



# **SIDNEY SUSSEX COLLEGE**

## **HEALTH AND SAFETY POLICY**

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Sub-committee responsible: Health & Safety

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## Revision History

<b>Version</b>	<b>Author</b>	<b>Summary of changes</b>	<b>Sub-committee Review Date / Council Approved</b>	<b>Date by which next full review is due</b>
1.1	Domestic Bursar	Format was amended to bring it in line with Sidney documents, the links to the primary guidance were added and there was a change to the management structure to include the Head of Maintenance.	Council approved 02-12-2020	November 2021
1.2	Domestic Bursar	Reviewed at Health & Safety Committee on 30 November 2021. No changes made.	NA	November 2022
1.3	Domestic Bursar	Reviewed at Health & Safety Committee on 11 October 2022. No changes made	NA	November 2023
1.4	Domestic Bursar	Reviewed at Health & Safety Committee on 9 October 2023. Amendment to management structure to replace Maintenance Manager with Head of Facilities	Council approved 08-11-2023	November 2024



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## Corporate Health and Safety Policy Statement


Primary Guidance: [What you need to know](#)

It is the policy of Sidney Sussex College (the College) to take all reasonable steps to secure the health, safety and welfare of all persons working within the College environment, whether they are Fellows, staff, students or temporary residents. In addition, the College is committed to taking all reasonable steps to protect any visitors to the College against risks to their health and safety arising out of the working activities of the College. In making this commitment the College recognises that it not only has a duty to comply with health and safety legislation but also has a moral responsibility to provide a safe place of work together with safe working systems for all persons conducting their business within the College premises.

The College will therefore seek to identify any inherent risks within the general workplace and will take reasonable steps to eliminate them. However, it is important that everyone plays his or her full part in this process. First, it is vital that all who work in the College acquaint themselves fully with the health and safety policy and procedures laid down for the College. Those who have supervisory or managerial positions must also understand that they have a responsibility to ensure that health and safety standards are maintained at all times and that those under their control are not placed at risk; equally they must ensure that those under their control comply fully with all College health and safety policies and procedures. For their part, employees and students must take all reasonable steps to ensure that they endanger neither themselves nor any other persons through their activities in the College. More detailed health and safety requirements and responsibilities are contained in the paragraphs below.

### Policy Authorisation

As the undersigned Master of Sidney Sussex College (Chair of the College Council) the College Council accepts full responsibility for the implementation of this Health & Safety Policy and will ensure that working practices conform to the statement of intent.

	Master	29th March 2023
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### Non-Observance

It is the duty of all employees to comply with all systems put in place at work to protect their health and safety. Employees found to be in repeated breach of this policy are liable, therefore, to have disciplinary action taken against them.



## **Roles and Responsibilities**

Ultimate responsibility for health and safety in Sidney Sussex College is vested in the College Council. It is for the College Council to determine and approve health and safety policy for the College and to make provision for the implementation of its policies. The Health & Safety Committee will be responsible for conducting an annual review of the health and safety performance of the College.

Responsibility for day-to-day management of health and safety within the College is assigned to the Domestic Bursar who is the College Health and Safety Officer (HSO).

The Chair of the Health and Safety Committee is responsible for:

- Ensuring that the College complies so far as is reasonably practicable with all health and safety legislation
- Ensuring that assessments are undertaken by the appropriate line manager of the risks to health and safety in all parts of the College and that all reasonable measures are taken to eliminate or minimize the risks
- Keeping all health and safety measures under constant review
- Reporting to Council any major accidents or deficiencies in health and safety provision in the College
- Supervising the work of the HSO
- Liaison with external agencies such as the Health and Safety Executive (HSE) and City Council Officers (EHO and Fire Officer)

The College Health and Safety Officer is responsible for:

- Ensuring that all staff receive the adequate health and safety training, particularly those who are responsible for dealing with emergencies
- Ensuring that all persons working in the College are briefed by line managers on the health and safety policies and practices of the College as may affect them
- Ensuring that the College has sufficient fire safety alarms and fire-fighting appliances and also that they are maintained in working order
- Ensuring that all accidents occurring within College are reported and investigate promptly, if required
- Ensuring that Heads of Department implement health and safety recommendations and instructions from Council Officers
- Supporting the Chair of the Health and Safety Committee in carrying out his/her duties

The primary responsibility for implementing College health and safety policy falls on line managers in respect of the College staff working under their direction, and also on Fellows and others with a teaching or pastoral role in the College, in respect of the students with whom they deal in a College setting. In the course of performing such a role. Those concerned must, in



particular, ensure that the staff members or students under their control or supervision are not subjected to any unnecessary risk. In discharging this responsibility, they are to:

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

Health and safety is an integral part of the Head Porter and the Portering teams' role. They are responsible for monitoring compliance with Health and Safety rules. In particular, they are responsible for the monitoring of fire alarms, initiating the necessary response to incidents and managing evacuations of buildings. In an emergency all staff, students, fellows and guests are required to follow the Porter's instructions.

The Head and Deputy Head Porters, assisted by the rest of the Lodge team are responsible for the following:

- Complete a monthly check of all fire prevention equipment and ensure that fire signs have not been removed or defaced.
- Ensure that fire doors are not wedged open and that fire alarms are not tampered with.
- Ensure that emergency exits, passages and landings are kept free of obstructions and there is no buildup of refuse in gyp rooms, on landings or communal areas.
- Ensure that all students know where their assembly area is in the event of a fire alarm.
- Check staircase/building if the fire alarm sounds to ensure evacuation is complete. However, your safety is paramount and you must not place yourself in any danger whilst carrying out this task.
- Ensure that students inform the Porters Lodge of any guest they have staying overnight – this is for safety reasons only.
- Residents in Hostels are to immediately inform the Porters Lodge if the fire alarm system is activated and follow up with a written report within 48 hours.
- Ensure periodic inspections to ensure fire precautions are in place.

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

- They take all reasonable steps to safeguard their own health and safety while at work or otherwise active in the College.
- They also take all reasonable steps to safeguard the health and safety of all others in the College.





- They co-operate fully with the College in the College's efforts to establish a safe and healthy working environment. This includes undertaking whatever health and safety training the College may deem necessary and familiarizing themselves with and observing the College's health and safety rules and code of practice.

### Implementation of College Health and Safety Policy

The greatest danger to the College is fire. Fire can be caused in a number of ways but the most common circumstances are use of unsafe electrical equipment and overheating of combustible substances (e.g. causing fat fires when cooking). No person is therefore to bring into College any electrical equipment which has not been PAT tested. Furthermore, people are not to overload circuits by use of multi-socket adaptors.

The College has set in place arrangements to deal with fire emergencies. These arrangements include the provision of fire alarms and fire-fighting equipment (principally fire extinguishers and fire blankets). However, it is the policy of the College that the first priority of anyone discovering a fire is to raise the alarm, alert others to the hazard and to evacuate the building. No-one is to attempt to fight a fire unless he or she judges it is safe for him or her to do so. Moreover, all personnel are to respond to all alarms by vacating the building and gathering at the appropriate assembly point until they are cleared by an appropriate fire marshal (usually a member of the Head Porter's staff) to re-enter the building or disperse. This includes response to practice alarms, which will be organised from time to time to test the integrity of the system.

While fire is the greatest danger to the College, there are numerous other hazards which pose a risk to Fellows, students, staff and visitors. These include hazards from the use of power tools, electrical equipment and substances which might be hazardous to health, from manual handling operations and from the nature of the workplace itself. It is the policy of this College that, in all areas where hazards exist, risk assessments shall be carried out by the appropriate supervisor or line manager and reviewed regularly thereafter. The appropriate supervisor or line manager will also take the necessary action to eliminate or minimise the risk. This includes ensuring the workplace remains free of unnecessary workplace hazards (such as trip hazards or hazards from falling objects) and that staff or students receive the appropriate safety training (e.g. manual lifting training). The supervisor or line manager will also ensure that students and staff wear the appropriate personal protective equipment where it is provided.

Whenever accidents do occur, it is the policy of this College that they shall be recorded on every occasion in the Accident Book, which is held in the Porters' Lodge. If the accident is sufficiently serious, it shall be reported to the HSE by the Head or Deputy Head Porter within the statutory timeframe. The Head Porter shall also, in consultation with the HSO (Domestic Bursar), formally investigate any serious accidents and incidents that may occur on the premises.

The College shall have a Health and Safety Committee, which shall be chaired by the Bursar and on which there shall be representation from the Fellows, line managers, staff and students. The

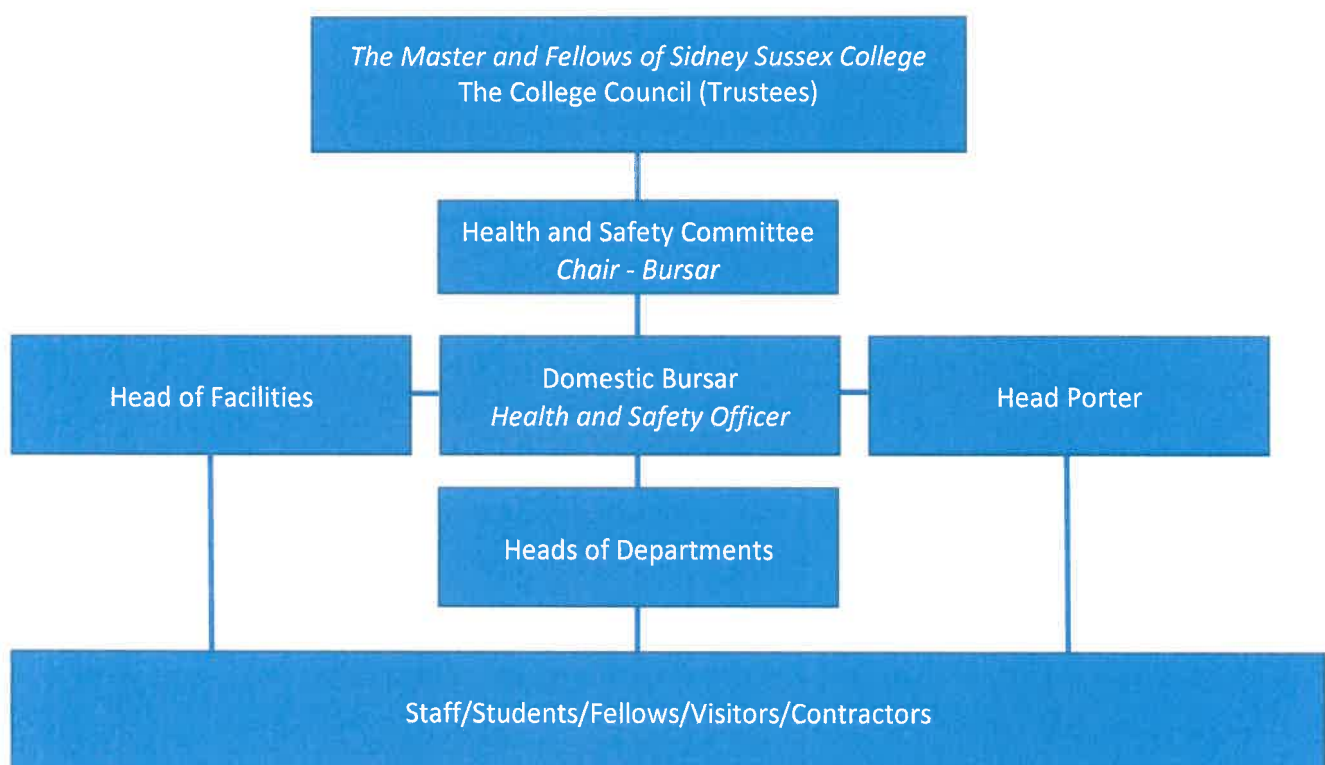




Committee shall meet at least once each term. The purposes of the Health and Safety Committee shall be as follows:

- To review progress on the implementation of College health and safety policies
- To draw attention to any deficiencies in the health and safety policies of the College
- To review the accident record of the College and draw lessons from any incidents that may have occurred

#### Health and Safety Management Structure





## Health and Safety Arrangements

### Training

Primary Legislation: [The Health and Safety at Work Act etc. 1974](#)

It is a legal requirement for employers to train employees on processes, equipment and arrangements they will need in the course of their work.

Sidney Sussex College puts great store in maintaining a safe working environment and views the training of employees, in the correct and safe way of doing their jobs, as a key contributing factor. Individual staff training requirements are outlined on the College training matrix.

The factors that determine the scope and frequency of training have been governed by:

- Risk Assessment
- Legal Requirement
- Individual job reviews and appraisals
- Health and Safety audits
- Accident Investigations
- Individual training requests



## Communication and Consultation

Primary Legislation: [The Information and Consultation of Employees Regulations 2004](#)

The most common definition of communication is 'the right information, to the right people at the right time to enable them to make appropriate decisions' (on health and safety issues).

All staff are given an appropriate health and safety induction when they first join the College which includes:

- Individual responsibilities
- Emergency procedures
- General arrangements for health and safety e.g. welfare facilities, first aid arrangements, accident reporting, Personal Protective Equipment etc.

Other methods of site communication

- Notice boards can be a useful visual way of providing information from a variety of sources, which may include web pages, minutes of meetings, accident/incident data and safety alerts
- Posters for immediate visual impact
- Suggestion boxes for workers who may have pertinent ideas but would prefer to remain anonymous
- Individual consultation if requested or deemed to be beneficial
- Senior management acting and leading by example

## Communicating with Staff

Health and Safety matters will be communicated to staff by a combination of electronic communication e.g. e-mails, notice boards, website, group meetings/departmental briefings or individual consultation.

When communicating with staff/workers, allowance may have to be made for those persons who have reading and writing difficulties and for those who may not understand English. In such situations written instruction will be supported by images and symbols and where necessary the use of a translator may be considered.



## Accident Reporting and Investigation

Primary Legislation: [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)

### Accidents and Incidents

Whilst the prevention of accidents, ill health and dangerous occurrences is the primary objective of this health and safety policy, it is recognized that they can still occur. In the event of an accident/incident or instance of ill health arising from a work related activity, the following will apply:

All accidents and significant incidents will be recorded in the accident book.

The details of any such record will be reported to the Domestic Bursar within 24 hours of the occurrence.

- The Health and Safety Officer, or other nominated person, will be notified immediately of accidents that result in significant harm or damage.
- The Health and Safety Officer is responsible for informing the relevant authorities under the regulations of Reporting of Incidents, Dangerous Occurrences and Diseases Regulations.

### Accidents Investigation

All accidents or incidents resulting in injury or damage, or having the potential to cause harm, disease or damage will be investigated by the College. The investigation and subsequent findings will be appropriate to the scale and significance of the incident.

In the event of a serious incident, accident or near miss or dangerous occurrence the College will liaise with its insurers and carry out an investigation to:

- Make safe any equipment or substances involved
- Prevent reoccurrence
- Obtain full details of the incident to enable a report to be compiled, or to assist the investigating Inspector, or provide information for insurance purposes.



## Risk Assessments

### Primary Legislation: [Managing for Health and Safety](#)

Sidney Sussex College recognises that risk assessments are not only a legal requirement but are fundamental in identifying risk control measures including safe systems of work, training requirements, engineering and management controls.

The concept of risk assessment is to focus on the risks that **really matter** in the workplace - the ones with potential to cause real harm.

In principle a risk assessment is simply a careful examination of what, in the workplace could cause harm to people, so that the College can weigh up whether we have taken enough precautions or should do more to prevent harm.

It is College policy that risk assessments will be carried out by a competent person but will be performed in such a way that will encourage staff involvement. The importance of keeping staff informed not only assists in the identification hazards but provides assurance that what we propose to do will not only work in practice but will not introduce any new hazards. In general employees are more likely to embrace risk control strategies if they have been involved in the process.

In all cases, when deciding on precautions, our existing control measures should be compared with good practice. In order to assist a library of HSE 'good practice' guidance documents has been prepared and is available to all our employees on our internal intranet.

When considering additional control measures the College will support the application of the recognised health and safety control hierarchy.

- Eliminate (can the hazard be removed altogether)
- Try a less risky option (e.g. switch to using a less hazardous chemical)
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard (e.g. put adequate barriers between pedestrians and traffic)
- Issue Personal Protective Equipment (e.g. clothing, footwear, goggles etc.)
- Provide welfare facilities (e.g. first aid and washing facilities for the removal and contamination)

In certain circumstances, and in accordance with specific legislation, it may be necessary to employ a competent person to undertake specialist risk assessment where these have been identified by the general risk assessment process; these include, but are not limited to:

- Manual Handling
- Pregnant workers
- Fire
- Display Screen Equipment



- Hazardous Substances
- Noise
- Vibration
- First Aid
- Personal Protective Equipment
- Work at Height
- Confined Spaces
- Asbestos
- PUWER Regulations for Equipment

The College will ensure that employees will be consulted on the content of the risk assessments and that they are easily accessible for review. Copies of risk assessments are retained and filed in a formalized, accessible manner on the organisations internal intranet system.

Risk assessments will be reviewed periodically (at least annually) or in special circumstances, which may include:

- A change in legislation
- The introduction of a new process, equipment or new working practices
- A change in personnel
- As the result of an accident
- In light of new technology or information

#### Method Statements (Standard Operating Procedures)

Where a specific method procedure (method statement) is required it will be drafted by a competent person with the assistance of one or more of those whose job involves carrying out the task concerned and with reference to the specific risk assessments.

Once the specific task method statement is agreed, it will be signed and dated by both the competent person and those who have helped him or her put it together. As from that date, no person may undertake the task concerned other than by following the procedure. No person may follow the procedure unless they have been trained in it. They will be considered to have been trained in it only when a copy has been signed and dated, both by the trainee and by the trainer, and then placed on the individual's personal file. Deviation from a method statement is only permissible following an appropriate level of assessment on the safety implications of any such change, and with authorization of the Head of Department.



## First Aid Provision

### Primary Legislation: [The Health and Safety \(First Aid\) Regulations 1981](#)

Under the terms of the Health and Safety (First Aid) Regulations 1981 and their corresponding approved code of practice and guidance, Sidney Sussex College is required to provide equipment, facilities and people adequate and appropriate for treating individuals who are injured or who fall ill at work.

First aid and medical assistance can only be given by qualified persons.

All persons have the right to call for an ambulance, or request that someone does this on their behalf, should they feel a situation requires the immediate presence of the emergency services.

### Record Keeping Arrangements

First aiders and/or appointed persons should enter details of all incidents that occur in the accident first aid book. The type of details that should be recorded is as follows:

- The date and time at which an incident occurred
- Its location
- The injured or ill person's name
- The nature of the injury or illness
- The nature of the first aid assistance provided (if provided)
- The outcome immediately after the first aid was provided (if provided) (e.g. the person was taken to hospital and by whom)
- The name and signature of the person completing the record and the date on which the entry was made

### First Aid Equipment and AED

First Aiders should familiarise themselves with the location of the first aid boxes and the AED. First Aiders are responsible for ensuring the first aid provisions are re-stocked or the Head of Department who holds the First Aid Box is informed that items have been used and may need to be replaced. The College has an AED device which is checked weekly by the Senior Porters in the Porters' Lodge where it is held.





## Fire Precautions

Primary Legislation: [The Regulatory Reform \(Fire Safety\) Order 2005](#)

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, the College is required to undertake a fire risk assessment to determine all potential fire hazards related to our premises, our type of work and the way in which this work is performed. We are then required to take action to reduce all risks to a reasonable minimum and to ensure that all employees are protected from remaining hazards and the dangers associated with fire should one break out for some other reason. We are required to do this by providing:

- An appropriate fire detection and warning system
- Safe means of escape
- Appropriate fire-fighting equipment

We are also required to devise a means for testing and maintaining the above arrangements.

The Order states that we must develop a plan of action to specify exactly what must happen should a fire occur. This plan of action should incorporate relevant details concerning the above points (for example, how the fire warning (alarm) system is activated, the location of emergency exits and what type of fire-fighting equipment is to be used for which types of fire). In addition, employees must receive training in respect of this plan, which must include a fire evacuation procedure to be practiced at regular intervals (at the very least, once each year).



## Work Equipment

Primary Legislation: [Provision and Use of Work Equipment Regulations 1998](#)

Definition: Work equipment is generally *any equipment used by a person at work*, i.e. any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). The definition is equally applicable to **estates working**, e.g. using tools and machinery, or in an **office environment** using office equipment, e.g. photocopiers, computers, printers and lighting e.g. for workstations.

- Work equipment will be purchased based on its suitability to carry out work safely and effectively, not on a cost only basis
- All tools/equipment will be inspected each working day **prior to use** to determine that they are fit for purpose. Any item found to be faulty will not be used until either repaired by a competent person or replaced
- Where specialised equipment is used for estates or catering work, only sufficiently trained competent people shall operate such equipment
- Employees are NOT permitted to bring in their own Work Equipment for business use without first seeking approval from the Health and Safety Officer.



## Manual Handling Operations

Primary Legislation: [The Manual Handling Operations Regulations 1992](#)

Under the Manual Handling Operations Regulations 1992, the College is required to assess our workplace and identify where manual handling takes place in the course of what we do.

The Regulations require us to ensure, where reasonably practicable, that manual handling is avoided - for example by changing work processes or by the introduction of mechanical aids. Where it is not reasonably practicable to make such changes, we are required to identify the risks associated with a manual handling task and make arrangements to reduce these.

We are also required to provide our employees with instruction in the correct techniques to use when manually handling an object to ensure that, as far as possible, injuries are not sustained.

The College will ensure that training in correct procedures will be provided to all staff.

This training will be provided to relevant employees by competent persons. A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Further risk assessments, in full or in part as relevant, will be undertaken:

- On the introduction of new or second-hand machinery and equipment (whether introduced to aid lifting or not)
- If the layout of the workplace, or any process, is altered
- No later than 12 months after a previous assessment

Where it is not possible to avoid handling a weight manually, the following points are relevant:

- What can be handled by any particular individual will depend their physical suitability to carry out the operation.
- Suitable protective clothing must be worn
- Always make sure the lifting route is clear of obstructions and trip hazards
- Always reduce loads to more manageable smaller and lighter ones if possible
- Make sure no one person does all the lifting
- Seek help if in doubt about your capacity to carry **any** load, especially one that is awkward in shape. Any person or persons assisting you should be similar in height and build to you to ensure the load does not become unbalanced during the lift. Where help is obtained, one member of the team should give instructions. When team handling, ensure good vision, good handholds for all, and that team members do not obstruct each other.



## Working at Height

### Primary Legislation: [Work at Height Regulations 2005](#)

Working at height is deemed to be any work related activity carried out above ground level. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury.

Work at height will range from the routine use of a stepladder to retrieve files on shelving to potentially higher risk activities undertaken such as work on the roofs of buildings.

The Work at Height Regulations requires that we do all that is reasonably practicable to prevent anyone falling and sets out the following simple hierarchy for managing and selecting equipment for work at height:

- Avoid work at height wherever possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

These duties require that:

- All work at height is properly planned and organised
- Where applicable, all work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent to do so
- The place where work at height is undertaken is safe
- Equipment used for work at height is appropriately selected, used, inspected and maintained
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

The above measures require that the risks arising from such work are risk assessed and that adequate risk control measures are implemented. Department heads must ensure that:

- No work is undertaken at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable



- They take account of the findings of the risk assessment referred to above

Department heads must ensure that everyone involved in work at height is competent to do so having received suitable and sufficient information, instruction and training and is supervised by a competent person.



## Hazardous Substances

### Primary Legislation: [Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#)

Under the Control of Substances Hazardous to Health Regulations 2002, the company is required to assess all substances kept at work to determine what risks there are to employees from their use.

Where possible, we are required to substitute all harmful substances for less harmful ones or, if this is not practicable, to change the way that things are done so that we no longer need to use the substance concerned.

Where it is not possible to do either of the above, we are required to consider such things as:

- Isolating the substance and process away from general work areas
- Reducing the amount of the substance used and the number of people exposed to it, as well as the length of time the exposure occurs

Where use of a substance cannot be avoided, we must control exposure by way of ventilation so as to extract fumes and dust away from a process. In addition, we should ensure that the point of extraction is as close to the source of the process as practicable (possibly by using a localised exhaust ventilation (LEV) system). Personal protective clothing and equipment must be provided where relevant, but always as a last resort and never as a substitute for the controls described above.

No employee shall undertake a procedure involving use of a substance unless trained.

Further assessments, in full or in part as relevant, will be undertaken:

- If any process or substance is changed
- No later than 12 months after a previous assessment

When dealing with a substance, particularly a harmful one, the following general points are relevant.

- Never decant it into food or drink containers
- Never store it in open containers
- Always store rags used in conjunction with chemicals in covered containers
- After handling substances, always remove protective clothing worn (including overalls etc.) and clean your hands before consuming food or drink
- Do not use solvents, such as turpentine, bleach or white spirit, as a substitute for proper cleaning agents
- Never siphon substances by mouth
- Always check that personal protective equipment and substance control arrangements (such as local exhaust ventilation systems) are in good working order, and report all defects when found
- Seek first aid treatment for all cuts



- Monitor your skin regularly and consult your GP should any rash appear. Inform the Health and Safety Officer at once should this happen





## Asbestos

### Primary Legislation: [Control of Asbestos Regulations 2012](#)

Many buildings contain asbestos in various forms for purposes of heat or acoustic insulation, for fire protection.

Hazard identification and risk assessment are the basis for introducing practical preventive policies and control measures in the workplace.

Guidance notes and procedures provide more detailed information on the hazards, risks and appropriate preventive control measures required in order to fulfil our obligations under the Control of Asbestos Regulations 2012.

To control the risks to employees, building users, contractors and other persons, the following measures will be adopted:

- The College shall ensure that a Management survey will be carried out on all properties which, due to their age or nature of construction, are likely to contain asbestos
- Where building/construction works are to take a refurbishment/demolition survey will be undertaken in advance
- The College shall ensure that an Asbestos Management Plan is developed, maintained and reviewed annually for all College properties
- Where existing properties contain asbestos containing material which is sound, in good condition and has not been, or is not likely to be subject to abrasion or deterioration, the material shall be labelled and left undisturbed, its position noted in the Asbestos Management Plan and its condition monitored and periodically reassessed
- Where existing installations or parts of property contain damaged, deteriorating or inadequately sealed asbestos containing material, the material shall be
  - Enclosed, sealed or encapsulated
  - Removed and replaced by suitable material not containing asbestos
  - In the case of vacant or unoccupied property, the property or the affected parts of the property will be secured to prevent access



## Confined Spaces

### Primary Legislation: [The Confined Spaces Regulations 1997](#)

Definition of a confined space: While a closed tank with restricted access may be the obvious example of a 'confined space', it also includes enclosed room such as basements, pits, open manholes, trenches, pipes, flues, ducts, ceiling voids, and other places where there is inadequate natural ventilation.

Dangers can arise in confined spaces through:

- Lack of oxygen
- Poisonous gas, fumes or vapour
- Liquids and solids suddenly filling the confined space, or releasing gases into it when disturbed
- Fire and Explosions
- Residues left behind which can give off gas, fumes or vapours
- Dust
- Hot working conditions

Work will only be carried out within a confined space when absolutely necessary or where it cannot be undertaken from outside the chamber, vessel etc. By planning tasks adequately and utilising the correct tools and equipment, the need for confined space working should be eliminated.

Where working in a confined space cannot be avoided it will only precede once a risk assessment and a safe system of work have been put into place. Dependent on the level of risk associated with the task, a permit to work and permit to enter system may be required. Any assessment will include consideration of:

- The task
- The working environment
- Cleaning and purging processes
- Working materials and tools
- The suitability of those carrying out the task
- Arrangements for emergency rescue



## Welfare Arrangements

### Primary Legislation: [Workplace Health and Safety Welfare](#)

The College recognises its duty to ensure that suitable welfare facilities are provided for everyone while at work. The essential facilities to be provided are as detailed below:

#### General requirements:

- All welfare facilities must be readily accessible
- All welfare facilities must have adequate heating, lighting and ventilation
- Clear arrangements must be made to ensure that welfare facilities are kept clean and tidy

#### Toilets:

- An adequate number of toilets must be provided at all times

#### Washing facilities:

- Must be put next to both toilets and changing facilities
- There must be a supply of clean, hot and cold water
- Soap and towels (or a dryer) must be provided

#### Storing and changing clothes:

- There must be a provision for storing clothing not worn on site
- There must be a provision for storing Protective clothing needed for site working
- The facilities should provide for wet clothing to be dried
- Men and women must have separate changing facilities

#### Rest facilities:

- There must be facilities for taking breaks and they must provide shelter from the weather and be adequately heated
- Rest facilities should have:
  - Tables and chairs
  - A kettle or urn for boiling water
  - Provision for preparing food e.g. a microwave (gas rings are not suitable due to the risk of fire)

#### Drinking water:

- There must be an adequate supply of wholesome drinking water provided
- Drinking water must be conspicuously marked as drinking water
- Cups should be made available unless it is a drinking fountain



## Display Screen Equipment

Primary Legislation: [The Health and Safety \(Display Screen Equipment\) Regulations 2002](#)

Under the Regulations, display screens are defined to include any screen that provides information in a numbers, words or images format. Workplace display screens, therefore, include not only VDUs but also microfiche readers and machine control screens as well.

According to the Regulations, we are required to assess all workstations that include DSE, with the aim of reducing any health risks found.

In general these health risks will fall into two categories.

**Ergonomic risks** - risks associated with the posture of an employee when using the equipment in question. For instance, do they have to remain still for lengthy periods, and, are the controls of the equipment (for example a keyboard) in an awkward position in relation to where the employee sits or positions their hands? These kinds of risk can give rise to work-related upper limb disorders and are dealt with under that policy.

**Eye strain** - In this respect any habitual user of DSE may request to have his or her eyes tested. Habitual users are considered to be those who use display screens for more than three-and-a-half hours each day. The College will arrange for such a test to take place. The cost of each test (to be undertaken by a suitably qualified person) will be met by the College, as will the cost of any glasses considered necessary for undertaking the display screen work concerned (although only in respect of the basic variety of glasses considered necessary to correct the problem).

Further tests should be carried out at periodic intervals. It will be for the qualified person undertaking the first test to determine what these periodic intervals should be.

All staff will be required to carry out a Display Screen Equipment (DSE) assessment to ensure that they are working in an ergonomically sound way and to highlight any issues which may require further investigation.

*NOTE: Equipment will not be procured once a suitable and sufficient DSE assessment has been undertaken. Employees are not permitted to bring in or procure any personal accessories e.g. mouse, chair etc.*



## Noise at Work

Primary Legislation: [The Control of Noise at Work Regulations 2005](#)

In accordance with the Control of Noise at Work Regulations 2005 the College is required to take action to protect you where, throughout any eight-hour period of work, you are likely to be exposed to noise averaging 80 decibels or more. Where this is the case, we must inform those of you affected and provide hearing protection for you if you request it.

Where you are likely to be exposed to noise averaging 85 or more decibels, we are required to reduce either the level of this noise or the time you are exposed to it. We are required to do this by any of the following means.

- Rotating jobs to ensure that no one person is exposed throughout the whole eight-hour period
- Constructing noise refuges around machine control areas
- Boxing in noisy machines using sound insulation material
- Changing machines and methods of work
- Grouping particularly noisy machines together in a single, sound-controlled area
- Fitting silencers to all exhausts

Where it is not practical or possible to reduce noise level over an eight-hour period in any work area to below 85 decibels, we must mark the area concerned with recognised signs and ensure that no one enters these areas unless wearing hearing protection.



## Hand-Arm Vibration

### Primary Legislation: [The Control of Vibration at Work Regulations 2005](#)

Under the Management of Health and Safety at Work Regulations 1992, the College is required to undertake a risk assessment of all processes that result in operators experiencing hand-arm vibration and then take action to help protect those undertaking these tasks from developing HAVS.

A range of recommended protective actions has been drawn up by the HSE, including the following:

- Changing the way work is carried out to ensure that operators do not come into contact with high-level vibrating equipment
- Replacing older tools with tools of a more modern design that incorporate vibration-reduction devices
- Ensuring that equipment is properly maintained at regular intervals and is always in good working order
- Only using equipment that gives off high levels of vibration for relatively short periods of time before taking a break
- Encouraging employees to exercise their fingers and forearms during these breaks to improve blood supply
- Rotation work to ensure that no one or two people are always exposed to a vibrating process

Training will be provided to relevant employees by competent persons. A training record will be kept, and when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Further risk assessments, in full or in part as relevant, will be undertaken:

- On the introduction of new or second-hand machinery and equipment
- If any process is altered
- No later than 12 months after a previous assessment



## Lone Working

### Primary Legislation: [Protection Lone Workers](#)

Lone workers are people who work on their own with little or no supervision. Thus in the event of an emergency there is no one to give assistance, or summon help. There is no time limit attached to working alone. It may be for the whole work period, or only for several minutes. This can take place in a number of situations. For example; people working outside normal hours e.g. cleaners, maintenance and repair staff; or mobile workers working away from their main site e.g. porters. There is no law which says that people cannot work on their own, however the Health and Safety at Work places a duty on the employer to ensure that all work activities are carried out safely.

Factors to be considered in assessing lone working situations will include:

- The health of the individual concerned
- Who would be contacted in an emergency situation and how?
- Provision in the event of an accident or illness – Note: is the person medically fit and suitable for carrying out the work?
- Actions in the event of fire
- Workplace conditions e.g. access and egress excesses or temperature
- Manual handling
- Hazardous substances
- Is there a risk of violence?

Further risk assessments, in full or in part as relevant, will be undertaken:

- Should the health or the personal circumstances of the individual change
- If any process or procedure is altered
- No later than 12 months after a previous assessment





## Stress

### Primary Legislation: [Stress at Work](#)

The Health and Safety Executive (HSE) define stress as "an adverse reaction people have to excessive pressures or other types of demands placed on them".

Life places demands and pressures on all of us, but if these stressors become too great or exist for a prolonged period of time they can affect our health. Stressors can originate from within the workplace or from our lives outside the office, e.g. bereavement; break up of a relationship; financial situation

Stress is not the same as 'pressure'. Pressure can be motivating and challenging and can actually improve performance and whilst each of us has a different ability to cope with pressure this can fluctuate according to our personal situations. Additionally each role carries with it a performance level which the employee is expected to meet. However, if the individual's ability to cope decreases and/or the expectations upon him or her is too high, potential health risks can result.

The College recognises that stress, especially chronic stress, can be a considerable risk to both physical and mental health so is committed to promoting a healthy environment and a supportive climate

The College will

- Undertake regular risk assessments and taking action to reduce risks once identified
- Raise awareness of stress and mental health issues by improving the quality and accessibility of information
- Help staff at all levels develop their knowledge and skills in this area through the provision of appropriate training opportunities
- Provide services that support staff with stress-related issues



## Personal Protective Equipment

### Primary Legislation: [The Personal Protective Equipment at Work Regulations 2002](#)

Under relevant legislation, we are required to carry out an assessment of all processes undertaken here at Sidney Sussex College to determine which, if any, put employees at risk of injury or of developing ill health. Where risks are identified we must, in the first place, try to eliminate these. This might involve, for example, changing the way a job is performed, introducing new equipment or automation, or isolating hazards with some form of engineering control, for instance surrounding particularly noisy machinery with noise-proof screening.

In certain cases it may not prove practicable to reduce risks in this way. For instance, although it may be desirable to reduce risks by installing new equipment, it may not be financially feasible to do this immediately. In other situations, risks may remain even though all reasonable changes in a process, as well as engineering controls, have been introduced. As a last resort in these cases, Personal protective equipment (PPE) will be required that is both suitable and appropriate to defend against the risks that remain. It should be noted, however, that although providing PPE is essential where relevant, this should be done as a last resort and never as a substitute for

- Changing the way things are done, or
- Introducing engineering controls if these things are reasonably practicable

The law requires that PPE considered necessary (as a result of a risk assessment) must be provided free of charge. Where the PPE is protective overalls, safety eyewear or safety footwear, one or more sets will be issued to the employees required to undertake the processes concerned.

Where the PPE is of a specialist type, for example breathing apparatus, the kit will be retained at a central source.

Training will be provided to relevant employees as to how to wear and/or operate each item of PPE that they are required to use. Also provided will be an explanation as to why the particular kit concerned is essential and what its limitations are. This training will be provided by persons competent in the use of the PPE concerned. A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

Further risk assessments, in full or in part as relevant, will be undertaken:

- On the introduction of new or second-hand machinery and equipment
- If the layout of the workplace, or any process, is altered
- No later than 12 months after a previous assessment

### Points to Note:

- For PPE to be effective, it must work as intended. Particular problems concern:
  - Those with beards, for whom certain types of respirators will let in contaminated air because an effective seal around the face cannot be made



- those required to wear two or more pieces of kit at the same time that may not be compatible; examples include certain types of safety helmet and ear defender (where the ear defenders cannot cup the ear completely), and respirator and safety eyewear (where the eyewear dislodges the seal between the respirator and the face)
- PPE must be selected and/or adjusted to fit your height, size and weight
- Rubber-based protective materials are penetrated by most solvents within a fairly short period of time
- Although it might seem like a burden to have to put on PPE for a relatively quick job, if PPE is specified for that job then it has been specified for a purpose. As an example, hundreds of eye injuries are reported every day and some 75% of these occur to people who have not put on safety eyewear
- It is your responsibility to use PPE as you have been trained to do so. You must take good care of it when it is in your possession and bring any faults and/or damage to the attention of your supervisor.



## Construction (Design and Management) Regulations

### Primary Legislation: [The Construction \(Design and Management\) Regulations 2015](#)

Sidney Sussex College recognises that as a 'construction client' we have the biggest influences over the way a project is managed.

We have substantial influence and contractual control and our decisions and approach determine:

- The time, money and other resources available for projects
- Who makes up the project team, their competence, when they are appointed and who does what
- Whether the team is encouraged to co-operate and work together effectively
- Whether the team has the information that it needs about the site and any existing structures
- The arrangements for managing and co-ordinating the work of the team

Because of this, we are accountable for the impact our approach has on the health and safety of those working on or affected by the project.

In addition, as a construction client, we must make sure that:

- Designers, contractors and other team members that they propose to engage are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do
- We allow sufficient time for each stage of the project, from concept onwards
- They co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the Regulations
- We co-ordinate our own work with others involved with the project in order to ensure the safety of those carrying out the construction work, and others who may be affected by it
- We have reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health. (This does not mean managing the work themselves, as we do not have the expertise and resources needed and it can cause confusion)
- Contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase
- Any fixed workplaces which are to be constructed will comply, in respect of their design and the materials used, with any requirements of the Workplace (Health, Safety and Welfare) Regulations 1992
- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to them



For notifiable projects, in addition to the duties set out above, Sidney Sussex College must:

- Appoint a CDM co-ordinator to advise and assist with their duties and to co-ordinate the arrangements for health and safety during the planning phase
- Appoint a principal contractor to plan and manage the construction work – preferably enough for them to work with the designer on issues relating to buildability, usability and maintainability
- Ensure that the construction phase does not start until the principal contractor has prepared a suitable construction phase plan and made arrangements for suitable welfare facilities to be present from the start of the work
- Make sure the health and safety file is prepared, reviewed, or updated ready for handover at the end of the construction work. This must then be kept available for any future construction work or to pass on to a new owner.



## Performance Monitoring and Measuring

Guidance: [Successful Health and Safety Management](#)

The content of this Policy and its effectiveness in terms of health and safety performance is the subject of an annual review by the Health and Safety Officer with input from the senior management team, as identified in the organization section of the policy.

Health and safety performance will be monitored at senior levels and on a scheduled basis as an agenda point at management meetings. Accident/incident data and other relevant statistical analysis, results from safety initiatives with specific objectives or the findings of management inspections will be reviewed at the meetings.

Senior personnel shall regularly monitor and record whether health and safety responsibilities in their areas are being properly identified and discharged correctly and address any failings accordingly. Items to be monitored include:

- Staff awareness of health and safety rules, that duties are complied with and executed as a primary objective
- Appropriate health and safety training for all staff
- Ensuring that statutory requirements are being met

### Measuring:

The College will make provision for periodic inspections of workplace activities and internal auditing (at least bi-annually) of the HSG65 safety management system as a means of measuring the success, or otherwise, of policy objectives and the commitment to continued improvement, thereby identifying any requirement for corrective actions at source, or further opportunities for improvement. This audit will be carried out at least annually and the results will be discussed at management level so that a strategy for continuing improvement can be developed.

Our current health and safety audit was undertaken on 9 August 2018. A copy is held by the HR Manager and is available upon request.