



HEALTH AND SAFETY POLICY

2024/25

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I. SECTION 1:

a. INTRODUCTION:

At Emmanuel College we take health and safety issues seriously and are committed to protecting the health and safety of our staff, students, Fellows, contractors and all those attending our site. This policy is intended to help us achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.

Achieving a healthy and safe environment is a collective task, and the College expects staff, students, Fellows, contractors and all those attending our site to always comply with this policy.

b. STATEMENT OF INTENT:

The College will, so far as is reasonably practicable, provide a safe and healthy work environment for the prevention of work-related injuries or ill-health. The College is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, students, Fellows, contractors and all those attending our site, including through compliance with applicable health and safety legislation and other requirements.
- Identifying health and safety risks and finding ways to manage or overcome them.
- Providing a safe and healthy place of work and, where necessary, appropriate protective clothing.
- Provide a suitable environment that promotes and supports mental health and wellbeing in the workplace.
- Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work, including through a health and safety induction and appropriate training.
- Promoting effective communication and consultation between the College and its employees concerning health and safety matters.
- Making adequate resources available to ensure the College's health and safety management systems can achieve its intended results.

Overall responsibility for health and safety sits with myself as College Bursar. I have appointed Mike Proudfoot as the Health and Safety Officer with day-to-day responsibility for health and safety matters. The College encourages any comments regarding health and safety and will seek to rectify any areas of concern. Any concerns should be communicated in the first instance to the Health and Safety Officer. This policy is communicated across the college, readily available on our website and is available on request to other interested parties. The policy will be reviewed annually with associated health and safety documents every three years or sooner if significant changes are required.

Catherine Webb, Bursar

The delegated responsibilities for health and safety and the arrangements made to implement this policy are set out in the following sections.

II. SECTION 2: ORGANISATION AND STRUCTURE

a. RESPONSIBILITIES FOR HEALTH AND SAFETY

Catherine Webb, Bursar has overall responsibility for health and safety, including through:

- i. Preparing an effective health and safety policy, ensuring it is implemented and communicated to all employees and that it is given a suitably high priority, and setting a personal example at all times with respect to health and safety.
- ii. Ensuring the health and safety policy is reviewed annually or when circumstances otherwise dictate.
- iii. Ensuring that the College has appointed a competent Health and Safety Officer for the purpose of meeting the College's statutory duties and for advising and monitoring on health and safety.
- iv. Ensuring that Heads of Department are aware of the health and safety policy and understand their responsibilities for effective health and safety management and that management meetings include health and safety reports by respective Heads of Department for their areas.
- v. Supporting Heads of Department and other duty holders to fulfil their health and safety responsibilities, ensuring that effective local arrangements are in place and there is suitable monitoring of their staff.
- vi. Monitoring health and safety data, ensuring that any necessary improvements are made to health and safety.
- vii. Ensuring that adequate financial and other resources are available to meet statutory duties and the requirements of this Health and Safety Policy.

b. RESPONSIBILITIES FOR HEALTH, SAFETY AND FIRE OFFICER

Health, Safety and Fire Officer:

- i. Reviewing relevant health and safety polices to support the Health and Safety Management System.
- ii. Complying with applicable Health and safety Legislation and Regulatory Fire Safety requirements.
- iii. Ensuring Fire Policies, Fire Risk Assessments, evacuation arrangements are developed and maintained
- iv. Supporting Heads of Department and employees to fulfil their Health and safety responsibilities.
- v. Providing competent advice on all health and safety processes and keeping Heads of Department up to date with any health and safety issues to be shared with their respective teams.

- vi. Supporting Heads of Departments as necessary in completing accidents/near miss investigations.
- vii. Conduct independent accidents/near miss investigations and report details to the appropriate enforcing authorities in accordance with RIDDOR reporting requirements.
- viii. Supporting Heads of Department with enforcement agency requests for information, visits and inspections and if required, be the primary point of communication with relevant enforcement agencies.
- ix. Identifying health and safety training needs and advise on methods of implementation and training requirements.
- x. Reviewing the performance of health and safety within the College in conjunction with the Bursar and providing statistical information on health and safety matters to the Health and Safety Committee.
- xi. Conducting planned health and safety audits and inspections with College departments and provide written reports.

c. RESPONSIBILITIES FOR HEADS OF DEPARTMENTS

Heads of Department (HoDs) are accountable to the Bursar for health and safety within their departments. They have the following responsibilities:

- i. Read, understand and implement the requirements of the health and safety policy in their respective areas.
- ii. Implementation of this policy in their own departmental area and bringing it to the attention of all employees, contractors and others, supporting and promoting continuous improvements.
- iii. Ensuring that the College induction procedure is followed for all new members of staff, including making new staff aware of all policies and procedures applicable to their job, and the emergency procedures in place.
- iv. Ensuring that any health and safety responsibilities delegated to staff are clearly identified and understood.
- v. Ensuring that staff, contractors and others comply with the safety requirements and safe systems of work that apply in their departmental area.
- vi. Monitoring and reviewing health and safety processes and performance in their immediate areas, ensuring they complete regular inspections, safety tours and audits as a minimum every three months and provide details at planned management meetings.
- vii. Receiving, reviewing and remedying any concerns in respect to health and safety. When concerns cannot be resolved at a local level, referring them to the Bursar and/or the Health, Safety and Fire Officer.
- viii. Investigating any accidents/near misses in their area, determining the root causes and identifying preventative measures to ensure no recurrence and completing the report using

the College's on-line reporting system.

- ix. Complying with requests made by the Health, Safety and Fire Officer to complete audits and inspections that ensure this policy is followed and the Bursar and College are fulfilling their legal obligation.
- x. Ensuring that suitable task/COSHH risk assessments are implemented and understood before work commences.
- xi. Ensuring safe systems of work/method statements are developed to support task/COSHH assessment and obtaining professional advice from a competent person when necessary.
- xii. Not to put any person at an unacceptable risk, and to stop work where any new hazards are identified until the risk has been assessed, and control measures have been put in place to either eliminate or reduce the risk to an acceptable level.
- xiii. Ensuring that all plant, vehicles and equipment are adequately maintained so they are safe for use and any defective plant, vehicles or equipment is withdrawn from use immediately.
- xiv. Ensuring that no person is permitted to work with any plant, vehicle or equipment, or undertake any hazardous task unless they have been provided with such information, instruction, training and supervision as is necessary to ensure their own health and safety and the safety of others who may be affected by their actions.
- xv. Ensuring that all employees within their departments have the correct level of personal protective equipment (PPE) as identified by task/COSHH risk assessments and that any PPE is serviced, maintained or replaced as necessary.
- xvi. Ensuring that all employees are aware of the location of firefighting equipment, fire alarm call points in their immediate work areas and their respective assembly points.
- xvii. Ensuring a fire practice evacuation drill has been completed annually for their area and information maintained.

**d. REPSONSIBILITIES OF ALL EMPLOYERS AS PER SECTION 7 and 8 HSAWA 1974
EMPLOYEE'S HEALTH AND SAFETY DUTIES:**

All staff must take reasonable care for the health and safety of themselves and others who may be affected by their own acts or omissions, including by:

- i. Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- ii. Co-operating with the Health, Safety and Fire Officer, their employer or any other person so that they can comply with statutory provisions place on them.
- iii. Complying with any health and safety instructions and rules, including instructions on the safe use of equipment.
- iv. Using safety equipment and clothing provided in a proper manner and for the purpose intended.
- v. Not undertaking any task for which they have not been authorised and for which they are not

adequately trained

- vi. Not intentionally or recklessly interfering with or misuse anything provided in the interests of health, safety or welfare.
- vii. Bringing to the attention of their supervisors, Head of Department or the Heath, Safety and Fire Officer any perceived shortcomings in the College safety arrangements.
- viii. Cooperating in the employer's investigation of any incident or accident which has either led to injury or which, in the employer's opinion, could have led to injury.

e. OTHER SPECIFIC DELEGATED HEALTH AND SAFETY RESPONSIBILITIES

College Nurse:

- i. First point of contact for non-emergency treatment and advice. In the event of an emergency situation the emergency services shall be contacted on 999.

Head Porter:

- i. Coordinating First Aid Training and Mental Health Awareness Training
- ii. Coordinating site inductions
- iii. Coordinating the daily fire alarm checks throughout the College
- iv. Coordinating fire evacuation drills with all departments with support from the fire officers.
- v. Signing of hot work permits for contractors
- vi. Oversee the general safe day to day running of the College
- vii. CCTV monitoring of the College swimming pool to ensure users adhere to its safety rules.

Buildings Manager:

- i. Maintaining asbestos monitoring
- ii. Legionella management and electrical testing (either in house or via contractors)
- iii. First point of contact with external contractors
- iv. Overseeing and agree contractor method statements and risk assessments.
- v. Oversee the maintenance of the swimming pool equipment and filtration system.

Head of HR: Personal Welfare and Support

- i. The College is committed to ensuring the personal welfare of all employees by providing a safe and supportive working environment. We recognise that individual health and well-being are essential for maintaining a productive workforce. Where required, we will implement personal welfare arrangements, including adjustments to working conditions, access to occupational health services, and mental health support.
Employees are encouraged to discuss any personal health concerns with their line manager or HR, who will ensure that appropriate measures are taken. All matters will be handled confidentially and in accordance with applicable UK laws and regulations, including the Equality Act 2010, to ensure that employees receive the necessary support and accommodation
- ii. Support the Heath, Safety and Fire Officers on any health and safety training requests for the College staff using the approved training provider where possible.

III. SECTION 3: ARRANGEMENTS FOR HEALTH AND SAFETY

a. HEALTH AND SAFETY COMMITTEE

General consultation on Health and Safety matters will be dealt with by the Health and Safety Committee. The Committee meets twice a year and consists of the Master, Bursar, Members of the Fellowship, Health, Safety & Fire Officer, Heads of Department, and student representatives. Staff are represented by an elected member of the Staff Association Committee.

The College Council is informed of the work of the Committee and the status of health and safety in the College directly by the report of the two meetings of the Committee.

b. DELEGATED RESPONSIBLE PERSONS

LOCATION	NAME	TITLE
Boathouse	Peter Twitchett	Boatman
Bursary	Rob Brackley	Accountant
	Anna Battison	Committee & Accommodation Manager
Catering	Matthew Carter	Executive Head Chef
	Nathan Aldous	Head Chef
	Alex Tomkins	Front of House Manager
Conference	Harriet Carey	Conference Manager
Development	Claire Cosgrave	Head of Development Operations
Gardens	Brendon Sims	Head Gardener
Household	Donna Bass	Housekeeper
HR	Michele Warwick	Head of HR
IS	Tom Corder	IS Manager
Library	Amy Leahy	Librarian
Maintenance	David Hobbs	Buildings Manager
Porters' Lodge	Stephen Montgomery	Head Porter
Sportsground	Mark Robinson	Groundsman
Tutorial	Anna Osipova	Registrar