



## **Queens College Cambridge Health and Safety Policy**

Queens' College supports world-leading teaching and research in a beautiful, welcoming and safe environment. The College fully recognises its responsibility for the health, safety and welfare of Fellows, staff, students, visitors and any others that may be affected by our activities.

The Governing Body of the College, acting through its Officers, is the employer and responsible authority of the College. The Governing Body has appointed a College Safety Officer to manage health and safety within the College.

The College has established a Safety Committee, meeting termly (three times a year) to formulate and review College health and safety policy, arrangements and procedures, guidance and monitor health and safety requirements, implementation and performance. The Safety Committee will report to the Governing Body.

The College expects all Fellows, staff and students to:

- take reasonable care for their own health, safety and welfare and that of others that may be affected by their acts and omissions;
- to follow all College safety procedures;
- bring to the immediate attention of the Porters Lodge, relevant staff member or tutor any safety matters of concern;
- not interfere with any protective or safety equipment or devices;
- co-operate with staff and/or tutors to ensure a healthy and safe College;
- report all accidents, damage to property or environment and workplace hazards to the Porters Lodge or relevant staff member;
- only undertake tasks or access areas for which appropriate authorisation and/or training has been given.

The College expects all those in a Supervisory capacity to:

- have the skills and knowledge to meet their health and safety responsibilities;
- give or arrange adequate training, information, instruction and supervision to ensure that the legal requirement and College health and safety procedures are complied with;
- understand that the safety of the individual is paramount and they may not permit any unsafe act, practice or operation;
- ensure all hazards and risk are identified and controlled or minimised.

The College has established safe working procedures and arrangements as an extension of the Health and Safety Policy, including those for fire safety, fire aid, manual handling, working at height, chemical safety, food safety, display screen equipment, noise and vibration, lone working, electrical safety and accident reporting.

Senior Bursar

Signed: