

EMMANUEL COLLEGE

HEALTH AND SAFETY
POLICY 2026/2027



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1. INTRODUCTION

The Emmanuel College health and safety policy details its commitment to effective health and safety management. It includes a Statement of Intent, together with roles and responsibilities for both key staff members and staff in accordance with the Health and Safety at Work Act 1974.

Under this Act Emmanuel College will use the principle of 'so far as is reasonably practicable,' the balance between the risk in a particular situation against the time, trouble, or cost in the measures to either avoid or reduce the risk.

1.1. POLICY STATEMENT

The health and safety policy is central to our activities and must feature prominently in all areas in order to ensure it is understood by those affected by our activities and to ensure compliance with all applicable health and safety legislation.

The College welcomes any suggestions regarding health and safety, including areas of concern. This can be communicated directly to the Health and Safety Officer or line manager for further action, as necessary.

This policy is communicated across the college, readily available on our website and is available on request to other interested parties.

1.2. OBJECTIVES

Our objectives are to ensure our management team and staff are provided with the necessary skills that allows them to conduct their undertaking safely and reduce the risk of injury to people and property, thereby providing a safe and healthy environment.

While achieving this objective is primarily the responsibility of managers, it is a shared responsibility and expected from staff, students, Fellows, contractors and visitors to take ownership of this moral duty.

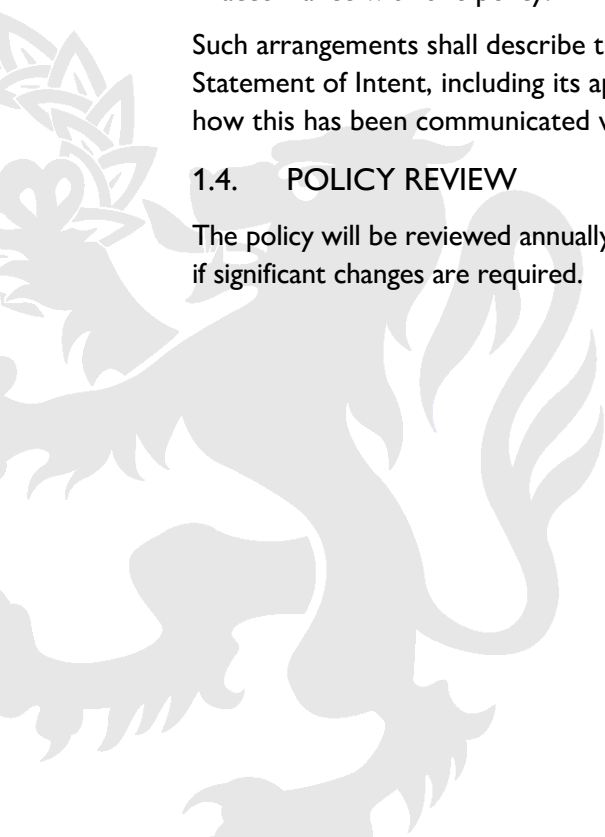
1.3. SCOPE

The policy is applicable to all staff, students, fellows, contractors and visitors and should be used by appropriate departments to determine, develop and implement their own health and safety arrangements in accordance with this policy.

Such arrangements shall describe the process by which each department has implemented the policy's Statement of Intent, including its applicable statutory duties, safety management responsibilities and detail how this has been communicated within the department.

1.4. POLICY REVIEW

The policy will be reviewed annually with associated health and safety documents every three years or sooner if significant changes are required.



2. STATEMENT OF INTENT

Emmanuel College recognises and accepts its responsibility to comply with all its statutory duties, enabling staff, students, Fellows, contractors and visitors to undertake their activities without risk to their health, safety and wellbeing.

The College will, so far as is reasonably practicable, ensure the health, safety and welfare of everyone at Emmanuel College, regardless of roles for the the prevention of work-related injuries or ill-health. The College shall:

- Demonstrate effective leadership through its risk management process.
- Identify health and safety hazards and take appropriate measures to either eliminate or control the risks.
- Ensure the provision and maintenance of safe plant, equipment, building and facilities are safe and without risk to health.
- Ensure arrangements for the safe handling, storage and transport of articles and substances.
- Provide a suitable environment that promotes and supports mental health and wellbeing in the workplace.
- Ensure that health and safety is fully integrated in all management planning and decision making.
- Providing adequate information, instruction, training and supervision to enable all staff to do their work safely.
- Empower all those affected by our activities to take ownership and responsibility to manage health and safety, including reporting any unsafe acts or conditions.
- Conduct appropriate accident investigations to learn lessons and implement measures to prevent recurrence.
- Promote effective communication and consultation between the College and its employees' concerning health and safety matters.
- Make adequate resources available to ensure the College's health and safety management systems can achieve its intended results.

As Bursar I am ultimately responsible for the health and safety at Emmanuel College and demonstrate my personal commitment to its community through this policy. I have appointed a Health and Safety Officer who will provide support and oversee the day-to-day management on health and safety related matters.

Health and safety will continue to remain our focus and ensure our people are reminded of their own responsibilities to comply with safety processes and to communicate and co-operate on matters that may have a negative impact on our health and safety performance.



Doug Chalmers, The Master
October 2026

3. HEALTH AND SAFETY ROLES, RESPONSIBILITIES AND ORGANISATION

This policy outlines the overarching responsibilities for health and safety and should be read along with other specific health and safety documents to ensure additional responsibilities are not overlooked.

3.1. BURSAR

The Bursar has overall responsibility for health, safety and welfare and will ensure this policy including a statement of intent is prepared, implemented and effectively communicated through the Heads of Departments to all staff. This responsibility is delegated to the Director of Operations for the departments they manage. The Bursar will review this policy annually or sooner if significant changes are required to ensure it remains effective and can achieve its intended results.

This responsibility extends to:

- i. The appointment of a competent person to manage health and safety and ensure compliance with applicable statutory requirements.
- ii. Supporting Heads of Departments that ensure their responsibilities to implement this policy within their respective areas is understood and that necessary local arrangements are developed and effectively communicated to their staff.
- iii. Monitoring health and safety data in order to maintain continuous improvements on health and safety performance.
- iv. The provision of adequate resources to fulfil health and safety related matters are available.
- v. Ensuring Heads of Department implement all corrective actions identified during audits, inspections and safety tours/walkabout as necessary and in a timely manner.
- vi. Supporting the Health, Safety and Fire Officer to fulfil their responsibilities when interacting with College departments, including health and safety information developed and issued from them.

3.2. HEALTH, SAFETY AND FIRE OFFICER

The Health, Safety and Fire Officer is responsible to the Bursar for providing support and advice to the College to ensure it is meeting or working towards meeting applicable legislative requirements. This means engaging with Heads of Departments and staff to ensure their health and safety responsibilities can be achieved and that as a department, local arrangements are developed, including risk and COSHH assessments and that adverse events are appropriately investigated to prevent recurrence, comply with RIDDOR and raise health and safety awareness that promotes a positive health and safety culture.

This responsibility extends to:

- i. Ensuring relevant health and safety arrangements are in place to demonstrate compliance with statutory requirements.
- ii. Developing appropriate health and safety documents to support the health and safety management system and ensure they are reviewed accordingly.
- iii. Conducting independent investigations as necessary to ensure remedial measures are effective.
- iv. Being the primary point of contact with enforcing authorities on matters relating to health and safety including providing details on specific work-related injuries under RIDDOR,
- v. Ensuring an appropriate health and safety training programmes is available, implemented and maintained that incorporates all mandatory health, safety and fire training.
- vi. Reviewing health and safety data and providing statistical reports to the Health and Safety Committee on the College health and safety performance.

- vii. Conduct planned health and safety audits and inspections with departments to assess compliance with this policy and provide written reports to learn and share best practice.

3.3. DIRECTOR OF OPERATIONS

The Director of Operations is responsible to the Bursar for health and safety relevant to departments under their control and will ensure they comply with this policy.

This responsibility extends to:

- i. Supporting Heads of Departments that ensure their responsibilities to implement this policy is understood and that necessary local arrangements to support this are developed and effectively communicated to their staff.
- ii. Conducting regular health and safety walkabouts that assess the effectiveness of existing safety measures and provide constructive feedback to Heads of Department so as to identify areas for improvement and/or areas of good practice.
- iii. Informing the Health, Safety and Fire Officer on any concerns arising from health and safety walkabouts/adverse events.
- iv. Ensuring adequate resources are available to ensure health and safety is achieved.
- v. Ensuring Heads of Department implement all corrective actions identified during audits, inspections and safety tours/walkabout as necessary and in a timely manner.
- vi. Supporting the Health, Safety and Fire Officer to fulfil their responsibilities when interacting with College departments, including health and safety information developed and issued from them.

3.4. HEADS OF DEPARTMENTS

Heads of Department are responsible to the Bursar and Director of Operations for health and safety within their departments. Their responsibilities must ensure they have effective arrangements in place for the management of safety that protect those that work under their governance.

This responsibility extends to:

- i. Implementing this policy within their respective areas, ensuring staff are aware, understand and comply with its contents.
 - ii. Ensuring local health and safety arrangements are available describing how this policy is implemented and communicated to staff.
 - iii. Demonstrating leadership in health and safety matters, by monitoring safe working practices, conducting safety tours, toolbox talks and completing local inspections.
 - vii. Seeking advice from the Health, Safety and Fire Officer on any health and safety related concerns.
 - iv. Ensuring health and safety responsibility delegated to staff are clearly understood and appropriately documented.
 - v. Ensuring all staff work in accordance with specific department health and safety arrangements including legislation that complement the College general health and safety documents.
 - vi. Ensuring staff have completed appropriate training that includes induction, fire, manual handling and additional health and safety training appropriate to their roles.
- Ensuring suitable Risk/COSHH assessments, supported by method statements/safe systems of work where necessary are completed, communicated and understood prior to any work commencing.

- vii. Ensuring that no staff is permitted to work with any plant, vehicle or equipment, unless they are adequately maintained and safe for use 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.
- viii. Not putting any staff at unacceptable risk, and to stop work where hazards are identified until the risk has been assessed, and appropriately controlled that either eliminate or reduce the risk to an acceptable level.
- ix. Ensuring that all staff within their departments have the correct level of personal protective equipment (PPE) as identified by task/COSHH risk assessments and that any PPE is inspected, maintained or replaced, as necessary.
- x. Ensuring any corrective action identified during health and safety audits or inspection have a suitable action plan in place that is SMART.
- xi. Ensuring that all staff are aware of the location of firefighting equipment, fire alarm call points, fire action notices for their areas and to take necessary actions in the event of a fire.
- xii. Ensuring a fire practice drill is completed annually and information is maintained and available during audits and inspections.

3.5. EMPLOYEES

Employees have a responsibility to their employer under section 7 and 8 of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and that no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.

This responsibility extends to:

- i. Co-operating with the employer so that they can fulfil their obligation under applicable legislations.
- ii. Complying with health and safety policies and instructions, including risk/COSHH assessments.
- iii. Using equipment and PPE as intended.
- iv. Reporting adverse events or concerns in accordance with the College's reporting procedures.
- v. Co-operating with the employer in any adverse events investigation.
- vi. Completing any health and safety training identified, as necessary.
- vii. Not to undertake in any task for which they have not been authorised, trained or competent in.
- viii. Immediately informing supervisors, managers, Heads of Departments or the Health, Safety and Fire Officer of any concerns or breaches to health and safety.

3.6. SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

3.6.1. COMMUNITY HEALTH PRACTITIONER

The Community Health Practitioner is the first point of contact for non-emergency treatment and advice. In the event of an emergency situation dial 999.

3.6.2. HEAD PORTER

The Head Porter completes responsibilities as defined in Para 3.4 as above.

This responsibility extends to:

- i. Coordinating First Aid and Mental Health Awareness Training
- ii. Ensuring daily fire alarm checks and scheduled fire evacuation drills are completed in accordance with information provided by the Health, Safety and Fire Officer.

- iii. Ensuring Porters attend to all fire alarm activations as described in appropriate processes and procedures supplied by the Health, Safety and Fire Officer.
- iv. Ensuring that all fire safety forms and records are accurately completed and available, as necessary.
- v. Coordinating site inductions.
- vi. Signing of hot work permits for contractors.
- vii. Overseeing the general safe day to day operation of the College
- viii. Monitoring the College swimming pool via its CCTV to ensure users adhere to its safety rules.

3.6.3. DIRECTOR OF ESTATES

The Building Manager completes responsibilities as defined in Para 3.4 as above and manages the maintenance of the College infrastructure.

This responsibility extends to:

- i. Monitoring and maintaining the College's asbestos register.
- ii. Ensuring Legionella management and electrical testing are completed internally or through external contractors, in accordance with legal requirement.
- iii. Being the first point of contact with external contractors and overseeing and approving risk assessments and method statements.
- iv. Ensuring the College swimming pool, equipment and filtration system is maintained in accordance with local procedures.

3.6.4. HEAD OF HUMAN RESOURCES

The Head of Human Resource completes responsibilities as defined in Para 3.4 as above. This responsibility extends to Personal Welfare and Support.

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:

- i. 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 Health, Safety and Fire Officers on any health and safety training requests for the College staff using the approved training provider where possible.

4. HEALTH AND SAFETY COMMITTEE

General consultation on health and safety matters will be discussed during scheduled Health and Safety Committee meetings. These are formal meetings scheduled twice a year and chaired by the Master. Attendees include the Bursar, Members of the Fellowship, Health, Safety & Fire Officer, Director of Operations, 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 health and safety status directly by the report of the two meetings of the Committee.

5. LIST OF RESPONSIBLE PERSONS

Location	Title
Boathouse	Boatman
Bursary	Accountant
	Committee & Accommodation Manager
Catering	Executive Head Chef
	Head Chef
	Front of House Manager
Conference	Conference Manager
Development	Head of Development Operations
Gardens	Head Gardener
Household	Housekeeper
HR	Head of HR
IS	IS Manager
Library	Librarian
Maintenance	Buildings Manager
Porters' Lodge	Head Porter
Sportsground	Groundsman
Tutorial	Registrar



APPENDIX 1 ABBREVIATIONS AND DEFINITIONS

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
ADVERSE EVENT	Can be described as an accident and incident
ACCIDENT	An event that results in an injury
INCIDENT	Near Miss - An event that, while not causing harm, has the potential to cause injury or ill-health, damage or loss to property
	Undesired circumstances - A set of conditions or circumstances that have the potential to cause injury or ill-health, damage or loss to property
SMART	Specific, Measurable, Achievable, Realistic, Time-bound
TOOLBOX TALKS	A brief informal meeting held to discuss a single, specific health and safety topic with workers, often at the start of a job. The purpose is to act as a reminder and continue awareness of potential hazards and reinforce safe working practices.
SAFETY TOURS	A systematic, regular formal, walk-through inspection of a workplace by management to identify hazards, risks and unsafe practices, thereby demonstrating commitment and leadership to improving a safety culture and compliance with legislative and regulatory requirements.
AUDITS	An assessment of the organisations systems, policies, procedures related to employee's health and safety to ensure compliance with regulations.
INSPECTION	A visit to a workplace Undertaken to ensure a safe working environment

