

# Health and Safety Policy



**Newnham College**  
University of Cambridge

## Contents

### 1. **HEALTH AND SAFETY POLICY STATEMENT**

Principal: declaration of intent on behalf of the College

### 2. **THE ORGANISATION**

- College Overview
- Management structure with defining roles and responsibilities within the College
- Setting Objectives

### 3. **ARRANGEMENTS**

Procedures and systems necessary for implementing the policy

- 3.1 Training
- 3.2 Communication & Consultation
- 3.3 Accident reporting and investigation
- 3.4 Risk assessments and written systems of work
- 3.5 First aid provision
- 3.6 Fire precautions
- 3.7 Work equipment
- 3.8 Manual handling operations
- 3.9 Work at height
- 3.10 Hazardous substances
- 3.11 Asbestos
- 3.12 Confined spaces
- 3.13 Welfare arrangements
- 3.14 Display screen equipment (computers & workstations)
- 3.15 Noise
- 3.16 Vibration
- 3.17 Lone Working
- 3.18 Stress
- 3.19 The Construction (Design and Management) Regulations 2015

### 4. **PERFORMANCE MONITORING & MEASURING**

The means by which the College measures the effectiveness of the arrangements and reviews health and safety performance.

### 5. **HEALTH & WELLBEING**

The College's commitment to the Health and Wellbeing of its staff.

## Additional Information – Library of “online” guidance

Please note that under the title of each section of this policy there is a “hyperlink” or website address by the side of “Primary Guidance” or the “Primary Legislation”. When this policy is read “online” the reader can double click the “hyperlink” or copy and paste the web address to access all the background information on the legislation and /or guidance documents which form the basis of this policy.

A summary of these “links” are shown below:

<b>Section 1</b>	<b>Primary Guidance:</b>	<a href="#"><i>What you need to know</i></a>
<b>Section 2</b>	<b>Primary Guidance:</b>	<a href="#"><i>Directors Responsibility for Health and Safety</i></a>
<b>Section 3.1</b>	<b>Primary Legislation:</b>	The Health and Safety at Work etc. Act 1974 <a href="http://www.legislation.gov.uk/ukpga/1974/37/contents">http://www.legislation.gov.uk/ukpga/1974/37/contents</a>
<b>Section 3.2</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Information and Consultation of Employees Regulations 2004</i></a>
<b>Section 3.3</b>	<b>Primary Legislation:</b>	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 <a href="http://www.hse.gov.uk/riddor/index.htm">http://www.hse.gov.uk/riddor/index.htm</a>
<b>Sections 3.4, 3.17, 3.18:</b>		<a href="#"><i>The Management of Health and Safety at Work Regulations 1999</i></a>
<b>Section 3.5</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Health and Safety (First Aid) Regulations 1981.</i></a>
<b>Section 3.6</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Regulatory Reform (Fire Safety) Order 2005</i></a>
<b>Section 3.7</b>	<b>Primary Legislation:</b>	<a href="#"><i>Provision and Use of Work Equipment Regulations 1998</i></a>
<b>Section 3.8</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Manual Handling Operations Regulations 1992</i></a>
<b>Section 3.9</b>	<b>Primary Legislation:</b>	<a href="#"><i>Work at Height Regulations 2005</i></a>
<b>Section 3.10</b>	<b>Primary Legislation:</b>	<a href="#"><i>Control of Substances Hazardous to Health Regulations 2002 (COSHH)</i></a>
<b>Section 3.11</b>	<b>Primary Legislation:</b>	Control of Asbestos Regulations 2012 <a href="http://www.legislation.gov.uk/uksi/2012/632/contents/made">http://www.legislation.gov.uk/uksi/2012/632/contents/made</a>
<b>Section 3.12</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Confined Spaces Regulations 1997</i></a>
<b>Section 3.13</b>	<b>Primary Legislation:</b>	<a href="#"><i>Workplace (Health, safety &amp; Welfare) Regulations 1992</i></a>
<b>Section 3.14</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Health and Safety (Display Screen Equipment) Regulations 2002</i></a>
<b>Section 3.15</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Control of Noise at Work Regulations 2005</i></a>
<b>Section 3.16</b>	<b>Primary Legislation:</b>	<a href="#"><i>The Control of vibration at Work Regulations 2005</i></a>
<b>Section 4</b>	<b>Primary Guidance:</b>	<a href="#"><i>Successful Health and Safety Management</i></a>
<b>Section 5</b>	<b>Primary Guidance:</b>	The Construction (Design and Management) Regulations 2015 <a href="http://www.legislation.gov.uk/uksi/2015/51/contents/made">http://www.legislation.gov.uk/uksi/2015/51/contents/made</a>

**Section 6    Health and Wellbeing**

## 1. Corporate Health & Safety Policy Statement

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

It is the policy of Newnham College to develop a positive health & safety culture throughout its organisation. Newnham College believes that health and safety standards are a pre-requisite in the pursuit of continual improvement and the development of a positive health and safety culture. Newnham College therefore acknowledges its legal and moral responsibilities for the safety, health and welfare of its staff and all other persons whose health and safety may be affected by the College's activities.

The College Council has overall responsibility for policy formulation and implementation. In turn, all levels of management are responsible for carrying out health and safety duties placed upon them.

The College Council will ensure that there are sufficient resources for the successful implementation of the health and safety management policy through active monitoring and review as well as for committing adequate financial, human and other resource to ensure the effective implementation of this policy.

The primary element of the policy is to prevent, as far as is reasonably practicable, injury or ill health, both to members of staff and other persons who may be affected by the actions of the College.

The policy will be communicated to members of staff, people engaged on a contractual basis and all others who may be using or visiting College premises. All personnel will be directed to the policy detail to ensure their understanding of how to carry out required work in a manner that does not expose themselves or others to risk.

The communication of all relevant safety matters will be facilitated by whatever means is deemed to be the most effective for particular situations and will include the use of electronic communication, meetings/departmental briefings, notice boards or consultation with individual members of staff and will be supported by documented means where necessary/appropriate, e.g. minutes of meetings. Equally the demonstration of good practice by senior management is considered essential in order to reinforce the safety culture of this organisation

The College actively encourages participation in matters relating to health and safety by ensuring that the appropriate means for reporting of safety and welfare issues are provided and suitable arrangements for consultation.

Appropriate action will be taken should there be any breaches of established health and safety regulations or rules by any person(s).

Where appropriate, the monitoring and review of the College's health and safety management policy will be carried out under the direction of the appointed competent person(s) to determine performance against stated aims and objectives and will be amended where legislation, changes to working practices or new hazards necessitate this.



**Policy Authorisation:**

As the undersigned Principal of Newnham 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.

Signature:	 <i>Professor Dame Carol Black – Chair of the College Council</i>	Date: 27 Nov 2015
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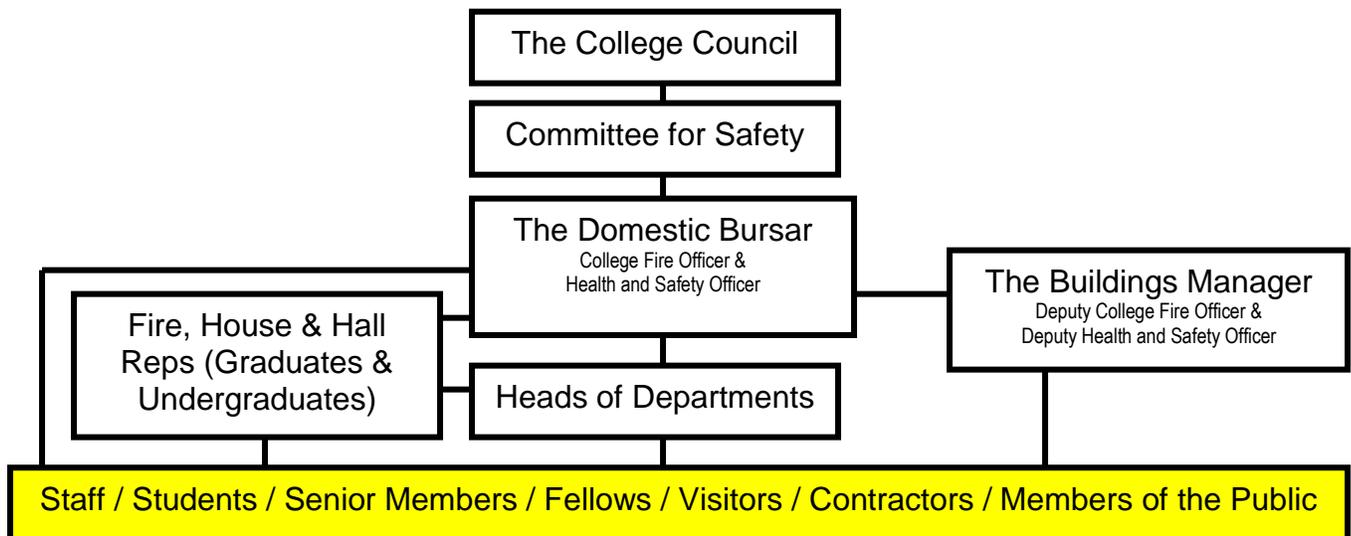
**Non – Observance**

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

## 2. Roles and Responsibilities:

### Newnham College Health and Safety Reporting Structure

Primary Guidance: [Directors Responsibility for Health and Safety](#)



The **Domestic Bursar** has overall responsibility for health, safety and welfare on behalf of the Principal and Fellows of Newnham College. Duties include ensuring that:

- members of staff of the College are advised of all appropriate health, safety and welfare legislation
- health and safety standards and procedures for all departments are planned, implemented, maintained and audited;
- health and safety standards and procedures are reviewed annually and updated where necessary, members of staff are informed of any such changes;
- risk assessments are undertaken to identify hazards and to eliminate, minimise or control the level of risk for activities carried out within the College. All assessments must be reviewed regularly, monitored and findings communicated to affected members of staff;
- training in all aspects of health and safety necessary for the job is provided for members of staff;
- accidents and dangerous occurrences are investigated, recorded and reported to the relevant authority (when appropriate) in accordance with the relevant Regulations;
- first aid facilities are sufficient to meet the needs of staff, students and visitors;
- safety concerns are reported to the Domestic Bursar and the Safety Committee.

The **Committee for Safety** will:

- ensure that all Heads of Departments and other relevant persons are aware of the health and safety policy so that they might manage and implement the policy;
- monitor, audit and review health and safety compliance with the policy;
- advise on all health, safety and welfare matters;
- meet regularly to discuss and advise on actions that are needed to comply with health and safety legislation;

The **College Nurse** will:

- investigate ill health for the students and advise staff as necessary;
- replenish stocks in First Aid boxes at the start of the Michaelmas Term (after which they are replenished by the Heads of Departments and the House & Halls Representatives [students]).

The **Domestic Bursar** (College Fire Officer and Health and Safety Officer) and the **Buildings Manager** (as the Deputy College Fire Officer and Deputy Health and Safety Officer) are responsible for:

- undertaking the care and maintenance of the College buildings and grounds in order to comply with fire, health and safety legislation.
- investigate and record any accidents, unsafe conditions and ill health.

**Heads of Departments** are expected to:

- ensure the implementation of all health and safety policies and procedures;
- maintain, so far as is reasonably practical, a safe and healthy working environment;
- identify hazards in their department and take appropriate measures to assess, eliminate, minimise or control the level of risk in order to comply with statutory duties;
- produce and maintain risk assessments, safety procedures and accident and incident reports;
- make arrangements to monitor and review safety measures introduced;
- ensure members of staff are informed of all hazards, are properly briefed on the health and safety standards and procedures relevant to their job and receive the necessary training to perform their job safely;
- monitor members of staff to ensure they comply with health and safety standards, procedures and follow safe working practices;
- record accidents and incidents which occur within their workplace and inform the Domestic Bursar of any reportable accidents or dangerous occurrences, so that they may be reported in accordance with the relevant regulations;
- ensure that arrangements are made for the safe use, handling, storage and transport of plant, equipment, materials and substances used in their department, including that which may be brought in and used by external contractors;
- ensure all members of staff are familiar with the Fire Evacuation procedures, know where fire equipment and exits are located and take part in fire and emergency training;
- provide suitable protective clothing and equipment for all members of staff where appropriate; And instruct and train people in its use and check regularly that it is being used;
- manage and control contractors and suppliers to ensure their activities are undertaken in a safe manner and safety procedures are followed.

**Deputy Heads of Departments / Supervisors** have a duty to:

- identify hazards in the work area for which they are responsible and take appropriate measures to assess, eliminate, minimise, record and control the risk in order to comply with statutory duties;
- ensure that all members of staff for whom they have a duty of care are aware of the hazards and the necessary precautions needed to control and minimise the risk;
- ensure that members of staff under their supervision receive the necessary training to perform their job safely and are properly briefed on the health and safety standards and procedures relevant to their job;
- record all accidents which occur in their departments and report them to their head of department and the Domestic Bursar.

## All **Members of Staff** must:

- familiarise themselves with the Health, Safety and Welfare manual;
- follow all work and safety procedures and any training which has been received;
- co-operate with heads of departments and supervisors to ensure that all health and safety standards and work practices are complied with;
- take care of their own health and safety whilst at work and not compromise the health and safety of any other person who may be affected by their acts and omissions;
- report all accidents that happen to themselves, or that they witness, to their immediate supervisor or head of department as soon as possible;
- report any hazard to health and safety immediately so that action can be taken to remove, minimise or control it;
- ensure that all personal protective clothing and equipment is well maintained and used for the purpose intended;
- not intentionally or recklessly misuse or interfere with anything provided in the interest of health, safety and welfare. If any such abuse is witnessed, it must be reported immediately.

## All **Fire, House and Hall Reps** must:

- to hold and update the "Fire Nominal Roll" for their House or Hall;
- to inform the Head Porter of any changes or errors to the Fire Nominal Roll;
- to take the "Roll Call" of students in their House or Hall should the building have to be evacuated;
- to check that all fire fighting equipment is present (*not missing or used or damaged*) and report any concerns to the Domestic Bursar;
- to ensure that all fire exits, escape routes and staircases are clear;
- to ensure all fire doors closed "shut" and that all door closers operate correctly;
- to report any potential risks or hazards that they are aware of in the House or Hall to the Domestic Bursar;
- to report any accidents or dangerous occurrences that they are aware of in the House or Hall to the Domestic Bursar;
- to act as a "go between" to inform the relevant HOD's of any problems within the House or Hall;
- to attend all House and Hall Rep meetings.

## All **Students / Senior Members / Fellows** must:

- familiarise themselves with the Health, Safety and Welfare manual;
- work and behave in accordance with the guidance given in the manual and any training which has been received;
- report any dangerous occurrence, accident or incident to health and safety to the Porters Lodge immediately;
- take care of their own health and safety whilst at the College or its premises and not compromise the health and safety of any other who may be affected by their acts and omissions;
- not intentionally or recklessly misuse or interfere with anything provided in the interest of health, safety and welfare. If any such abuse is witnessed, it must be reported immediately.

## **Visitors / Contractors** to the College and its premises are expected, while they are on College premises, to:

- follow any health and safety guidance given to them;
- report any dangerous occurrence, accident or incident to health and safety to the Porters Lodge immediately.

## 3 Health and Safety Arrangements

### 3.1 Training

**Primary Legislation:** The Health and Safety at Work etc. Act 1974

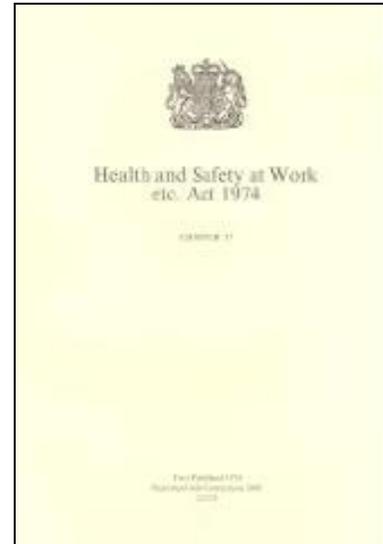
<http://www.legislation.gov.uk/ukpga/1974/37/contents>

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

Newnham College puts great store in maintaining a safe working environment and views the training of staff in the correct and safe way of doing their jobs as a key contribution to achieving that goal.

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

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



## 3.2 Communication & 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 and this covers

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

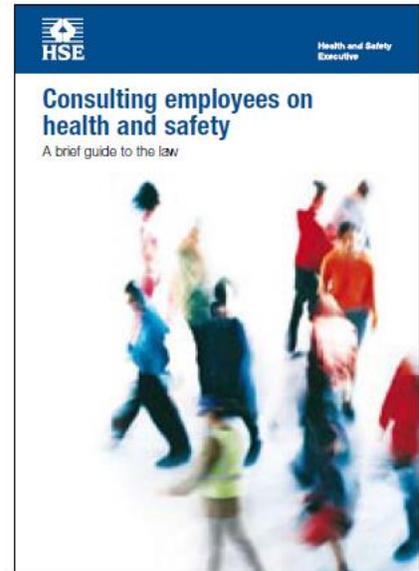
Other methods of communication:

- College notice boards (including web-pages) are used as a visual way of providing information from a variety of sources, which may include security and safety alerts.
- Staff Noticeboard
- Posters for immediate visual impact.
- Individual consultation if requested is available with the College Safety Officer
- Heads of Departments and Senior College Offices 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, group meetings / departmental briefings or individual consultation. The Principal holds a meeting with all the staff every six months. At this meeting the staff will be given information on general news and have the opportunity to ask any questions or raise any topics they wish.

When communicating with staff allowance will 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 or a translation may be considered.



### 3.3 Accident Reporting and Investigation

Primary Legislation: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<http://www.hse.gov.uk/riddor/index.htm>

#### 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 recognised 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 Domestic Bursar or other nominated person will be notified immediately of accidents that result in significant harm or damage to individuals and/or property.
- The Domestic Bursar is responsible for informing the relevant authorities under the regulations of Reporting of Incidents, Dangerous Occurrences and Diseases Regulations;

Reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations:-

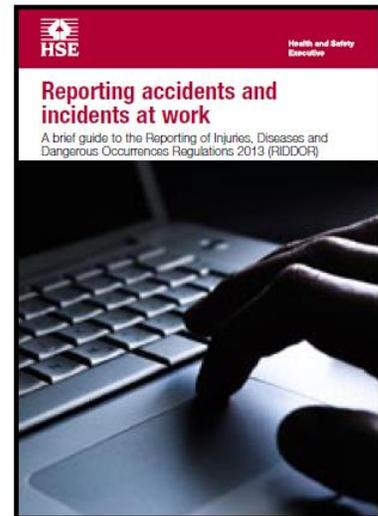
- Accidents resulting in a person being off work for more than 7 days must be reported using form F2508
- In the event of an employee suffering from a reportable work related disease, a report shall be made using form F2508A
- Dangerous occurrences may not necessarily result in harm or a reportable injury but nevertheless they must be reported immediately, e.g. by telephone and a report using form F2508 which shall be sent within ten days of the event.

#### Accident 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, near miss or dangerous occurrence the College will liaise with its insurers and carry out an investigation to:

- a. Make safe any equipment or substances involved
- b. Prevent recurrence
- c. 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.



### 3.4 Risk assessments

**Primary Legislation:** [\*The Management of Health and Safety at Work Regulations 1999\*](#)

Newnham 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 they 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 they propose to do will not only work in practice but will not introduce any new hazards. In general members of staff are more likely to embrace risk control strategies if they have been involved in the process.

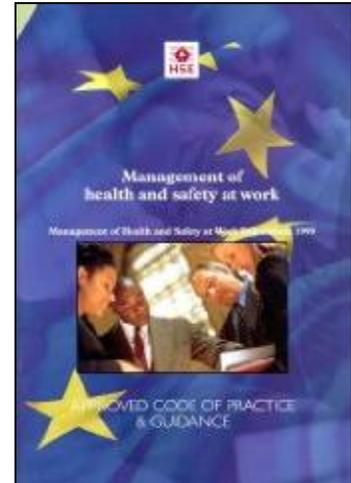
In all cases, when deciding on precautions, existing control measures should be compared with good practice. In order to assist a library of HSE 'good practice' guidance documents has been prepared and will be available to all our staff on the College internal intranet when that is set up.

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

- 1) Eliminate (can the hazard removed altogether?);
- 2) Try a less risky option (e.g. switch to using a less hazardous chemical);
- 3) Prevent access to the hazard (e.g. by guarding);
- 4) Organise work to reduce exposure to the hazard (e.g. put adequate barriers between pedestrians and traffic);
- 5) Issue Personal Protective Equipment (e.g. clothing, footwear, goggles etc) and
- 6) Provide welfare facilities (e.g. first aid and washing facilities for the removal of contamination, for example, chemicals or bloody fluids).

In certain circumstances, and in accordance with specific legislation, it may be necessary to employ a competent person to undertake specialist risk assessments 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



- Working at Height
- Confined Spaces
- Asbestos

The College will ensure that members of staff discuss the content of the risk assessments and that they are easily accessible for review. Copies of risk assessments are retained and filed in a formalised, accessible manner on the College's internal intranet system (when set up).

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**

Where a specific 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.

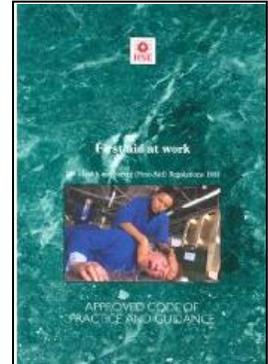
Once the specific task method statement is agreed, it will be signed and dated by both the competent person and those who have helped him or her put it together. As from that date, no person may undertake the task concerned other than by following the procedure. No person may follow the procedure unless 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 authorisation of the Department Head.

### 3.5 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, we are required to provide equipment, facilities and people adequate and appropriate for treating individuals who are injured or who fall ill at work.



#### Arrangements to apply:

Details of first aiders: are shown below:

#### CURRENT FIRST AIDERS:

Department	Name	Surname	Contact No
Porters	David	Simmons	3 35700
Maintenance	Wayne	Jacobs	3 35802
Catering	Tony	Gimbert	3 35817
Tutorial	Vicky	Argent	3 35791
Admissions	Felicity	Macdonald-smith	3 35783
Nurse	Patsy	Glazebrook	3 35705
Domestic Bursary	Wendy	Evans	3 35801
Buildings Manager	Andy	Kite	3 35802
Porters	Mervyn	Russell	3 35700
Maintenance	Karl	Fairweather	3 30493
Porters	Stuart	Douglas	3 35800
Porters	Cheryl	Bowran	3 30487
<b>Appointed Persons</b>			
Admissions	Katie	Ruthven	3 35783

## Record Keeping Arrangements

First aiders and/or appointed persons should enter details of all incidents that occur on the accident record sheets in the Porters' Lodge. The type of details that should be recorded are 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) (eg 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.]

Reassessments will be conducted at regular intervals to ensure the continuing adequacy of all first aid provisions.

## 3.6 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. The College is then required to take action to reduce all risks to a reasonable minimum and to ensure that all members of College are protected from remaining hazards and the dangers associated with fire should one break out for some other reason.



The College is required to do this by providing:

- an appropriate fire detection and warning system
- safe means of escape
- appropriate fire-fighting equipment.

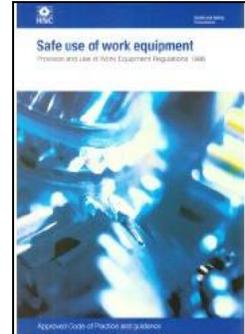
The College will also devise a means for testing and maintaining the above arrangements.

The Order states that the College must develop a plan of action to specify exactly what must happen should a fire occur. This plan of action incorporates 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, staff must receive training in respect of this plan, which includes a fire evacuation procedure to be practised at regular intervals (at the very least, once each year).

### 3.7 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 **the gardens department**, 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.



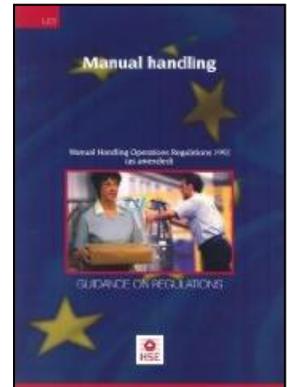
- Work equipment will be purchased based on its suitability to carry out work safely and effectively, not on a cost only basis;
- All tools/equipment will be inspected each working day **prior to use** to determine that it is fit for purpose. Any item found to be faulty will not be used until either repaired by a competent person or replaced;
- Where specialised equipment is used (for example in the gardens or catering department) only sufficiently trained competent people shall operate such equipment.

### 3.8 Manual Handling Operations

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

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

The Regulations require the College 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, the College is required to identify the risks associated with a manual handling task and make arrangements to reduce these. The College is also required to provide members of staff 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 members of staff 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 staff members' 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 on his or her build, age, gender and physical condition;
- 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.

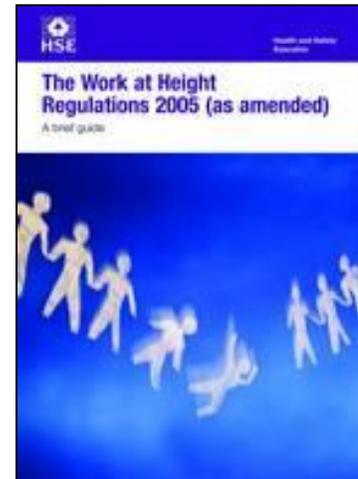
### 3.9 Working at Height

**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; and
- 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.

The regulations require that:

- all work at height is properly planned and organised;
- where applicable, all work at height should take 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; and
- 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. Heads of departments 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.

Heads of department 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.

### 3.10 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 less harmful substances for all 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, the College is 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, the College must control exposure by way of ventilation so as to extract fumes and dust away from a process. In addition, the College 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.

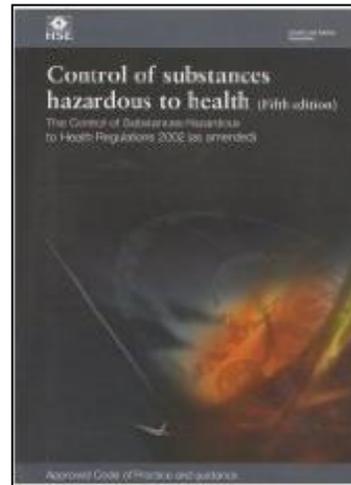
No member of staff shall undertake a procedure involving use of a substance potentially hazardous to health unless trained.

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 potentially hazardous to health, 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 Domestic Bursar at once should this happen.



### 3.11 Asbestos

**Primary Legislation:** Control of Asbestos Regulations 2012

<http://www.legislation.gov.uk/ukxi/2012/632/contents/made>

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 the College's obligations under the Control of Asbestos Regulations 2012.



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

- The College shall ensure that an Asbestos Management Plan is developed, maintained and reviewed annually for all College properties.
- Where existing properties contain asbestos, then 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:
  1. enclosed, sealed or encapsulated
  2. removed and replaced by suitable material not containing asbestos
  3. in the case of vacant or unoccupied property, the property, or the affected parts of the property, will be secured to prevent access.

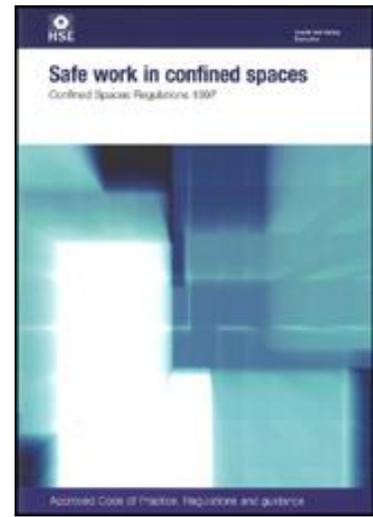
### 3.12 Confined Spaces

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

Definition of a confined space includes enclosed rooms such as basements, pits, open manholes, trenches, pipes, flues, ducts, ceiling voids, tanks 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 of the chamber, vessel etc. By planning tasks adequately and utilising the correct tools and equipment, the need for confined space working should be eliminated as far as is practical.

Where working in a confined space cannot be avoided it will only proceed once a risk assessment and a safe system of work having been put into place. Depending 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 the individual carrying out the task to work in a confined space
- Arrangements for emergency rescue

The College strictly prohibits lone working in confined spaces.

## 3.13 Welfare Arrangements

**Primary Legislation:** [Workplace \(Health, safety & Welfare\) Regulations 1992](#)

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:

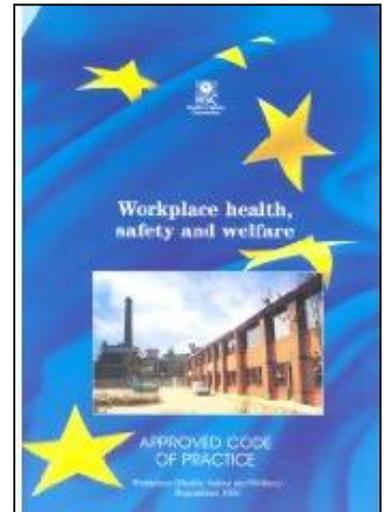
- There must be a provision for storing clothing not worn on site.
- There must be a provision for storing protective clothing needed for site working.
- The facilities should provide for wet clothing to be dried.
- Men and women must have separate changing facilities.

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



### 3.14 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 (Display Screen Equipment), with the aim of reducing any health risks found.

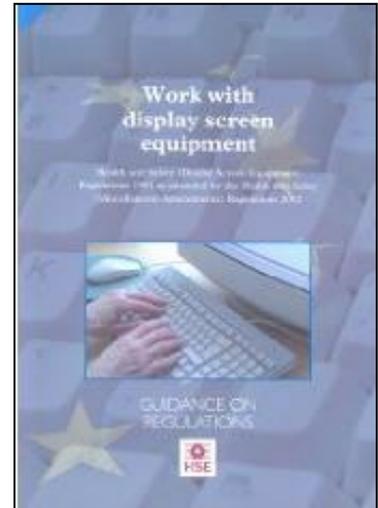
In general these health risks will fall into two categories.

**Ergonomic risks** - risks associated with the posture of a member of staff 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?

**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 cost of each basic eye test (to be undertaken by a suitably qualified person) will be met by the College upon presentation of a receipt.

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.



### 3.15 Noise

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

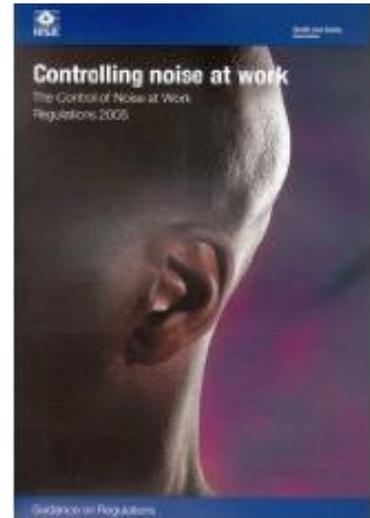
In accordance with the Control of Noise at Work Regulations 2005 the College is required to take action to protect members of staff where, throughout any eight-hour period of work, they are likely to be exposed to noise averaging 80 decibels or more. Where this is the case, the College must inform those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

Where staff are likely to be exposed to noise averaging 85 or more decibels, the College is required to reduce either the level of this noise or the time staff are exposed to it.

The College is 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, the College must mark the area concerned with recognised signs and ensure that no one enters these areas unless wearing hearing protection.



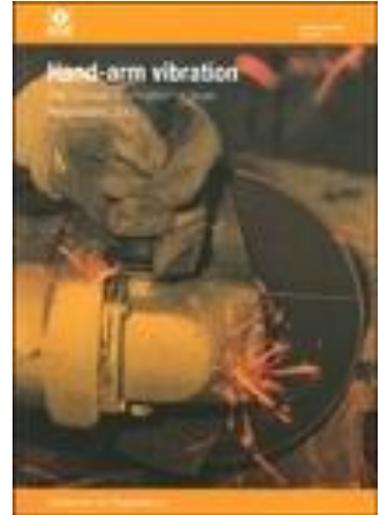
### 3.16 Hand-Arm Vibration

**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 hand-arm vibration syndrome (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 members of staff to exercise their fingers and forearms during these breaks to improve blood supply;
- rotating work to ensure that no one or two people are always exposed to a vibrating process.



Training will be provided to relevant members of staff 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.

### 3.17 Lone Working

**Primary Legislation:** [The Management of Health and Safety at Work Regulations 1999](#)

There is no specific piece of legislation 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.

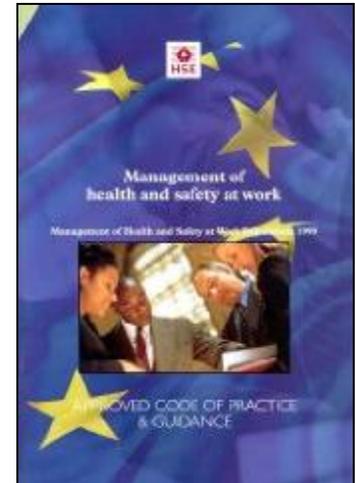
Lone workers are people who work on their own with little or no supervision. Thus in the event of an emergency there is no one to give assistance, or summon help. There is no time limit attached to working alone. It may be for the whole work period, or only for several minutes. This can take place in 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,

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 of 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.



### 3.18 Stress

**Primary Legislation:** [The Management of Health and Safety at Work Regulations 1999](#)

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*”.

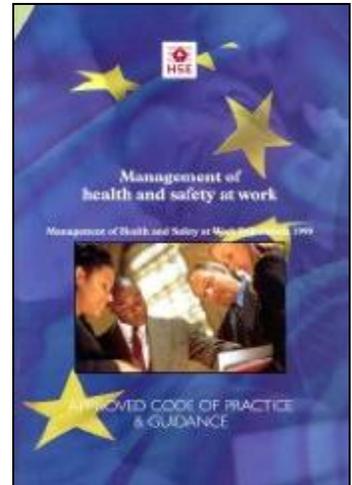
Life places demands and pressures on all of us, but if these stressors become too great or exist for a prolonged period of time they can affect our health. Stressors can originate from within the workplace or from our lives outside the office, e.g. bereavement; break up of a relationship; financial situation

The College recognises that stress is not the same as ‘pressure’. Pressure can be motivating and challenging and can actually improve performance and whilst each member of staff has a different ability to cope with pressure this can fluctuate according to individual personal situations. Additionally each role carries with it a performance level which the member of staff is expected to meet.

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 take action to reduce risks once identified;
- raise awareness of stress and mental health issues by improving the quality and accessibility of information;
- help members of 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.



### 3.19 The Construction (Design and Management) Regulations 2015

#### Introduction to the definitions:

A **client** is an organisation or individual having a construction project carried out in connection with your College. So this could be you personally or your Buildings Manager or COW.

A **principal designer** is appointed by the client of projects with more than one contractor (or more than one trade). It can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

A **designer** is someone who as part of a business, prepares or modifies designs for a building, product or system relating to construction work.

A **principal contractor** is appointed by the client to plan, manage, monitor and co-ordinate health and safety during the construction phase of a project when there's more than one contractor (trade) involved.

#### Summary of role and main duties

**Client** - The CDM 2015 defines a client as anyone for whom a construction project is carried out. The regulations apply to both **domestic** and commercial **clients**. This guidance document is for commercial clients. A client has responsibility to make suitable arrangements for managing a project.

This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated
- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

**Designer** - The designer's role when preparing or modifying designs is to eliminate, reduce or control foreseeable risks that may happen during construction or maintenance and use of a building after it's been built. The designer also provides information to other members of the project team to help them fulfil their duties.

**Principal Designer** - is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project.

This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.
- Preparing and providing relevant information to other duty holders.

The principal designer also liaises with the principal contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

**Contractor** - If you are a sole trader, self-employed worker, individual or business carrying out, managing or controlling work in the construction industry then this guidance is for you.

Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do the work on their premises and duties apply to all workers be they employees, self-employed or agency workers.

The contractor's duty is to:

- plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan.

**Principal Contractors** - duty is to:

- plan, manage, monitor and coordinate health and safety in the construction phase of a project
- liaise with the client and principal designer
- prepare the construction phase plan
- organise cooperation between contractors and coordinate their work.

They must ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in health and safety matters
- welfare facilities are provided

## 4 Performance Monitoring and Measuring

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

### **Monitoring:**

The content of this Health, Safety and Welfare Policy and its effectiveness in terms of health and safety performance is the subject of an annual review by the Domestic Bursar, the Committee for Safety and the College Council with input from the senior management team, as identified in the organisation section of the policy.

Health and safety performance will be monitored at senior level and on a scheduled basis as an agenda point at College Council Meetings.

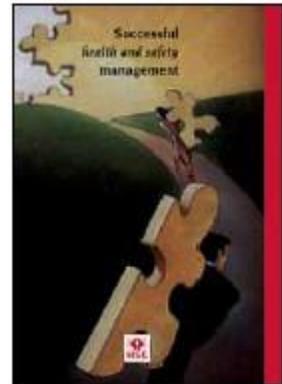
Accident / incident data and other relevant statistical analysis, results from safety initiatives with specific objectives, or the findings of management inspections will be reviewed at the Committee for Safety meetings whose minutes are forwarded onto the College Council.

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, so 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 annually) of the HSG65 safety management system as a means of measuring the success, or otherwise, of policy objectives and for periodic consideration of the commitment to continued improvement, thereby identifying any requirement for corrective actions at source, or further opportunities for improvement. This audit will be carried at least annually and the results will be discussed at management level so that a strategy for continuing improvement can be developed.



## 5 The Construction (Design and Management) Regulations 2015

<http://www.legislation.gov.uk/uksi/2015/51/contents/made>

### Basic Terms:

A **client** is an organisation or individual having a construction project carried out in connection with your College. So this could be you personally or your Buildings Manager or COW.

A **principal designer** is appointed by the client of projects with more than one contractor (or more than one trade). It can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

A **designer** is someone who as part of a business, prepares or modifies designs for a building, product or system relating to construction work Principle Contractor.

A **principal contractor** is appointed by the client to plan, manage, monitor and co-ordinate health and safety during the construction phase of a project when there's more than one contractor (trade) involved.

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- sufficient time and resources are allocated
- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

**Designer** - The designer's role when preparing or modifying designs is to eliminate, reduce or control foreseeable risks that may happen during construction or maintenance and use of a building after it's been built. The designer also provides information to other members of the project team to help them fulfil their duties.

**Principal Designer** - is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project.

This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.
- Preparing and providing relevant information to other duty holders.



The principal designer also liaises with the principal contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

**Contractor** - If you are a sole trader, self-employed worker, individual or business carrying out, managing or controlling work in the construction industry then this guidance is for you.

Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do the work on their premises and duties apply to all workers be they employees, self-employed or agency workers.

The contractor's duty is to:

- plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan.

**Principal Contractors** - duty is to:

- plan, manage, monitor and coordinate health and safety in the construction phase of a project
- liaise with the client and principal designer
- prepare the construction phase plan
- organise cooperation between contractors and coordinate their work.

They must ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in health and safety matters
- welfare facilities are provided

## 6 Health and Wellbeing

The College is committed to the health and wellbeing of all its members, staff, students and Senior Members. The College is signed up the Workplace Wellbeing Charter.

The Workplace Wellbeing Charter is an opportunity for the College to demonstrate its commitment to the health and well-being of the workforce. It is a statement about the way in which the College supports its workforce. As part of the Charter standards the College is required to have a Health, Work and Wellbeing Plan.

This Health, Work and Wellbeing Plan aims to:

- improve health and well-being at work;
- reduce the impact of ill-health at work;
- encourage early intervention to rehabilitate those who become ill or injured; and
- improve staff engagement and retention.

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As a College we have a role in facilitating this by:

- engaging with the staff about “wellbeing, physical and mental health”
- registering with the Workplace Wellbeing Charter as a tool to highlight and promote these key issues in the workplace
- encouraging physical activity (bikes / staff sports events) and healthy eating
- encouraging a healthy lifestyle, for example, to lose weight, stop smoking and prevent binge drinking
- offering support and advice to those with chronic, fluctuating or progressive health conditions, which often are never disclosed to the College and only become apparent after a period of absence or a drop in performance.

Newnham College is using the Workplace Wellbeing Charter as a tool for facilitating and actioning this Health, Work and Wellbeing plan.

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Policies & Procedures: Staff [Annex]

*Approved: Council 12 March 2010  
Updated February 2013  
Updated May 2014  
Council Approved June 2015  
Updated July and November 2015  
Council Approved 27 November 2015*