



Queens' College



Extracts from Staff Handbook
applicable to Academic Staff

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12 CCTV

There is a close circuit television system (CCTV) in use in Queens' College. The cameras installed transmit their pictures to the Porters Lodge where they can be viewed on a 'real time' basis and are also recorded on a video system for archive purposes, and for replay in the event of an incident.

The object of the system is: -

1. To create a safer working environment for staff and students in the college
2. To protect property, belonging to the College, Fellows, students and staff.

The CCTV system will be used solely for the purpose of security surveillance and, when necessary, the provision of evidence in support of any enquiry or prosecution that is associated with criminal activity committed on College property, or the misuse of College rooms or equipment.

Cameras should not be used to infringe an individual's right to privacy.

The following procedures concerning the use and access to recordings on the hard drive, are to be followed in order to provide an acceptable level of security and accountability, and to ensure the acceptance of recordings in support of criminal proceedings.

Any request by third party to view a CCTV recording must be approved by the Senior Bursar or the Domestic Bursar.

On no account will CCTV recordings be viewed by any unauthorised person, or removed from the Porters' Lodge without the specific approval of the Senior Bursar, the Domestic Bursar or the Head Porter.

Staff should be aware that misuse or unauthorised use of the CCTV system will be considered as a serious disciplinary matter.

20 DRUGS AND ALCOHOL POLICY

The College, as your employer, has a duty to ensure the health, safety and welfare at work of all members of staff, so far as is reasonably practicable, and similarly you have responsibility to yourself and colleagues. The use of alcohol and drugs may impair the safe and efficient running of the College and/or the health and safety of its members of staff.

Drugs and the excessive use of alcohol are likely to damage your health and may create other serious personal problems. For the College the adverse effects may show up in many ways, of which the following are simply examples

- Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness)
- Higher accident levels (e.g. at work, elsewhere, driving to and from work)
- Work performance (e.g. difficulty in concentrating, tasks taking more time, mistakes)

If the College has a reasonable belief that your performance or attendance at work is affected as a result of alcohol or drugs, or the College believes you have been involved in any drug or alcohol related

action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

21 IT, ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA POLICY

Although Internet and electronic mail provide numerous benefits, there are potential risks and problems, and therefore College rules you must follow. If any employee does not comply with these rules, disciplinary action may be taken or you may be liable to prosecution. To minimise the risk to the College, use of electronic mail and the internet, and compliance with this policy, is monitored.

Email and the Internet

We reserve the right to retrieve the contents of email messages or check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the business, including for the following purposes (this list is not exhaustive):

- to monitor whether the use of the email system or the internet is legitimate and in accordance with this policy;
- to find lost messages or to retrieve messages lost due to computer failure;
- to assist in the investigation of alleged wrongdoing; or
- to comply with any legal obligation

Computing facilities are provided for Academic use (Fellows and students), for Administrative use (members of staff) and for limited Conference use. In general, separate facilities are provided for each of the three categories of user above, and users in one category may not use facilities designed for use by users in another category without explicit permission from the Senior Tutor or the Senior Bursar.

The use of administrative computing facilities is restricted to those who have been given explicit permission by the College Computer Office. You should not attempt to gain access to restricted areas of the network, or to any password-protected information, except as authorised in the proper performance of your duties.

The administrative computer facilities are provided to expedite College business, and as such must not be used for spreading gossip, for personal gain or in breach of any of the College's standard employment policies.

All users of the administrative computer facilities will be provided with a personal User ID and a personal password. For reasons of security, data protection and personal privacy, this password must not be divulged to anyone else, and no member of the College has the authority, in any capacity, to insist that a user must divulge their personal password. If one user requires access to data held in another user's account, advice must be sought from both the College Computer Office and the Data Protection Officer. Facilities are provided to enable users to share co-operatively information without the need to know additional passwords.

No user of the administrative computer facilities may make use of a computer which is logged on in the name of another user, except where permission has been obtained from the latter user.

Users of the administrative computer facilities may not install any software on the computers provided for their use, without explicit permission from the College Computer Office.

You should not access any web page or download any image, document or other file from the internet which could be regarded as illegal, offensive, in bad taste or immoral. Even web content which is legal in the UK may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

For security reasons, no user should visit a website if there is any reason for suspicion about its content. (For example, many virus-generated emails and “spam” emails encourage their readers to visit specific websites either without reasonable justification or with clearly false justification. Websites advertised in this way must be avoided).

Use of the Internet or electronic mail for personal purposes is permitted during working hours, as long as the effectiveness of the staff member is not compromised. You should not under any circumstances use our systems to participate in any internet chat room, post messages on any internet message board or set up or log text or information on a personal blog or wiki, even in your own time.

Employees must take great care not to record any defamatory comments about other organisations or individuals on electronic mail. This can be used as evidence if a libel case comes to court. The same applies to messages that are abusive, sexist, racist, discriminatory or defamatory. Incorrect or improper statements can give rise to claims breach of confidentiality or breach of contract. It is safest to assume that electronic mail messages may be read by others. Remember that you have no control over where your email may be forwarded by the recipient. Avoid saying anything which would cause offence or embarrassment if it was forwarded to colleagues or third parties, or found its way into the public domain.

Email messages may be disclosed in legal proceedings in the same way as paper documents. Deletion from a user’s inbox or archives does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable, either from the main server or using specialist software.

Messages of a strictly confidential nature must not be sent out of the College by electronic mail for security reasons.

All users of the administrative computer facilities shall be expected to treat as privileged any information which may become available to them through the use of any facilities and which is obviously not intended for unrestricted dissemination.

If you have been issued with a laptop, tablet computer, smartphone or other mobile device, you must ensure that it is kept secure at all times, especially when travelling. Passwords must be used to secure access to data kept on such equipment to ensure that confidential data is protected in the event of loss or theft. You should also be aware that when using equipment away from the workplace, documents may be read by third parties, for example, passengers on public transport.

Social Media

For the purposes of this policy, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes online social forums such as Twitter, Facebook and Linked In. Social media also covers blogs and video and image sharing websites such as YouTube and Flickr.

Employees should be aware that there are many more examples of social media than can be listed here and this is a constantly changing area. Employees should follow these guidelines in relation to any social media that they use.

Use of social media at work

Personal social media accounts may not be installed on any College computing facility.

Authorised employees may contribute to the College's social media activities, for example by writing for our blogs/managing a Facebook account/running an official Twitter account for the College. If you set up an account for these purposes, the account name must be authorised by I.T. and the user name and password must be given to Head of IT.

The College may have specifically blocked use of some social media websites on its computers. Employees must be aware at all times that while contributing to the College's social media activities, they are representing the College. Employees who use social media as part of their job should use the same safeguards as they would with any other form of communication about the College in the public sphere. These safeguards include:

- making sure that the communication has a purpose and a benefit for the College;
- obtaining permission from a manager before embarking on a public campaign using social media; and
- getting a colleague to check the content before it is published

Any communications employees make through social media (**including** any **personal** social media accounts) must not:

- bring the College into disrepute, for example by:
 - criticising or arguing with customers, colleagues or rivals;
 - making defamatory comments about colleagues, individuals or other College departments
 - using profanities or obscenities or
 - posting images that are inappropriate or links to inappropriate content
- breach confidentiality, for example by:
 - revealing information which is owned by Queens' College;
 - giving away confidential information about an individual (such as a colleague or customer contact) or Queens' College;
 - discussing the College's internal workings, or any future business plans which have not been communicated to the public
- breach copyright, for example by:
 - using someone else's images or written content without permission; or
 - failing to give acknowledgement where permission has been given to reproduce something; or
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment,

- race (including nationality), disability, sexual orientation, religion or belief or age;
- using social media to bully another individual (such as an employee of the College);
or
- posting images that are discriminatory or offensive [or links to such content]

Excessive use of social media at work

Employees should not spend an excessive amount of time while at work using social media websites, even if they claim to be doing so as part of their work. This is likely to have a detrimental effect on employees' productivity. They should ensure that use of social media does not interfere with their other duties.

Monitoring use of social media during work time

Use of social media from College computers will be monitored. The College considers that valid reasons for checking an employee's internet usage include suspicions that the employee has:

- been spending an excessive amount of time using social media websites for non - work related activity; or
- acted in a way that is in breach of the rules set out in this policy

The College reserves the right to retain information that it has gathered on employees' use of the internet for a period of one year.

Access to particular social media websites may be withdrawn in any case of misuse.

Social media in your personal life

The College recognises that many employees make use of social media in a personal capacity. While they are not acting on behalf of the College, employees must be aware that they can damage the College if they are recognised as being one of our employees.

Employees are allowed to say that they work for the College, which recognises that it is natural for its staff sometimes to want to discuss their work on social media. However, the employee's online profile (for example the name of a blog or a Twitter name) must not contain the College's name.

If employees do discuss their work on social media, they must include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of my employer."

The College recommends personal privacy settings on social media accounts are checked regularly to ensure they kept up to date.

Disciplinary action over IT, electronic communications and social media use

All employees are required to adhere to this policy. Employees should note that any breaches of this policy may lead to disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity causing serious damage to the College, may constitute gross misconduct and lead to summary dismissal.

24 EQUAL OPPORTUNITIES

Queens' College is an equal opportunities employer. We are committed to ensuring within the framework of the law that our workplace is free from unlawful or unfair discrimination, on the grounds of colour, race, nationality, ethnic or national origin, sex (including gender reassignment), sexual orientation, age, pregnancy and maternity leave, marital status, civil partnership status, or religion or belief or disability as set out in the Equality Act 2010.

We aim to ensure that all our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following equal opportunities policy as a means of helping to achieve these aims.

We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

Implementing equality of opportunity

Recruitment and employment decisions will be made on the basis of fair and objective criteria. Our selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that whatever possible reasonable adjustments are made to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.

In accordance with recommended practice the ethnic and gender composition of our staff and applicants for jobs will be monitored on an anonymous basis at all levels.

Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity.

Working patterns will be reviewed so as to enable us to offer flexible working to staff where possible, always subject to the reasonable business needs of the College. Where necessary, special provision will be made for training for staff returning to work following a break for domestic reasons.

All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the equal opportunity policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure. In cases of harassment the procedures set out in the College's Harassment and Bullying Policy should be used.

26 FIRE EVACUATION

It is the duty of all personnel to do everything in their power to minimise the risk of fire at all times and to guard against careless acts likely to cause fire. All personnel are to acquaint themselves with the location of fire appliances, emergency exits, fire alarm and telephones within and adjacent to their Departments.

It is absolutely essential that you make yourself aware of the fire evacuation arrangements and assembly points relating to your Department and the area(s) of College in which you work.

You are required to participate in any Fire Drills which take place while you are on College premises.

IN THE EVENT OF FIRE

You should know the location of alarm boxes on your staircase and the buildings you frequent. You should know where the fire extinguishers are on your staircase and have read the instructions on the extinguishers. Wherever you are in a building in the College, you should know your main route(s) of escape. You may have to find them in smoke-filled air.

If you discover a fire anywhere:

- Break the glass in the nearest Alarm Box *before you do anything else*.
- Ensure your own route of escape.
- If another person is available, send them to the Porters' Lodge with details

Fighting a Fire:

- Do not attempt this unless you feel competent to do so.
- Keep between your escape route and the fire at all times.
- Do not use water extinguishers (or fire hoses) on electrical fires, or fat and oil fires.
- Burning oil or fat in a pan can be blanketed with a *wet* large tea-towel or cloth, but approach with it in front of your face, and be sure your hands are wrapped in the cloth.
- If you cannot extinguish the fire in one minute, get out and close the door.
- If a person's clothing is alight, roll them in a blanket or coat to smother the flames

If you hear the Fire Alarms:

Intermittent Ringing – **ALERT**

- Close all windows and doors;
- Switch off electrical and gas appliances;
- Be ready to leave without delay

Continuous Ringing – **EVACUATE**

- Leave the building immediately;
- Close, but do not lock, doors behind you;
- Congregate on the nearest lawn, not on paths. There might be a roll-call.
- Do not re-enter the building until you are advised to do so

The College's Fire Safety Policy is detailed in Appendix 2.

30 HARASSMENT & BULLYING POLICY

The College has a duty of care to all its employees and is committed to a safe working environment. It will not tolerate harassment or bullying in any form.

- Harassment or Bullying is seriously detrimental to the working environment
- It can affect health, confidence, morale and the performance of those affected by it
- It can have a damaging effect on other staff
- Harassment or Bullying is a Disciplinary Offence

Harassment is seriously detrimental to the working environment and can have a harmful effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other staff not themselves the object of unacceptable behaviour who are witnesses to it or who have knowledge of the behaviour. All staff are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment or Bullying is a disciplinary offence and incidents will be dealt with under the Disciplinary Procedure.

This policy also applies at staff social events which may or may not be held on College Premises.

What is Harassment and Bullying

Harassment as defined in the Equality Act 2010 is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. It may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which undermines or humiliates the recipient.

While not an exhaustive list, forms of harassment and bullying could include:

- physical contact (including violence or threatened violence);
- cyber bullying. This is bullying, harassment and victimisation conducted through social media such as blogs or social networking sites. Inappropriate photographs, offensive or threatening comments or sensitive personal information might be posted vindictively;
- obscene gestures, verbal abuse, offensive language;
- slander;
- unfair treatment;
- spreading malicious rumours, or insulting someone by word or behaviour;
- ridiculing or demeaning someone, picking on them or setting them up to fail;
- obscene or offensive e-mail, screen-savers etc.;
- obscene or offensive posters, graffiti, or letters;
- threat of dismissal or loss of promotion for refusal of sexual favours;
- offensive or sectarian songs;
- isolation or non-co-operation and exclusion or victimisation;
- abuse of position of power, overbearing supervision by bullying or humiliating;
- deliberately undermining a competent worker by overloading them with work and constant criticism;
- preventing individuals progressing by intentionally blocking promotion or training opportunities;
- intrusion by pestering, spying and stalking

Prevention of Harassment & Bullying

Informal Stage

DO YOU FEEL YOU ARE BEING HARASSED OR BULLIED?

- If you can, try to explain your feelings to the individual concerned.
- Try and deal with it promptly: don't delay.

It is entirely in order for a recipient of unacceptable behaviour amounting to harassment to try to resolve the problem if he or she so prefers, by explaining to the individual concerned that the behaviour is not welcome, that it offends or makes the recipient uncomfortable and that it interferes with their work.

The recipient should make every reasonable effort to deal with the matter as soon as possible after the commencement of the unacceptable behaviour, either as suggested above or below. Incidents which took place more than six months previously are difficult to respond to and only limited weight can be given to any evidence or examples arising from them.

Problem not resolved

You don't have to suffer in silence:

- Speak to the College Nurse, College Officer or the Human Resources Manager. ("Assisting Staff Member")
- Consider an informal meeting

Anyone who has been subjected to bullying or harassing behaviour may seek confidential assistance from the College Nurse or the Human Resources Manager. All assisting staff have received training to enable them to advise and assist you in devising means of preventing a re-occurrence of the unacceptable behaviour.

An informal approach to an assisting staff member will be treated as completely confidential and will not result in any report to anyone within the College except the Senior Bursar, unless you agree.

If you prefer, where you find it too difficult or embarrassing to take up the matter yourself, the assisting member of staff will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.

The informal stage will not result in any formal internal investigation or disciplinary action but is intended to enable you to resolve the matter yourself without it going any further in the College.

Formal Stage

Still unresolved

- Make a formal complaint
- Assisting Member of Staff will help you
- A thorough investigation will be carried out

Where informal resolution is not appropriate or is not requested, or where the outcome has been unsatisfactory, then you may bring a formal complaint to your College Officer or Senior Bursar.

If so desired the Assisting Member of Staff will help you to prepare your complaint as well as to accompany you to any meetings. All complaints will be thoroughly and expeditiously investigated. They will be conducted in an independent and objective manner by someone unconnected with the allegations and at least of equal grade/status with the alleged harasser. Wherever possible, investigations will be completed within one month of the complaint being made.

Investigations

- Carried out in confidence
- Interviewees may be accompanied
- Focus on facts
- Notes taken at all stages
- Efforts will be made so the complainant and the alleged harasser will not have to work together during investigation
- Complainant will be kept informed
- Rights of alleged harasser also respected

Investigations will be carried out with sensitivity and with due respect for the rights of both the complainant and the member of staff against whom the complaint is made. Everyone interviewed will be permitted to be accompanied by a colleague or union representative.

The importance of confidentiality will be stressed to all those interviewed and everyone will be strictly required not to discuss the complaint with colleagues or friends. Breach of confidentiality may give rise to disciplinary action.

The investigation will focus on the facts of the complaint. Notes will be kept of all stages of the investigation and those interviewed will receive notes of the interview to agree. They will also be informed that anything they say could be used in disciplinary/grievance hearings, that they might be called as witnesses.

Wherever possible, consideration will be given to ensuring that the complainant and the member of staff against whom the complaint has been made are not required to work together whilst the complaint is under investigation. Where it is not practicable to offer alternative duties to one or other party, the complainant will be given the option.

The complainant will be kept informed of the general progress of the process of investigation and will be informed whether the complaint has been upheld and is to result in disciplinary action. The rights of the member of staff against whom the complaint has been made as to the confidentiality of the details of any disciplinary sanction will be respected.

Any complaint that is unfounded and not made in good faith, for example a malicious complaint, will be treated as a disciplinary offence.

Appeals

If the complainant is not satisfied with the way his or her complaint has been handled, he or she may ask for it to be reconsidered. Requests for reconsideration of the complaint should be made in writing and sent to the Human Resources Manager within five working days of the date on which the complainant was informed of the outcome of the initial investigation, setting out the reasons why he or she wishes to appeal as fully as possible. If this is possible, the person selected to hear the appeal will have had no previous involvement in the complaint.

As a first step, the person dealing with the appeal will arrange to meet with the complainant and give him or her the opportunity to explain why he or she thinks the conclusion of the initial investigation was wrong. The person dealing with the appeal will then decide what, if any, further investigations are required to enable a decision to be reached on whether the outcome of the initial investigation was correct. The decision of the person dealing with the appeal will be communicated to the complainant and will be final.

A member of staff who receives a warning or who is dismissed for harassment may appeal against the penalty in accordance with the College's Disciplinary Procedure.

Right to be accompanied

Every employee has the right to be accompanied by a colleague or union representative.

Records

Details of all formal complaints of bullying or harassment will be collated by the Human Resources Manager. These will be annually reviewed by the Senior Bursar with a view to ensuring that every effective step has been taken to prevent bullying and harassment at work and to monitor the effectiveness of the complaints procedure.

31 HEALTH AND SAFETY

The College recognises that under the Health and Safety at Work Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, and that it has certain duties towards Fellows, graduate and undergraduate students, the public and people who use the premises of the College from time to time, these duties being implicit in the above Act.

The College accepts these duties and it will continue to be its policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the College that health and safety is a responsibility at least equal in importance to that of any other function of the College.

It is the duty of every employee whilst at work to:

- take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work;
- regard any duty or requirement imposed on his/her employer, to co-operate so far as is necessary to enable that duty or requirement to be complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare on pursuance of any of the relevant statutory provisions

The College's Health & Safety Policy is detailed in Appendix 1.

45 PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWING)

The College at all times conducts its business with the highest standards of integrity and honesty. It expects all employees to maintain appropriate standards in everything they do. Employees are therefore encouraged to report any wrong doing by the College or its employees that falls short of these business principles.

The Public Interest Disclosure Act 1998 protects employees who report wrong doing within the workplace and it is the aim of this policy to ensure that as far as possible our employees are able to tell us about any wrongdoing at work which they believe has occurred or is likely to occur.

We recognise that employees may not always feel comfortable about discussing their concerns internally, especially if they believe that the College itself is responsible for the wrongdoing. The aim of this policy

is to ensure that employees are confident that they can raise any matter with the College that concerns them in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them.

You are encouraged to use the following procedure, if you have any concerns at all about wrong doing at work, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk or a concealment of any of these.

The College undertakes that no employee who makes a bona fide report under the procedure will be subjected to any detriment as a result, in accordance with section 47B of the Employment Rights Act 1996. In the event that you believe that you are being subjected to a detriment by any person within the College as a result of your decision to invoke the procedure you must inform the Senior Bursar or President immediately and appropriate action will be taken to protect you from any reprisals.

If it should become clear that the procedure has not been invoked in good faith, for example of malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with in accordance with the terms of the College's Disciplinary Procedure.

The College is very keen to hear of any concerns that employees may have about wrongdoing at work and encourages them to use the procedure wherever possible.

The College recognises that there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where this is necessary, the College reserves the right to make such a referral without your consent.

Procedure

- If appropriate, discuss the matter with your Head of Department or College Officer in the first instance.
- An informal approach to your Head of Department or College Officer will be treated as completely confidential and will not result in any report to anyone within the College unless you agree.
- If the matter requires further investigation such an investigation will be carried out by an appropriate College Officer, and you will be informed of the outcome of the investigations and what, if any, action has been taken.
- If you remain unhappy about the speed or conduct of the investigation or the way in which the matter has been resolved, you should refer the matter to the Senior Bursar. When the Senior Bursar has investigated your complaint he will tell you the result of the investigation and what, if any, action has been taken.

48 RETIREMENT

The normal retirement date for those holding University offices is currently the end of September following the 67th birthday and for other staff, the end of September following the 65th birthday.

Members of staff may apply to retire earlier than their normal retirement date, but should first seek advice on how this might affect their occupational pension, if appropriate.

All staff are given advance notice of their impending retirement date and have a legal right to request that it be deferred. This is done by following the procedure set out in the University retirement policy.

<https://www.hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide/terms-employment/retirement>

51 SMOKING & E-CIGARETTES

Smoking is permitted only in the designated smoking shelter. Smoking, whether a cigarette or e-cigarette is not permitted anywhere else in the College. Staff may only smoke during their normal allocated break times. Smoking is not permitted in College vehicles.

APPENDIX 1

HEALTH AND SAFETY POLICY

Statement of Intent

Under the Health and Safety at Work Act 1974 each undertaking is required to issue for its employees, a statement of its Safety Policy and its Safety Organisation. The policy statement which follows applies to all Queens' College premises, including the Sports Ground, Boathouse, Owlstone Croft, and any other properties occupied for the purposes of the College (hereinafter called 'the College premises'), and to all who work or reside therein.

The Governing Body of the College, acting through its Officers, is the employer and responsible authority of the College. The Governing Body has overall responsibility to ensure that the College premises, in so far as is reasonably practicable, are a safe and healthy place in which to work, and in which to reside and use the College facilities.

The issue of this statement does not absolve anyone in the College from their personal responsibility to take care of their own health and safety and that of others living in, working in, or visiting the College premises.

It is the policy of the College to take all reasonable steps to secure the health, safety and welfare of all persons living in or working on the College premises, whether they be Fellows, staff, students or other residents. The College is committed to taking all reasonable steps to protect any visitors to the College against risks to their health and safety arising out of the working activities of the College. In making this commitment, the College recognises its responsibility to provide a safe place of work together with safe working systems for all persons conducting their business within the College premises.

The College will seek to identify any inherent risks within the workplace and will take all reasonable steps to minimize or mitigate them, if elimination is impossible. However, it is important that everyone plays his or her full part in this process, and it is therefore vital that all who work on the College premises acquaint themselves fully with the health and safety policy and procedures laid down. Those who have supervisory or managerial positions must understand that they have a responsibility to ensure that health and safety standards are maintained at all times and that those persons they supervise or manage are not placed at risk in breach of this policy; equally, they must ensure that such persons comply fully with all College health and safety policies and procedures. For their part, employees and students must take all reasonable steps to ensure that they endanger neither themselves nor any other persons through their activities in the College. More specific health and safety requirements and responsibilities are set out in the paragraphs below.

Health and Safety Organisation

Ultimate responsibility for health and safety in Queens' College is vested in Governing Body. It is for the Governing Body to determine and approve health and safety policy for the College and to make provision for the implementation of its policies.

The College will appoint a College Safety Officer (CSO). Responsibility for day-to-day management of health and safety within the College is assigned to the CSO. As such, he or she is responsible for the following:

- Ensuring that the College complies, so far as is reasonably practicable, with all relevant health and safety legislation.
- Ensuring that assessments are undertaken of the risks to health and safety in all parts of the College premises and that all reasonable measures are taken to eliminate, mitigate or minimise such risks.
- Ensuring that all staff receive adequate health and safety training and that Heads of Departments maintain appropriate records of such training or briefing.
- Ensuring that all persons working on the College premises are briefed on the health and safety policies and practices of the College as may affect them.
- Ensuring that the College has sufficient fire safety alarms and fire-fighting appliances and that they are maintained in working order.
- Ensuring that all accidents occurring on the College premises are reported and recorded in writing and, if required, investigated promptly.
- Keeping all health and safety measures under constant review.
- Reporting to the Governing Body any major accidents or deficiencies in health and safety provision in the College premises.
- Conducting an annual review of the health and safety performance of the College
- Organising meetings of the Safety Committee and ensuring that it meets at least twice a year.
- Report directly to the Governing Body on any matter of concern if other channels do not resolve that concern

Below the CSO, responsibility for implementing College health and safety policy falls on Heads of Department, in respect of the College staff working under their direction; and on Fellows and others with a teaching or pastoral role in the College, in respect of the students with whom they deal. The CSO will arrange appropriate training where necessary and ensure that suitable records are kept. Those concerned must, in particular, ensure that the staff members or students under their control or supervision are not subjected to any unnecessary risk. In discharging this responsibility, they are to:

- Carry out risk assessments for their areas of responsibility and take whatever measures they can to eliminate any hazards identified (such risks can arise from the nature of the work undertaken, substances used or generated as waste products, any plant or equipment used, the buildings or structures used, or the individuals involved in the work).
- Ensure that all persons under their control or supervision comply with the College's health and safety rules and code of practice.

The chair of every College committee is responsible for giving explicit consideration to any safety implications of its decisions and recommendations and to consult formally the CSO, when appropriate. It is also the responsibility of the chair of each College committee to ensure that, if any aspect of that committee's activities falls outside its responsibilities, there is an explicit transfer of that aspect to the appropriate College Officer, or committee.

It is a fundamental principle that every individual employed by, or working or studying in, the College has a personal responsibility to promote the health, safety and welfare of all persons working on, living in or visiting the College premises. This is not just a moral responsibility; under the Health and Safety at Work Act 1974, all employees and students are required to ensure the following:

- They take all reasonable steps to safeguard their own health and safety while at work or otherwise active on the College premises.
- They take all reasonable steps to ensure that their actions do not expose others to risk.
- They co-operate fully with the College in its efforts to promote and maintain a safe and healthy working environment. This includes undertaking whatever health and safety training the College

may deem necessary and familiarizing themselves with, and observing, the College's health and safety rules and code of practice.

Arrangements of College Health and Safety Policy

The greatest danger to the College is fire. Fire can be caused in a number of ways but the most common circumstances are use of unsafe electrical equipment and overheating of combustible substances (e.g., causing fat fires when cooking). No appliance may be connected to the mains supply on College premises unless it conforms to British Standard 2754, or has BEAB approval, or meets the equivalent standards or approvals of other EC countries, or has been PAT tested and passed that test. Furthermore, electrical circuits must not be overloaded, for example by use of multi-socket adaptors. Further, cooking and other similar such appliances may only be used in the designated areas detailed in the College's Information and Regulations.

The College has set in place arrangements to deal with fire emergencies. These arrangements include the provision of fire alarms and fire-fighting equipment (principally fire extinguishers and fire blankets). However, it is the policy of the College that the first priority of anyone discovering a fire is to raise the alarm, to alert others to the hazard and to evacuate the building. No-one is to attempt to fight a fire unless he or she judges that it is safe for him or her to do so. All persons within the relevant building or part of a building must respond to all EVACUATION alarms by vacating the building and gathering at the appropriate assembly point until they are cleared by an appropriate person (usually one of the Porters' Lodge staff) to re-enter the building or to disperse. This includes response to practice alarms, which will be carried out from time to time to test the integrity of the system and to ensure that everyone involved knows and understands the evacuation and other arrangements.

While fire is the greatest danger to the College, there are numerous other hazards, which pose a risk to Fellows, students, staff and visitors. These include hazards from the use of power tools, electrical equipment and substances which might endanger health, from manual handling operations and from the nature of the workplace itself. It is the policy of the College that, in all areas where hazards are perceived to exist, risk assessments shall be carried out by the appropriate Supervisor or Head of Department and reviewed regularly thereafter. The appropriate Supervisor or Head of Department must take the necessary action to eliminate, where practicable, mitigate or minimise the risk. This includes ensuring that the workplace remains free of unnecessary hazards (such as trip hazards or hazards from falling objects) and that staff or students receive the appropriate safety training (e.g., manual lifting training). The Supervisor or Head of Department must keep appropriate and accurate records of all risk assessments and any actions taken as well as all training given. The Supervisor or Head of Department is required to ensure that students and staff wear the appropriate personal protective equipment where it is provided.

Whenever accidents do occur, the College requires that, on every occasion, they shall be recorded in the Accident Book. During normal office hours, Accident Reporting forms are available in the Bursary. Outside working hours these forms are available from the Porters' Lodge. Each department has a small supply of forms for use at that location. If the accident is sufficiently serious, it shall be reported to the HSE by the Senior Bursar (or by a person delegated by the Senior Bursar) within the statutory timeframe. The CSO shall also formally investigate any serious accidents and incidents that may occur on the College premises. Each report must be signed by the Senior (or Junior) Bursar and the CSO and, if thought fit, further information or appropriate action asked for. The Accident Book must be kept securely and only available for inspection by authorized persons.

All records, duly signed and dated, except those specifically relating to activities initiated and carried out within individual departments, must be kept securely in the Health and Safety Office of the college and available for inspection by authorized persons. Departmental records must be kept, under the same conditions, in each department.

The College will establish a Safety Committee consisting of officers, senior staff and representatives of the employees and of the students. . The Committee shall meet at least twice yearly. The purpose of the Safety Committee shall be as follows:

- To review progress on the implementation of College health and safety policies.
- To draw attention to any deficiencies in the health and safety policies of the College.
- To review the accident record of the College and to take any necessary action in response to any incidents that may have occurred.

Policy Review

In the Michaelmas term the Safety Committee shall make an annual report to the Governing Body on the health and safety performance of the College. The College Health and Safety Policy shall be subject to annual review by the Safety Committee and its conclusions included in its annual report to the Governing Body.

APPENDIX 2

FIRE SAFETY POLICY

1 INTRODUCTION

The College wishes to ensure that its students, staff, Fellows and visitors are protected from fire risks and it has adopted the following procedures to assist in fire prevention.

2 SCOPE

The College is the owner of listed buildings and of buildings that are used for a variety of different purposes, including the Library, the Fitzpatrick Hall (sports, films and discos),

Dining Hall, Bar, communal rooms (used both for study and for events such as meetings), residential rooms, private homes and hostels (Houses of Multiple Occupation: HMOs).

Mandatory legislation regarding the fire precautions necessary in student accommodation, HMOs and the workplace requires the College to provide a safe place of residence for students and a safe working environment for employees. Fire Risk Assessments must be carried out to identify all safety deficiencies that must be addressed and rectified. An action plan to address these deficiencies must be produced for each site.

3 INDIVIDUAL RESPONSIBILITY:

Individuals have a personal responsibility for themselves and others, to take reasonable care and to respect the fabric of the College.

The damaging or misuse of any item of fire detection equipment or fire safety equipment is a criminal offence and will be regarded very seriously by the College.

4 SPECIFIC RESPONSIBILITY:

The College Safety Officer has responsibility for safety across the whole College Estate and will be able to advise on any fire safety related point. In discharging his duties, he is assisted by the Regulatory Compliance Officer, the Head Porter and the Head of Maintenance.

5 SAFETY COMMITTEE:

Issues concerning fire safety may be drawn to the attention of the Safety Committee, which meets twice a year. The constitution of the Safety Committee is described in the College's Health and Safety Policy Document.

6 FIRE ALARM SYSTEM:

All College fire alarm system sounders have two active states. In the intermittent ringing state, occupants should become alert, close all windows, switch off electrical appliances and prepare to evacuate. Evacuation at this stage is not necessary. If the sounders change to continuous ringing, everybody must evacuate the building immediately, closing but not locking doors behind them and congregate at the assembly point as described on the Fire Action notices displayed on every staircase and elsewhere on College premises.

7 TESTING OF FIRE ALARM SYSTEMS:

All College fire alarm systems will be tested weekly. Every week a manual call point will be operated on each fire system, at approximately the same time each week, on a rotation system to ensure that all call points are tested over a period. The resulting alarm will be monitored at the control panel and the sounders checked. Any defects will be identified and repaired. All such checks will be recorded by the Regulatory Compliance Officer or a person delegated by him.

8 TESTING OF EMERGENCY LIGHTING:

Emergency lighting will be tested monthly with the intention of ensuring that defects are identified and repaired. All such tests will be recorded. Each month suitably trained College Staff will simulate a mains failure and check that every lamp is illuminated in each building. Annual checks will simulate a mains power failure to check that the emergency lighting remains illuminated for its specified duration.

9 MAINTENANCE OF FIRE SAFETY EQUIPMENT:

All fire safety equipment such as fire extinguishers, fire hoses and fire blankets will be maintained and tested annually by an approved contractor. Monthly visual checks will be carried out by suitably trained College staff to ensure serviceability. All such checks will be recorded.

10 MAINTENANCE OF FIRE ALARM SYSTEMS:

An approved contractor will maintain all College Fire alarm systems on a six monthly basis. Any defects identified in the interim will be reported to the contractors and will be rectified.

11 MAINTENANCE OF PRIVATE FIRE HYDRANTS:

All College fire hydrants will be maintained annually by a suitably qualified engineer.

12 FIRE EVACUATION DRILLS:

Fire evacuation drills will be held annually on all College premises on a rolling programme, usually without warning. These drills will provide an opportunity for all persons to demonstrate their ability to evacuate the building and assemble at a designated assembly point. Evacuation instructions will be in the Fire Action notices on every staircase.

13 TRAINING:

The College Safety Officer is responsible for arranging suitable training to be given to all Porters to ensure that their immediate response to fire alarms conforms to the rules in operation at the time. Porters will be refresher trained annually. All College staff will receive suitable individual fire training annually. Resident and other Fellows primarily based in college will also receive appropriate training. A record of such training will be held by the College Safety Officer. All new members of staff will be instructed on the College fire policy and evacuation procedures during their induction. Students will receive a comprehensive fire safety briefing from the local fire authority on their matriculation into College and detailed procedures to be carried out in the event of a fire are contained in Queens' College "Information and Regulations".

14 DOCUMENTATION:

The College Safety Officer is responsible for ensuring the collation and updating of all relevant documentation including fire logs and training records. He must provide the Safety and Bursarial Committees with confirmation that procedures and processes in use in the college are up to date and are being carried out.

15 INDIVIDUALS WITH DISABILITIES:

A Personal Emergency Evacuation Plan (PEEP) will be produced for every person, living on College premises, with disabilities which might impair their ability to escape the premises in an emergency. Fire Wardens, Gate Porters and other responsible persons will be provided with appropriate training, not only for such individuals but in generic terms for non-residents with disabilities.