - organising and chairing, at least termly, a Health and Safety Committee.
  - inspecting the premises regularly to ensure that the current health and safety regulations and standards are being maintained and that this policy is being followed.
  - responding to complaints or queries from Heads of Department or other staff.
  - appointing sufficient first aiders and ensuring that they are given adequate training that is periodically updated.
  - appointing sufficient staff to deal with emergencies and ensuring that they are given adequate training, particularly in emergency evacuation procedures.
- 4.3 The DHSO will encourage and support all Heads of Department and staff in maintaining high standards of health and safety.
- 4.4 The DHSO will usually be given formal delegated responsibility for ensuring that the College accident book is kept up-to-date and for ensuring that any reportable accidents (or diseases) are reported to the local area office of the Health and Safety Executive (HSE).
- 4.5 The DHSO will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible.
- 4.6 The DHSO will collate accident statistics for purposes of analysis and presentation to the Health and Safety Committee and use in the annual report to the Governing Body.
- 4.7 The DHSO will be responsible for liaising with the HSE, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.



## **D5**   **Heads of Department**

- 5.1 - shall be responsible for Health and Safety within their area of control. Heads of Department will ensure that all employees under their control comply with the policies and procedures set out in this document.
- 5.2 - shall ensure that, on a day-to-day basis, Health and Safety standards are maintained and that employees are not placed at risk. Where they are in doubt they should seek advice from the DHSO.

In particular Heads of Department will be responsible for:

- \* Ensuring that their staff use the correct procedures including guards or control measures.
  - \* Ensuring that their staff wear the appropriate personal protective equipment.
  - \* Keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
  - \* Adequately supervising staff to ensure that they do not exceed their experience, knowledge and training.
  - \* Giving appropriate instruction and training to their staff in relation to Health, Safety and Welfare and ensuring good communication
  - \* Ensuring that equipment used by staff is maintained in a safe condition.
  - \* Setting an example to staff in all matters relating to Health and Safety.
- 5.3 - shall notify the College DHSO in the case of a serious accident or a circumstance and liaise with external investigators with the DHSO.
- 5.4 - shall regularly consult employees as and when necessary to identify matters relating to their Health and Safety that need to be addressed.
- 5.5 - shall inform and instruct their assistants to ensure that they are capable of identifying hazards and risks to Health and Safety and dealing with accidents and complaints and taking preventative action.
- 5.6 - shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.
- 5.7 - shall produce risk assessments relating to significant risk within the area of their responsibilities, in accordance with the "Management of Health and Safety at Work Regulations 1999" (Regulation 3). Copies of Risk Assessments to be kept locally and easily accessible with a master copy sent to the DHSO.
- 5.8 - shall assume any appropriate additional health and safety duties determined by the College.

## D6 Employee Responsibilities

- 6.1 Employees have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, employees have a responsibility under their contract of employment.
- 6.2 The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities will be covered at induction and in further training. They are reproduced in full beneath.

***"HASAWA Section 7: General duties of employees at work. It shall be the duty of every employee while at work***

- (a) to take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work; and***
- (b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with."***

***"MHSWR regulation 12 Employees duties -***

- (1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided by them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.***
- (2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of their fellow employees -***  
***of any work situation which a person with the first mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to Health and Safety.***

- 6.3 Employees are required to:
  - \* Follow the arrangements and information contained in this safety policy and any other guidance or training given by the College.
  - \* Observe and have regard to the various signs and notices displayed on the College premises.
  - \* Use personal protective equipment provided by the College.
  - \* In cases of doubt seek guidance from his or her Head of Department or the DHSO.
- 6.4 Comply with any control measures laid down within the risk assessments appropriate to their areas of work.
- 6.5 Report any hazards or defects to his or her Head of Department immediately.