



QUEENS' COLLEGE

HEALTH and SAFETY ARRANGEMENTS

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Organisation and Responsibilities

1. Governing Body

- 1.1. The Governing Body has and accepts the ultimate responsibility, so far as reasonably practicable, for the health, safety and welfare of employees, Fellows, students and visitors.
- 1.2. Governing Body receives and acts upon, where necessary, periodic reports from the Health and Safety Committee.
- 1.3. The Governing Body will arrange for the review of the Health and Safety Policy and arrangements for health and safety, where necessary, in light of new legal requirements or guidance.

2. The Senior Bursar

- 2.1. The Senior Bursar is responsible for:
 - 2.1.1. The overall management of health and safety and the implementation of the College's Health and Safety Policy, codes of practice and rules;
 - 2.1.2. Reporting to The Governing Body issues relating to the management of the health, safety and welfare of the College;
 - 2.1.3. The Senior Bursar delegates responsibility for the discharge of their duties to the College Safety Officer, the Health, Safety and Environmental Officer, and the Line Managers.

3. Delegation

- 3.1. Implementation of the College's Health and Safety Policy is a line management responsibility. A responsible Line Manager may issue instructions or guidance and delegate the responsibility for the implementation of these to persons under their control. The duty to ensure compliance remains with the responsible Line Manager at all times.
- 3.2. The person to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them.

4. Line Managers Team

- 4.1. As an integral part of their management responsibilities they will be responsible for assisting the Senior Bursar in:
 - 4.1.1. The implementation of the College's Health and Safety Policy;
 - 4.1.2. The management of health and safety within areas under their control and the health and safety of staff, students and visitors;
 - 4.1.3. Bringing to the attention of the Senior Bursar any part of the Health and Safety Policy where it is considered that revision is necessary.

- 4.1.4. Ensuring risk assessments are carried out and that safe systems of work are in operation and followed by staff and students within areas under their control;
- 4.1.5. Developing effective channels of cooperation and communication to ensure that staff, students and their safety representatives are aware and informed of developments in health, safety and welfare within their Department;
- 4.1.6. Ensuring sufficient information, supervision, instruction and training is provided to staff to ensure that they operate in a safe and healthy manner;
- 4.1.7. Ensuring that in areas over which they have control are inspected at least annually.
- 4.1.8. Reporting accidents, near misses and hazardous incidents promptly via the College's accident/incident reporting procedure;
- 4.1.9. Ensuring that "Permit to Work" systems are in operation where dangerous processes and/or environments exist;
- 4.1.10. Co-operating with other managers, where responsibilities interface or overlap, to ensure all health and safety issues are addressed in line with best practice;
- 4.1.11. Ensuring all equipment and substances etc., used by their staff, students and all visitors are in safe working order and are safely handled;
- 4.1.12. Inform the Senior Bursar and the Safety Committee before any significant hazards are introduced or newly identified;

5. College Safety Officer and the Health, Safety and Environmental Officer

- 5.1. As an integral part of their management responsibilities they will be responsible for assisting the Senior Bursar in:
 - 5.1.1. The implementation of the College's Health and Safety Policy;
 - 5.1.2. Providing health and safety guidance and support to the Line Managers;
 - 5.1.3. Be responsible for ensuring the college accident reporting system is kept up to date and for ensuring that any reportable accidents (or diseases) as stipulated by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013) are reported within proscribed timescales.
 - 5.1.4. Ensuring all relevant health and safety information is circulated through the normal College management structure.
 - 5.1.5. Will liaise with the Line Managers to ensure that risk assessments are in place and regularly reviewed.
 - 5.1.6. Bringing to the attention of the Senior Bursar any part of the Health and Safety Policy where it is considered that revision is necessary.

6. Employees, Students, Volunteers and Visiting Workers

6.1. All employees, students, visiting workers and others with a contractual arrangement with the College must:

- 6.1.1. Take reasonable care for their own health and safety and that of others who may be affected by their activities.
- 6.1.2. Comply with safe systems of work and any other safety instruction that will safeguard them and other fellow employees, students and other users of the College;
- 6.1.3. Report to their immediate Supervisor/Line Manager any defects in plant, machinery, equipment, building fabric, slip/trip hazards or systems of work;
- 6.1.4. Make use and take proper and reasonable care of protective/safety equipment, tools, plant and equipment;
- 6.1.5. Notify the relevant Line Manager or Supervisor before any significant hazards are introduced or newly identified;
- 6.1.6. Attend training where their Line Manager or Supervisor identifies it as necessary for health and safety;
- 6.1.7. Attend for health surveillance when required;
- 6.1.8. Report accidents, near misses and hazardous incidents promptly via the College's accident/incident reporting procedure;
- 6.1.9. Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

7. Visitors

7.1. All visitors are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction or information provided by Queens' College.

8. Contractors

8.1. All contractors working on College premises are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction relating to their health and safety.

9. Additional Key Responsibilities – Head of Maintenance

9.1. To ensure that the physical premises and facilities services within the College are fit for purpose and manage health and safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).

10. Safety Committee

- 10.1. The Safety Committee has a central coordinating role in relation to health and safety matters and is responsible for:
- 10.1.1. Development of a health and safety strategy and management system, policies and procedures that reflect the operating nature of the College;
 - 10.1.2. Provision of advice, guidance and support to the College to ensure compliance with the health and safety legislative requirements of the College's undertaking;
 - 10.1.3. Working closely with the health and safety personnel of the College and external advisors;
 - 10.1.4. Reporting to Governing Body on the health and safety performance of the College;
 - 10.1.5. Acting as the College's main representative with all statutory and other external agencies dealing with health and safety matters;
 - 10.1.6. Reporting to such agencies as legally required.

Reporting Structures

- 11.1. The Governing Body is responsible for monitoring the College's system of internal control including risk management, and receives information on health and safety performance through a number of sources outlined below.

12. The Safety Committee

- 12.1. The Safety Committee is convened by the College Safety Officer, Chaired by an independent Fellow and reports to the Governing Body. It formulates policies to promote the health, safety and welfare of employees, students and visitors.
- 12.2. The membership includes selected Line Managers, Health, Safety and Environmental Officer, Student Council and Fellows.
- 12.3. The Terms of Reference for the Safety Committee are as follows:
- 12.3.1. To promote co-operation between management and staff in initiating, developing and carrying out measures to ensure the health, safety and welfare of persons at work and all other persons on the premises;
 - 12.3.2. To keep under review measures taken to ensure health, safety and welfare of staff;
 - 12.3.3. To consider reports provided by Safety Consultants, the Inspectorate of the Health and Safety Executive and any other regulatory body;

- 12.3.4. To consider any matters submitted by the Line Managers, Heads of Departments, Health, Safety and Environmental Officer, and health and safety representatives from the Student Councils.
- 12.3.5. To keep under review safety training and communications within the College;
- 12.3.6. To monitor the effectiveness of the Health and Safety Policy;
- 12.3.7. To monitor statistics of accidents and other untoward occurrences provided by the Health, Safety and Environmental Officer;
- 12.3.8. To recommend priorities for expenditure on measures to improve health, safety and welfare;
- 12.3.9. To invite such persons as are necessary to attend Safety Committee meetings in order to give specialist/expert advice on particular topics;
- 12.3.10. To establish specialist sub-groups as are necessary in order to advise on specialist hazards, such as fire, estates, building works, etc...
- 12.3.11. To liaise with Safety Committees of other Cambridge College and University sites.
- 12.3.12. The Committee will meet at least three times per year.

13. College Safety Officer and Health, Safety and Environmental Officer

- 13.1. The College Safety Officer and Health, Safety and Environmental Officer are in charge of overseeing the implementation of the Health and Safety Policy and arrangements.

14. Line Managers

- 14.1. The Line Managers are directly responsible for the management of health and safety within their department; this is monitored by the Safety Committee and the Senior Bursar. Guidance is provided by the College Safety Officer and Health, Safety and Environmental Officer.

Arrangements

15. Accident Reporting and Investigation

- 15.1. All accidents, injuries, diseases and dangerous occurrences involving employees, students or others on College premises must be reported immediately. The College is required to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and HSE guidance L73. Employees are encouraged to make themselves aware of accidents and disease reporting.

- 15.2. Employees must report all such accidents/incidents immediately to their Head of Department. All such reports will be recorded in the College accident reporting system which will detail the person's name and give brief details of the accident including dates, times, location and description of the events of the accident. All accidents will be investigated as soon as practicable by the Head of Department or Health, Safety and Environmental Officer using the standard formats.
- 15.3. All fatalities, major injury accidents and dangerous occurrences must be reported to the enforcing authority (normally HSE) immediately by telephone.
- 15.4. The telephone report will be followed by the submission of official report form F2508 within 10 days of the accident.
- 15.5. The official form F2508 shall be completed online for all accidents to employees who, as a result of an accident, are absent from normal work for more than 7 days following the accident. Submission should be within 15 days of the accident.
- 15.6. All employees will report any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified on official form F2508.
- 15.7. Accidents and cases of ill health will be investigated to identify the cause. Measures for prevention will be devised wherever possible, to reduce the risk of recurrence.
- 15.8. Full co-operation is required from all employees during any investigation by the College, insurers or enforcing authority inspectors.
- 15.9. All entries in the accident reporting system will be checked periodically by the College Safety Officer with the aim of noting recurrences or trends – Highlighted, anonymised reports will be reviewed by the Health and Safety Committee.

16. Alcohol and Drugs

- 16.1. Policy and guidance on alcohol and drugs is provided within the Staff Handbook.

17. Asbestos

- 17.1. The Governing Body will comply with the Control of Asbestos at Work Regulations 2012.
- 17.2. All types of asbestos can be dangerous if disturbed especially if fibres become airborne. Exposure can cause diseases such as asbestosis and mesothelioma.

- 17.3. A comprehensive asbestos survey of the College has been undertaken and documented, however, it is possible that undocumented asbestos exists in some areas of the College. If it is discovered, it should not be disturbed or touched, the area affected should be sealed and the discovery reported to the Head of Maintenance or Health, Safety and Environmental Officer.
- 17.4. The remedies - permanent sealing or removal - are not to be undertaken by employees of the College. The Head of Maintenance will arrange for a qualified contractor to undertake whatever work is necessary in the shortest timescale possible.
- 17.5. A complete Asbestos management plan and register is held within the Maintenance Department and is available upon request.

18. Control of Substances Hazardous to Health (COSHH)

- 18.1. The Governing Body recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of, storage and other factors, the environment, exposure and chemical make-up.
- 18.2. The College will comply with legislation in relation to hazardous substances in particular the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Codes of Practice and guidance issued by the HSE.
- 18.3. It is important that employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent or reduce any risks to Health and Safety. The College will identify hazardous substances and assess the risks associated with their use to identify preventative measures that will be brought to the attention of all employees.
- 18.4. The procedures for dealing with hazardous substances will be as follows:
- 18.4.1. Potentially hazardous substances will be identified and include all those substances classified as harmful, toxic, very toxic, corrosive, irritant, sensitiser or substances which are deemed harmful to reproduction or the unborn.
- 18.4.2. Before any chemical classified as toxic, very toxic, a sensitiser or harmful to reproduction or the unborn, Carcinogens (substances which may cause cancer) or mutagens (substances which may cause heritable genetic damage) is purchased or brought into the College the Health, Safety and Environment Officer is consulted.

18.4.3. Any substance classified as having a maximum exposure limit (MEL) or an occupational exposure standard (OES) as per HSE EH/40 will be referred to the Health, Safety and Environment Officer before first use.

18.4.4. All hazardous substances will be marked with an appropriate warning label. Substances will be stored in a safe manner and their use restricted to designated personnel.

18.4.5. Note: Particular care will be paid to substances such as weed-killer and fertiliser, utilised by the Gardeners or Graoundsmen.

18.4.6. To identify hazardous substances the College will:

18.4.6.1. Use information supplied with the product, etc.

18.4.6.2. Use product data sheets.

18.4.6.3. Observe warning notices.

18.4.6.4. Have regard to Health and Safety Executive guidance and other guidance from trade associations, consultants or other competent persons.

18.4.6.5. Use information gathered from experience in the use of substances.

18.4.6.6. Refer to technical publications.

18.4.7. Hazardous substances identified will be subject to a risk assessment as required under regulation 6 of the Control of Substances Hazardous to Health Regulations 2002. Employees need to be aware that substances include not just liquids but also biological agents, dusts, fumes, solids and any composition that can be hazardous to health.

18.4.8. Assessments will be initially carried out only by Heads of Department and then checked by those persons deemed to be competent and trained to do so.

18.4.9. Assessments will be carried out using the COSHH Risk Assessment Template. Assessments will consider the following:

18.4.9.1. Which substances employees are exposed to?

18.4.9.2. What effects the substances may have, including the sources and means of entry into the body including absorption, injection, and ingestion.

18.4.9.3. Where the substances are present and in what form.

18.4.9.4. How and to what extent any employee or groups of employees are at risk, taking into account the nature of the work, processes, environment and any other factors.

18.4.9.5. An estimate of exposure.

18.4.9.6. Comparing estimates of exposure with valid standards with adequate control.

18.4.10. If control is, or likely to become, inadequate, the assessment will also determine the steps or further steps that need to be taken to gain and maintain adequate control.

- 18.4.11. The records of assessment will be kept in the Health and Safety file and will also be available where the product is stored or used, whichever is the more appropriate.
- 18.4.12. All employees will be trained in the use of any such substances identified as hazardous and in accordance with the assessment. All such training will be recorded.
- 18.4.13. Assessments will be reviewed whenever there is evidence to suspect that the assessment is no longer valid or circumstances have changed substantially.
- 18.5. The Health and Safety Officer will ensure that, as a result of the assessment, exposure is adequately controlled. Control will, wherever possible, be by methods other than by the use of personal protective equipment (PPE).
- 18.6. Exposure to substances that have a MEL or OES will be kept to the lowest level reasonably practicable below MEL or OES.
- 18.7. The following methods of preventing or controlling hazardous substances will be considered and followed where appropriate:
 - 18.7.1. Elimination of the use of the substance
 - 18.7.2. Substitution of the substance with a less hazardous one
- 18.8. For controlling exposure:
 - 18.8.1. Enclosing processes and the substance.
 - 18.8.2. Using engineering and process systems that reduce exposure.
 - 18.8.3. Partial enclosure and local exhaust ventilation (LEV).
 - 18.8.4. General ventilation.
 - 18.8.5. Reduction in the number of employees exposed.
 - 18.8.6. Reduction in the length of exposure time.
 - 18.8.7. Regular cleaning, maintenance and disinfection.
 - 18.8.8. Provision of safe and suitable storage.
 - 18.8.9. Suitable and effective disposal.
 - 18.8.10. Suitable personal protective equipment.
 - 18.8.11. Prohibition of eating, drinking and smoking where hazardous substances are used or stored and used.
 - 18.8.12. Provision of adequate welfare arrangements.
- 18.9. The selection of PPE will be determined after considering the following:
 - 18.9.1. The ability of the material to resist penetration by a substance where the risk is by absorption.
 - 18.9.2. The adequacy of the design of the clothing and whether it is suitable for its intended use.

- 18.9.3. The environment in which it will be worn.
- 18.9.4. When dust is a hazard, dust-release and the dust release characteristics of the material.
- 18.10. The Health and Safety Officer will ensure that control measures, PPE and other measures are properly used or applied, and that each employee will make full and appropriate use of any control measure, PPE, etc. and report any defect in the measures or PPE.
- 18.11. An appropriately detailed COSHH Risk Assessment will be carried out by the Head of Department in association with the Health and Safety Officer, for specific chemicals and other substances used both on and off site.
 - 18.11.1. All approved control measures will be implemented without delay.
 - 18.11.2. Training identified from the COSHH Risk Assessments will be the responsibility of the Head of Department.
 - 18.11.3. Detailed compliance with COSHH Assessments will be the responsibility of the appropriate Head of Department. In addition, all employees are expected to be accountable for their own actions in relation to the substances they are using during the course of their work.
 - 18.11.4. It is College policy that employees will use hazardous substances only in accordance with the information and instruction that they have been given.

19. Crowds and Special Events

- 19.1. Overcrowding can lead, in emergency, to congestion of evacuation routes, panic, trampling and fatality.
- 19.2. For standard events in College, involving large numbers (including normal use of the Bar), standard Risk Assessments have been developed.
- 19.3. For similar events, held for the first time, a specific Risk Assessments will be developed by the Events and Catering team.
- 19.4. All such Risk Assessments will draw on specialists' advice and will consider the following:
 - 19.4.1. Numbers, including maximum safe numbers.
 - 19.4.2. Vulnerable groups such as children, disabled.
 - 19.4.3. Event timing and duration.
 - 19.4.4. Are gate-crashers possible?
 - 19.4.5. Is alcohol to be consumed?
 - 19.4.6. Parallel events.
 - 19.4.7. Provision of concise information for crowd control.

- 19.5. The relevant Risk Assessment will form part of the event planning briefing. Refer to the HSE publication IND (G) 1 42L “Managing Crowd Safety in Public Venues”.

20. Electrical Safety

- 20.1. The Governing Body will comply with the Electricity at Work Regulations 1989 and the guidance form contained in HSR 25 “Memorandum of Guidance of the Electricity at Work Regulations 1989”. In addition, the College will also comply with other codes of practice, guidance and the current edition of the IEE Regulations (18th Edition).
- 20.2. Electrical work and installation will be carried out only by those persons deemed to be competent to do so.
- 20.3. Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The College will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular testing and inspection.
- 20.4. Staff who use electrical equipment must report any fault or defect immediately to their Head of Department. Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.
- 20.5. As soon as staff become aware of any defect they should stop using and isolate the equipment by removing the power source. They should then report the defect. All staff will be given documented training to ensure that this procedure is followed.
- 20.6. Portable Appliance Testing (PAT) - All electrical equipment will have at least a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided. All College-owned portable apparatus, including extension leads, will be recorded in a register. The register will indicate how often each item should be recalled for routine inspection and maintenance. The frequency of the recall will depend on the type and use of the apparatus based on an assessment of risk.
- 20.7. In relation to portable electrical appliances, guidance contained in HSE Guidance Note PM32 “Maintaining Portable and Transportable Electrical equipment” will be followed.
- 20.8. In relation to electrical equipment, Heads of Department and employees must have regard, in particular, to the following:
- 20.8.1. Strength and capability of the equipment.
 - 20.8.2. Adverse or hazardous requirements or circumstances.
 - 20.8.3. Insulation protection and placing of conductors.
 - 20.8.4. Earthing and other precautions.

- 20.8.5. Integrity of reference conductors.
 - 20.8.6. Connections.
 - 20.8.7. Means of protection from excess of current.
 - 20.8.8. Means of cutting off the supply and for insulation.
 - 20.8.9. Precautions for work on equipment made dead.
 - 20.8.10. Work on live conductors.
 - 20.8.11. Work space, access and lighting.
 - 20.8.12. The competence of users to prevent danger and injury.
- 20.9. An abstract of the Electricity at Work Regulations 1989 will be posted in the College Workshops.
- 20.10. In addition to the above the College will have regard to guidance given by HSE as follows:
- 20.10.1. Protection against electrical shock
 - 20.10.2. Flexible leads, plugs, sockets, etc.
 - 20.10.3. Electrical test equipment for use by electricians
 - 20.10.4. Electrical working practices
 - 20.10.5. Safety in Electrical testing
- 20.11. Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately and entered into the accident book.
- 20.12. A permit to work must be issued before a contractor is authorised to work on a College-based electrical supply. The permit to work must be completed before a College employee uses the supply following any contractual work.
- 20.13. Wherever possible electrical tools and equipment should be battery operated or rated at 110v. This significantly reduces the risk of harm from electrocution that occurs when 240v appliances are used.
- 20.14. Although the risks of harm are reduced, care must still be taken to ensure that plant, transformers and tools are properly maintained, inspected and tested at regular intervals.
- 20.15. Care must be taken to ensure that correct voltage routings are used and that 110v equipment is not connected directly to a 240v supply.
- 20.16. Personal electrical equipment must be checked for electrical safety (e.g. PATested) as soon as practicable.
- 20.17. Fixed electrical installations will be inspected by a competent person on a rolling five year schedule.

21. Fire

- 21.1. For all matters relating to fire please refer to the Fire Safety and Operational Management Strategy.

22. First Aid

- 22.1. The College, in making adequate arrangements for first aid, will comply with the Health and Safety (First-Aid) Regulations 1981 and HSE Approved Code of Practice L74 "First Aid at Work".
- 22.2. The College will maintain a number of qualified first aiders, as identified by risk assessment, in order to provide first aid cover at all times. The names of all first aiders are to be displayed throughout the Main Site.
- 22.3. The Human Resources Office will be responsible for recording names and location of first aiders and will file first aid certificates with date of initial training and refresher training.
- 22.4. Training of first aiders will be in accordance with the HSE approved list of courses and course providers.
- 22.5. The prime aim of any employee dealing with an injured or ill person is to sustain life and if possible to stabilise the condition until professional assistance arrives. In the case of an emergency, the employee will be taken to the nearest casualty or emergency treatment hospital or other medical centre or await the arrival of an ambulance. It is the responsibility of the first aider (or appointed person) to call for an ambulance where it is deemed necessary.
- 22.6. First aid kits will contain, as a minimum, the Health and Safety Executive recommended contents. The overall responsibility to maintain the first aid kits and their materials lies with the designated departmental First Aider within their location, first aid kits/cabinets will be checked and replenished termly.
- 22.7. Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials and personnel.
- 22.8. All First Aid treatment provided by the First Aiders shall be recorded on the Accident reporting system via the Porters Lodge or Health, Safety and Environmental Officer.
- 22.9. Following an investigation of the accident by the Head of Department, the Health, Safety and Environmental Officer shall update the form with what action is being taken, where relevant, to avoid a reoccurrence?

- 22.10. The completed Accident reports shall be reviewed by the Safety Committee termly and serious matters passed immediately to the Senior Bursar. In the case of more serious accidents the College Safety Officer shall carry out a separate investigation. Where required notify the Enforcing Authority under RIDDOR.

23. Food Hygiene

- 23.1. For all matters relating to Food Hygiene and Allergy Control refer to the Catering Department policies and operating procedures.

24. Gas Safety

- 24.1. The risks associated with the use of gas depend on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- 24.2. It is Governing Body policy to comply with the Gas Safety (Installation and Use) Regulations 1994, which are designed to achieve safety in relation to gas installations, servicing and use of fittings and appliances.
- 24.3. All gas-related work will be carried out by a competent person or persons only. Normally these would be approved by a recognised body e.g. Gas Safe registered.
- 24.4. Gas fittings will be of correct construction, material, strength and size and should be regularly maintained by a competent member of staff or contractor.
- 24.5. Employees, unless competent and authorised to do so, must not interfere in any way with any gas appliances or fitting.
- 24.6. Any employee who smells gas should initiate evacuation procedures (as for fire).
- 24.7. Any fault or defect in any gas appliance or fitting must be reported immediately to the appropriate Head of Department.
- 24.8. A permit to work must be issued before a contractor is authorised to work on a College-based gas supply or fitting. The permit to work must be completed before a College employee uses the supply following any contractual work.

25. Hand Tools

- 25.1. All hand tools must be used for the job for which they are intended. Where none that are suitable are provided, employees should request the purchase of appropriate hand tools through their Head of Department.
- 25.2. Employees must use hand tools in a safe manner and in accordance with any training given in their use.
- 25.3. Hand tools must be maintained in an efficient working condition. Any defects must be reported and repaired.
- 25.4. Electrically-powered hand tools are to comply with BS EN 50580:2012+A1:2013 and, unless marked 'all insulated', shall be effectively earthed.
- 25.5. Hand tools must be stored appropriately and not be subject to substances or articles that will affect their safe use.
- 25.6. When not using hand tools employees must take appropriate care not to expose themselves or others to undue risk. Any employee who is unsure of the correct use of hand tools should consult their Head of Department or request training.
- 25.7. Please refer to department specific risk assessment and safe systems of work.

26. Housekeeping

- 26.1. Good housekeeping indicates active health and safety management.
- 26.2. All employees are responsible for the appropriate disposal of their waste. Employees must dispose of any waste material in the containers provided and must not allow accumulations of waste material.
- 26.3. All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free from obstructions, combustibles and spillages. Spillages must be cleaned up immediately using appropriate materials and observing the relevant warning signs' during and after the operation.
- 26.4. Combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object that is likely to affect safe movement through them.
- 26.5. Accumulations of dirt or waste should be reported by employees to their Head of Department. General cleanliness and hygiene is the responsibility of all employees, not just those designated as Cleaners.

27. Lone Working

- 27.1. Lone workers are those who work by themselves without close or direct supervision. Under health and safety legislation, the College must ensure that lone workers have safe working environments and will therefore undertake appropriate risk assessments, and use appropriate control measures to ensure risks are minimised. The significant findings of such assessments will be recorded, and lone workers will be consulted and appropriately trained, including how to deal correctly with emergency situations.

28. Machinery and Equipment

- 28.1. The aim of the Governing Body is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health. The College will therefore satisfy the requirements of legislation in relation to equipment and in particular the Provision and Use of Work Equipment Regulations (PUWER) 1998, guidance on the regulations produced by HSE, the Machinery Directive (91/368/EEC) and associated Regulations and information.
- 28.2. Prior to use, equipment will be checked and any manufacturer's guidance will be considered. Information, instruction and training will be given to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing that is required to be worn.
- 28.3. Employees must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 28.4. Employees must report any damage, malfunction or unsafe equipment to their Head of Department. Employees must not interfere with or repair any equipment unless competent and authorised to do so.
- 28.5. All equipment will be maintained in efficient working order. Particular items of equipment will have a routine and planned maintenance programme including statutory testing.
- 28.6. Proper and safe procedures will be adopted for maintenance of equipment, including the isolation of sources of energy.
- 28.7. The following general principles will be applied in line with PD 5304:2005 "Code of Practice for Safety of Machinery" and Provision and Use of Work Equipment Regulation (PUWER) 1998:
- 28.7.1. Identifying the hazard - The main hazards associated with equipment are; contact; entanglement; being struck by ejected particles; trapping; burns through friction and

direct heat contact; from being struck by materials being machined; from noise, vibration and fumes or dust.

28.7.2. Eliminating or reducing the hazard – Restrict access; using enclosed areas by guarding; using recognised manufacturers; filling in any gaps, etc.

28.7.3. Using safeguards - Trip devices; electro-sensitive systems; two hand control devices; and mechanical devices using interlocks.

28.7.4. Using safe working practices - Physical safeguards reduce risk, however, safe systems of work must be adopted including planning, setting, use, adjustment and maintenance.

28.8. Particular requirements and regulations apply to certain machinery and will be complied with appropriately, e.g. Grounds Maintenance Machinery / Workshop Machinery.

28.9. Please refer to Department specific risk assessment and safe systems of work.

29. Manual Handling/Materials Handling

29.1. The Governing Body accepts that there are risks of injuries to employees from manual handling operations; to prevent and reduce those risks, it will comply with the requirements of Manual Handling Operations Regulations 1992 and guidance given by the HSE.

29.2. As a starting point, no employee will be expected to, and therefore must not, move any load that they think is liable to cause injury. Employees should have regard to good manual handling techniques and follow approved systems of work including the use of any manual handling aids provided.

29.3. Employees who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.

29.4. The College will identify all manual-handling operations by the means of risk assessments and this includes pushing, pulling, lifting, carrying and supporting a load. The College will use a competent person to assess the risks from manual handling operations identified.

29.5. Where possible, manual handling operations should be avoided. If not, then can the task be automated or mechanised? All remaining manual handling operations that involve a risk of injury and cannot be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.

29.6. Assessment Procedure:

29.6.1. Manual handling assessments will be initially carried out by the Head of Department and reviewed by the Health, Safety and Environmental Officer.

29.6.2. These assessments will examine the manual handling operations and determine the measures that need to be put into place to prevent or reduce the risk. These risk assessments and the preventative and protective measures will be made available to all employees who need them and will be kept in local health and safety files and reviewed by the Health, Safety and Environmental Officer.

30. Motor Transport

- 30.1. Vehicular access to the College is restricted and controlled. Care should be taken when driving on site as pedestrians have right of way.
- 30.2. All drivers must confine their speed to a normal walking pace and use a banksman when reversing or manoeuvring, especially in courtyards and tight spaces.
- 30.3. The interaction of vehicles and pedestrians will be subjected to regular risk assessment with outcomes communicated to relevant staff.
- 30.4. The College recognises then need make sure that all works vehicles and equipment are safe; driven safely; are regularly maintained, inspected and repaired. Local arrangements will be made within departments.

31. Noise

- 31.1. The Governing Body recognises the risk from exposure to excessive noise to employees at work. The College will therefore comply with the Noise at Work Regulations 2005 and guidance produced by HSE.
- 31.2. Where necessary the College will make a noise assessment where employees are likely to be exposed to:
 - 31.2.1. 80dB(A) - the first action level
 - 31.2.2. 85dB(A) - the second action level
 - 31.2.3. Peak action level of 135dB(A) (or above).
- 31.3. The assessment will be made by a competent person and will:
 - 31.3.1. Identify which employees are exposed
 - 31.3.2. Provide such information as to permit compliance with the College's statutory duties
 - 31.3.3. Be reviewed when the original assessment is no longer valid
 - 31.3.4. Consider health surveillance where applicable.

- 31.4. The College will record and keep such noise assessments in a local Health and Safety file held by the relevant Head of Department.
- 31.5. The College will in all cases try to reduce noise to the lowest level by precautions and methods other than by the use of personal hearing protection, i.e. at source.
- 31.6. Where employees are exposed or may be exposed to noise levels of 80dB(A) or above, the College will provide appropriate personal ear protection. Where employees are exposed to noise levels at 85dB(A) or above or the peak action level or above, all employees will be provided with and must wear personal ear protection and undergo health surveillance.
- 31.7. The College will establish, where necessary, ear protection zones which will be indicated by the relevant sign in accordance with the Safety Signs Regulations. All employees must wear ear protection within the designated area.
- 31.8. Ear protection equipment will be maintained by the College and employees are required to report any damage or defect to their Head of Department. For those employees required to wear such ear protection in areas at 80dB(A) or over, or the peak level or over, they will be provided with adequate information, training and instruction with regard to:
- 31.8.1. The risk of hearing damage
 - 31.8.2. Steps to minimise the risk
 - 31.8.3. Where and when to wear ear protection and where the ear protection can be found
 - 31.8.4. Their duties under the Noise Regulations and the Personal Protective Equipment at Work Regulations 2002.

32. Office Safety

- 32.1. There are a number of risks associated with working in an office and, although such areas are generally of low risk, the following points should be kept in mind:
- 32.1.1. Floors and aisles should be kept clear at all times.
 - 32.1.2. Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall.
 - 32.1.3. Anything heavy or awkward load, which is likely to cause injury, should not be lifted
 - 32.1.4. Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets etc. Filing cabinets must be of the type that allows only one drawer to be opened at any one time.
 - 32.1.5. Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately
 - 32.1.6. Guidance or instructions on notices or signs should be followed
 - 32.1.7. Fire exits should be kept clear at all times

- 32.2. There are particular risks associated with the use of display screen equipment (DSE) that can be avoided.
- 32.3. Office staff must make themselves familiar with the arrangements for dealing with emergencies, including fire.
- 32.4. Employees are required to keep their own work areas clean and tidy at all times. Employees must only smoke in designated smoking areas. Employees are advised not to drink and eat in the vicinity of electrical equipment.
- 32.5. Employees must not use anything other than stepladders or other specifically designed aids to reach high shelves or other areas out of reach from the ground, e.g. files on shelves.
- 32.6. Any hazardous materials or substances used in the office must be treated as any other as per regulations under the Control of Substances Hazardous to Health. Assessments will be carried out and made available as appropriate.
- 32.7. Effective cable management procedures must be implemented where electrical equipment is in use.

33. Permit to Work Systems

- 33.1. The assessment of risks will identify processes or procedures that require the issue of permits to work (PTW).
- 33.2. In all cases the permit to work system must specify:
 - 33.2.1. The member of Queens' College staff responsible for the PTW
 - 33.2.2. The period of time for which the PTW is valid
 - 33.2.3. The sub-contractor representative responsible for signing the permit
 - 33.2.4. How the PTW is to be recorded
 - 33.2.5. The responsibilities of those involved in the PTW
 - 33.2.6. The warning signs and notices that are required for the PTW
 - 33.2.7. The details of any locking off or other system to prevent defeating the PTW
 - 33.2.8. The procedures and necessary precautions to be followed
- 33.3. The Health and Safety Officer will approve all PTW procedures.
- 33.4. PTW procedures will be constantly monitored and reviewed to assess their effectiveness.
- 33.5. Only competent and designated employees or contractors will be permitted to undertake a process involving a PTW.

- 33.6. All employees involved in the PTW procedures must receive adequate training in the PTW and be deemed competent before work can commence.
- 33.7. Until a permit is cancelled it supersedes all other instructions. Permits may only be cancelled by the person issuing the PTW, or their designate, and then only after they have satisfied themselves that it is safe to do so.
- 33.8. Once the work is complete the PTW document should be cancelled and returned to the College person responsible for that PTW.
- 33.9. Employees uncertain in relation as to what is required regarding a PTW should ask their Head of Department or the Health and Safety Officer.

34. Personal Protective Equipment/Clothing

- 34.1. The Governing Body will meet the requirements of the Health and Safety (Personal Protective Equipment) Regulations (PPE) 2002 and requires employees to be provided with suitable and effective personal protective equipment (PPE) and clothing. Such provision will be specified by the relevant Risk Assessments. The College recognises that PPE is a last resort in reducing and preventing risk.
- 34.2. Employees must co-operate with the College in the use of PPE and must wear such PPE if instructed to do so. Employees will receive training in the correct use of PPE including the reasons for it being worn.
- 34.3. Employees must abide by the rules in relation to PPE and must not misuse or damage any PPE. Employees must report any damaged, worn or defective PPE immediately to their Heads of Department. Failure to comply with the PPE requirements will lead to disciplinary action.
- 34.4. PPE which is provided to be worn within the College must be stored within the College in the areas provided. PPE is provided free of charge on the basis that it is used only for the purpose for which it is provided. Damaged, worn or defective PPE will be replaced by the College as soon as it is reported.
- 34.5. PPE will be provided in accordance with European Standards and carry the CE mark or EN standard for PPE.
- 34.6. Head protection should generally be worn where there is a risk of a head injury due to falling objects or in confined spaces where there is a risk of hitting the head.

- 34.7. Eye protection will be provided in accordance with the PPE Regulations 2002 and for any situation where there is a risk of eye injury, particularly the use of machinery which can transmit hazardous particles or for areas where hazardous substances are used.
- 34.8. Where applicable, basic prescription protective glass will be provided by the college, cost to be agreed by the Head of Department.
- 34.9. Any employees who require eye protection should ensure that they use the correct protection to the task, the risks involved and that task training is given in the use of the PPE.
- 34.10. Hearing protection will be provided to employees in designated areas. Employees who wish to wear ear protection in other areas may do so if it does not affect Health and Safety in any other way and by permission of the employee's Line Manager.
- 34.11. Respiratory protection will be provided only to nominated employees for specific situations; after instruction, training and face-fit testing where appropriate.
- 34.12. Safety footwear will be provided for those employees whose work involves a significant risk of injury to the foot. All employees need to be aware of the importance of wearing strong footwear with a good grip to prevent slips on the floor.
- 34.13. Protective clothing will be provided for those staff who work outdoors in inclement weather.
- 34.14. Protective gloves will be provided to a variety of employees for various tasks. The particular type will be decided by means of risk assessment.
- 34.15. Protective sun screen cream will be provided to members of the Gardening team during the summer months. The level of protection will be decided after carrying out a risk assessment.
- 34.16. Where PPE is provided to protect the employee against hazardous substances, the College retains the responsibility for the cleaning of the items. Employees are not to take such items home for cleaning.

35. New and Expectant Mothers

- 35.1. The Governing Body will meet the requirements of the Management of Health and Safety at Work Regulations 1999 and will ensure that sufficient and appropriate risk assessments relating to pregnant employees and nursing mothers are carried out and maintained on file awaiting notification of pregnancy by an employee.

- 35.2. Where a risk to a pregnant employee is identified then every step possible will be made to remove the risk. In the event that the risk cannot be removed then the employee will be relocated to a job that is free of such risks. In the event that neither course of action is possible then the employee will be suspended from work on full pay.
- 35.3. It is the duty and responsibility of the employee to notify the college that she is pregnant and to provide medical proof of the pregnancy.
- 35.4. Once notified of a pregnancy, the Head of Department will undertake specific risk assessments relating to the pregnant worker's work tasks. These will be discussed with the pregnant worker and any alterations necessary to their work schedule will be agreed.
- 35.5. No employee who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the foetus or new born baby at risk of harm.
- 35.6. Risk assessments relating to pregnancy will be initially carried out by the Head of Department and reviewed by the Health, Safety and Environmental Officer and College Nurse.

36. Premises

- 36.1. College premises will be maintained in a condition that, so far as is reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age and structural features of the buildings.
- 36.2. All employees have a responsibility to maintain the premises and not to do anything to damage the College. Employees must report any defects or damage to their Head of Department.
- 36.3. The Health, Safety and Environmental Officer will inspect the premises periodically (at least annually) and record the finding of the inspection. Any action will be considered by the College Safety Officer.
- 36.4. The following are a list of general rules for employees to follow (most are included in various parts of this policy):
- 36.4.1. Do not cause obstructions
 - 36.4.2. Do not run
 - 36.4.3. Do not leave cables trailing on the floor
 - 36.4.4. Do not attempt to interfere with or repair any equipment or machinery unless you are authorised and competent to do so
 - 36.4.5. Report all defects, damage or dangerous conditions or system of work
 - 36.4.6. Dispose of rubbish and refuse promptly and in accordance with approved practice
 - 36.4.7. Use appropriate access equipment (e.g. step ladder) to gain access to heights

- 36.4.8. Do not move any load liable to cause injury
 - 36.4.9. Do not obstruct fire exits
 - 36.4.10. Observe all safety signs
 - 36.4.11. On leaving your work area, ensure it is left in a tidy and clean state and ensure that materials are stored away – whilst also observing GDPR guidelines.
 - 36.4.12. Follow approved procedures, instruction and training at all times
- 36.5. Sufficient heating, lighting and ventilation will be provided and maintained by the College where practicable.
- 36.6. Notices designed to protect the health and safety of employees will be displayed on the College premises. Such notices will be positioned in conspicuous places and employees are required to comply with them. Employees must not interfere with, remove or deface any signs or notices.
- 36.7. In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the College will maintain adequate welfare facilities, toilets, drinking water, washing and drying facilities.

37. Slips, Trips and Falls

- 37.1. Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.
- 37.2. The Governing Body therefore requires strict observance of the Workplace (Health, Safety and Welfare) Regulations 1992, which specified that floors must be suitably surfaced, in good condition and free from obstructions. This requirement is subject to the constraints imposed on the college due to the age of the buildings and the requirement to use certain materials within listed buildings.
- 37.3. Employees are encouraged to report to their Head of Department or the Health and Safety Officer any obvious hazards to safe movement, including:
- 37.3.1. Spillage of wet and dry substances
 - 37.3.2. Trailing cables
 - 37.3.3. Miscellaneous rubbish
 - 37.3.4. Loose rugs or mats
 - 37.3.5. Slippery surfaces
 - 37.3.6. Poor Lighting
 - 37.3.7. Smoke/steam obscuring view
 - 37.3.8. Unmarked changes of level or slopes
 - 37.3.9. Degraded external walkways.

- 37.4. Notices are to be prominently displayed when floors are being cleaned and floor cleaners are to wear appropriate footwear.
- 37.5. Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- 37.6. Unavoidable ground-level obstructions are to be cordoned off.
- 37.7. Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

38. Statutory Inspections

- 38.1. Statutory inspections that need to be carried out on the College premises are listed below:
 - 38.1.1. Boilers and other pressurised vessels
 - 38.1.2. Electrical fixed wire testing and inspection
 - 38.1.3. Fire detection/alarm/equipment
 - 38.1.4. Emergency lighting
 - 38.1.5. Lifts/lifting equipment
 - 38.1.6. Legionella monitoring
 - 38.1.7. Asbestos management
 - 38.1.8. Local exhaust ventilation
- 38.2. It is the responsibility of the relevant Head of Department and Health, Safety and Environmental Officer to ensure that all statutory inspections are carried out by competent persons, within the time-scale and a record kept of the result of the inspection.
- 38.3. Any inspection that identifies unsafe equipment or practices will lead to the decommissioning of the equipment or suspension of the practice until the required standard can be achieved.
- 38.4. Lifts and lifting equipment are covered by specific statutory regulations that require regular inspection and testing of the lifts and the lifting mechanisms (chains, motors, pulleys etc.) by a competent person. An annual insurance inspection must also be carried out.

39. Training

- 39.1. The Governing Body recognises the importance and value of health and safety training and is committed to providing adequate information, instruction and training. Training will be

given in accordance with the requirements under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

39.2. The Governing Body will ensure that all new employees receive induction training as soon as is reasonably possible after commencing employment with the College. The induction information, instruction and training will cover the following in so far as each item is relevant to the employee's tasks and responsibilities:

39.2.1. Health and Safety Policy

39.2.2. Accident, diseases and reporting

39.2.3. Fire arrangements

39.2.4. Emergency arrangements

39.2.5. First aid treatments

39.2.6. Electrical safety

39.2.7. Manual handling safety

39.2.8. Machinery and equipment

39.2.9. Safe use of display screen equipment

39.2.10. Safe use of hazardous materials

39.2.11. The College's Risk Assessment policy

39.2.12. Protective and preventative measures adopted as a result of the risk assessments

39.2.13. Use of personal protective equipment and clothing

39.2.14. Employee responsibilities

39.3. New employees will be escorted around the College to familiarise them with key features such as fire escape routes, fire-fighting equipment and assembly areas.

39.4. Information relevant to an employee's particular tasks or job will be provided by the relevant Head of Department.

39.5. Employees will be made aware during induction and continuation training of those elements of the College Health and Safety Policy that relate to their own responsibilities and tasks. The Policy will be made available by the Head of Department or Health, Safety and Environmental Officer to any employee on request.

39.6. All staff training will be recorded.

39.7. The College will continually review the health and safety training needs of employees and will ensure that employees are competent for the task they are required to perform. Any employee who wants further information, instruction or training should seek this in the first instance from their or their Head of Department.

- 39.8. Employees must not attempt any task that they are not trained or competent to perform. Heads of Department should first satisfy themselves that employees are adequately trained before allocating tasks to them.
- 39.9. Whenever appropriate, notices will define whether special procedures, training or arrangements are required for the conduct of task. Employees must have regard to such notices and must not remove or deface notices.
- 39.10. The College will ensure that managers receive adequate training, instruction and information to ensure that they can properly manage their Health and Safety responsibility and exercise due care in relation to the employees under their control.

40. DSE (Display Screen Equipment)

- 40.1. The College will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and follow guidance produced by the HSE.
- 40.2. There are a number of potential risks from using DSE, but these are preventable if the equipment is used correctly. The Head of Department will assess each workstation in association with the user, taking into account:
- 40.2.1. The display screen equipment
 - 40.2.2. The desk and work surfaces
 - 40.2.3. Chair
 - 40.2.4. Environment
 - 40.2.5. Type of work
 - 40.2.6. User
 - 40.2.7. The screen graphics
- 40.3. The results of the Assessment will be recorded on the appropriate forms.
- 40.4. Where a problem arises in the use of display screen equipment e.g. eyestrain, upper limb pains, headaches etc., employees must inform their Heads of Department. The College will:
- 40.4.1. Investigate the circumstances
 - 40.4.2. Take corrective measures where appropriate
 - 40.4.3. Advise the employee of the action taken.

41. Vibration

- 41.1. The College will comply with the Control of Vibration at Work Regulation 2005. This includes carrying out risk assessments, training, monitoring and health surveillance where appropriate or necessary.
- 41.2. Prolonged exposure to vibration generated by mechanical equipment can lead to serious and permanent injury. When using high-vibration equipment (such as pneumatic road drills), the following precautions are recommended:
- 41.2.1. Only use high-vibration equipment if you have been specifically authorised to do so.
 - 41.2.2. Determine acceptable vibration levels before using the equipment.
 - 41.2.3. Ensure that the equipment has been regularly and correctly maintained.
 - 41.2.4. Take advice about and observe the frequency and length of recommended work breaks.
 - 41.2.5. Keep body and hands warm.
 - 41.2.6. Regularly exercise fingers to improve blood flow.
 - 41.2.7. Immediately report any ill effects of vibration.

42. Working at Height

- 42.1. The Governing Body will meet the requirements of the Working at Height Regulations 2005 and will ensure that suitable and sufficient risk assessments relating to such work are carried out and maintained.
- 42.2. Any person likely to work at height should be given sufficient information, instruction, supervision and training to do the work safely.
- 42.3. The College will:
- 42.3.1. Avoid work at height where it is reasonably practicable to do so.
 - 42.3.2. Where work at height cannot be avoided, prevent falls by working from a safe area (e.g. a robust flat roof with edge protection or using appropriate access equipment (e.g. mobile elevated work platform)).
 - 42.3.3. Minimise the distance and consequences of a fall by using the right type of equipment where the risk cannot be eliminated (e.g. fall arrest equipment).
 - 42.3.4. Ensure access to and from work at height is safe and appropriate.
 - 42.3.5. Ensure any access or protective equipment is suitable, stable and strong enough for the job and maintained and checked regularly.
 - 42.3.6. Ensure that workers do not need to overreach when working at height.
 - 42.3.7. Clearly identify, and take extra precautions near, fragile surfaces.
 - 42.3.8. Provide protection from falling objects (including wearing protective headgear near or under such works and fencing off).
 - 42.3.9. Consider emergency evacuation and rescue procedures.
- 42.4. Scaffolding may only be assembled on site by qualified contractors following an agreed method statement and risk assessment. Arrangements must be made for independent safety inspections (scaff-tagging) at the statutory intervals.

43. Workshops

- 43.1. There are a number of risks associated with workshops, including:
 - 43.1.1. The use of machinery, particularly power tools, abrasive wheels and woodworking machines.
 - 43.1.2. The use of hand tools.
 - 43.1.3. Noise
 - 43.1.4. Dust and fumes
 - 43.1.5. Manual handling
- 43.2. Particular attention needs to be given to good housekeeping. Tools should be stored in designated storage areas when not in use.
- 43.3. All substances and fluids must be stored correctly and employees must never leave tins open or put any substances in unmarked tins or containers.
- 43.4. All materials should be stored in a safe and secure manner.
- 43.5. Access to the workshop will be restricted to only those employees who need access to it and are authorised.
- 43.6. Floors must be kept clear at all times. Spillages must be cleared up immediately.
- 43.7. Any damage to the workshop, fittings, fixtures or equipment must be reported immediately to the Head of Department or Health and Safety Officer if necessary.
- 43.8. Periodic inspections of the workshop will be undertaken by the Health and Safety Officer.
- 43.9. Eating and drinking is not permitted in the workshops.

44. Control of Legionellosis

- 44.1. The College recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionellosis and which therefore requires control.
- 44.2. The College will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or

controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented.

44.3. The College recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.

44.4. The main objective of the College is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The College will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

44.5. Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, that is hot water storage (calorifiers, at 60°C); hot water distribution at at least 50°C attainable at the taps within one minute of running; cold water storage and distribution at 20°C or below. Whilst it is recognised that water temperatures in excess of 50°C give rise to a danger of scalding, and where necessary “fail safe” thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella.

44.6. Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.

44.7. It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.

44.8. The following regime of routine inspection and maintenance will be established for the plant:

44.8.1. Water temperatures at calorifiers will be checked monthly;

44.8.2. Water temperatures at taps after one minute running will be checked monthly;

44.8.3. Conditions in tanks for the presence of organic materials, vermin etc annually;

44.8.4. Conditions in calorifiers for organic materials and undue build-up of scale, annually;

44.8.5. The condition of accessible pipework and insulation annually.

44.9. The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.

44.10. The following records will be kept:

44.10.1. A simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;

44.10.2. Details of the risk assessment;

44.10.3. Details of system operation relevant to controlling the risk, and the precautions to be implemented;

44.10.4. Procedures for inspecting and checking the system;

44.10.5. Details of precautions carried out.

44.11. The nominated officer for responsibility for ensuring this policy is implemented is the Head of Maintenance.

45. Emergency Management

45.1. Major incidents affecting, or with the potential to affect, the health, safety and welfare of College staff, fellows, students and visitors (e.g. pandemic, natural disaster, security threat, extensive fire damage, loss of fire and security systems) will trigger the College Emergency Management and Business Continuity Plan.

45.2. An Emergency Response Team chaired by the Senior Bursar and consisting of team members pertinent to the emergency will be convened to initiate and manage any required actions.