

NEWNHAM COLLEGE

Health and Safety Policy



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Newnham College

Health and Safety Policy

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I. INTRODUCTION

Newnham is one of the 31 colleges of the University of Cambridge. The College was established in 1871, as a women's college at a time when women were not allowed to attend the University. Our co-founders included Dame Millicent Garrett Fawcett, the famous campaigner for women's suffrage. We remain proudly a women's college today.

The College has a mixture of beautiful historic and contemporary buildings, set in 17 acres of landscaped gardens, with wildlife meadows, a sportsfield on site with tennis courts. The College has around 370 undergraduates, 285 graduate/postgraduate students, 70 academic staff, and 80 (FTE) other members of staff employed in various departments, including, archives, admissions, bursary (accounts), catering, communications, conferences, development, gardening, health centre, housekeeping, HR, IT, library, maintenance and Porters' Lodge.

2. STATEMENT OF INTENT

The College will establish, implement and maintain a Health and Safety policy that:

- a. includes a commitment to provide safe and healthy working conditions for the prevention of work related injury and ill health and is appropriate to the purpose, size and context of the College and to the specific nature of its health and safety (H&S) risks and H&S opportunities.
- b. provides a framework for setting the H&S objectives.
- c. includes a commitment to fulfil legal requirements and other requirements.
- d. includes a commitment to eliminate hazards and reduce H&S risks.
- e. includes a commitment to continual improvement of the H&S management system.
- f. includes a commitment to consultation and participation of staff, and, where they exist, workers' representatives.

In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant legislation, it is Newnham College policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health and safety of all College staff, Senior Members, students, visitors, contractors' staff and members of the public who are, or may be, affected by our activities.

It is the policy of Newnham College to develop a positive health and 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 and health of its staff and all other persons who may be affected by the College's activities.

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, residing 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 Heads of Department and College Officers is considered essential in order to reinforce the safety culture of this College.

The College actively encourages participation in matters relating to health and safety by ensuring that the appropriate means for reporting of health and safety 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 Colleges' Health and Safety Policy will be carried out under the direction of the appointed competent person(s) or external specialist consultant 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 and Safety Policy and will ensure that working practices conform to the statement of intent.

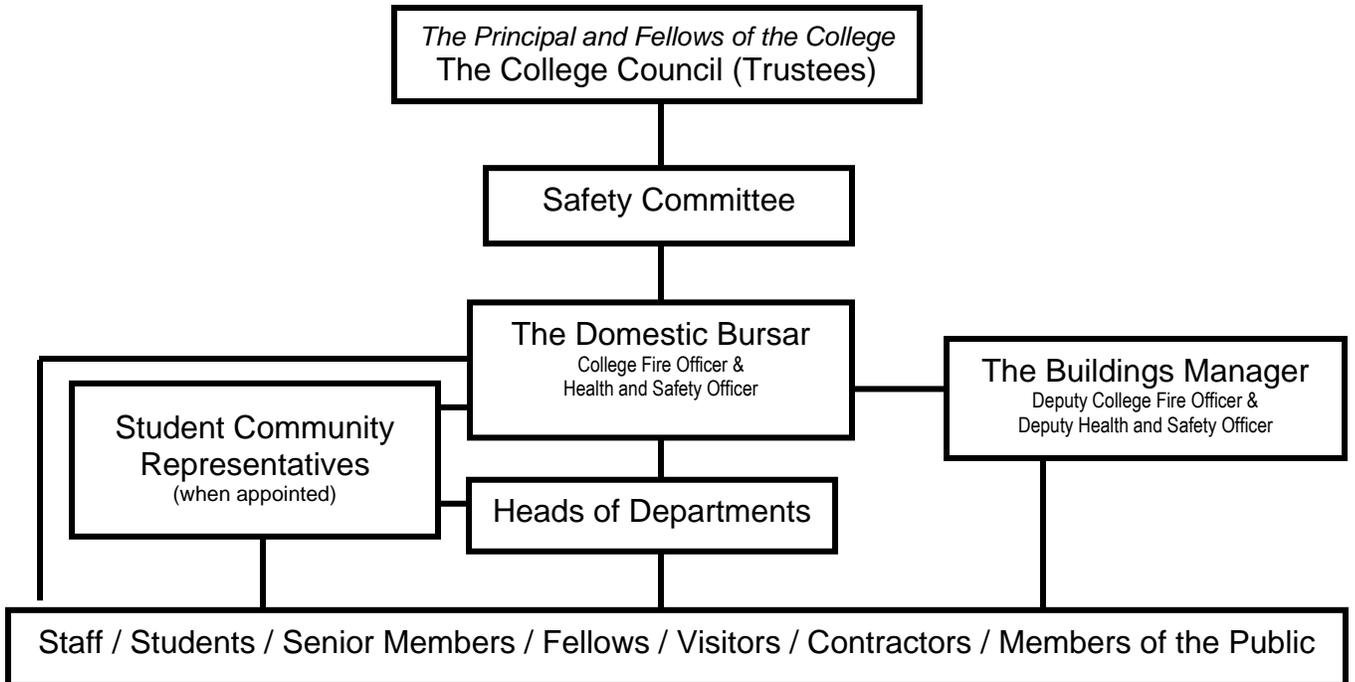
Signature:	 <i>Miss Alison Rose – Chair of the College Council</i>	Date: 23 March 2021
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Non – Observance:

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.

3. ROLES AND RESPONSIBILITIES

3.1 Newnham College Health and Safety Reporting Structure



3.2 Management structure with defining roles and responsibilities within College

The College Council (Trustees of the College) has overall responsibility for policy formulation and implementation on behalf of the Principal and Fellows of the College. In turn, all levels of management and staff 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 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 Safety Committee will: (see more in Section 4.21 below)

- 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 through the review of all accident, incident and near miss reports.
- Advise on all health and safety matters.
- Meet termly to discuss and advise on actions required to comply with current health and safety legislation.
- To receive and view a summary of all accident and incident reports, to look for trends, areas where a change in policy, procedure or training is required.
- To review the College health and safety policies, procedures and management plans.

NOTE: The **College Working Safely During Coronavirus Action Plan** and associated Risk Assessments are constantly updated and therefore do not go to Safety Committee which only meets once a term.

The Domestic Bursar has overall responsibility for health and safety 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 and safety legislation.
- Health and safety standards and procedures for all departments are planned, implemented, maintained and audited.
- Health and safety standards and procedures are reviewed at least every 18 months and updated more often where necessary, members of staff are informed of any such changes.
- Risk assessments and standard operating procedures (SOPs) 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 staff.
- Accidents, incidents, dangerous occurrences and near misses 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 Safety Committee.

The **Domestic Bursar** (College Fire, Health and Safety Officer) and **Buildings Manager** (as the Deputy College Fire, 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.
- Carrying out investigations and keeping an audit trail of accidents, incidents, danger occurrences, near misses and reports of unsafe conditions and ill health.
- The Buildings Manager (who is the competent person) will prepare and update the College Fire Risk Assessments and review them annually with the Domestic Bursar – a summary of outstanding actions from these assessments will be presented to the Safety Committee annually.

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 First Aiders, Heads of Departments and the students [graduate houses only].

Heads of Departments are expected to:

- Familiarise themselves with the College Health and Safety Policy.
- Monitor members of staff to ensure they comply with health and safety standards, procedures and follow safe working practices.
- Inform the Domestic Bursar of any accidents, incidents, dangerous occurrences or near misses, so that they may be reported in accordance with the relevant regulations.
- Carry out adequate training, suitable and appropriate for each task and individual.
- Keep training records.
- 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 and standard operating procedures (SOPs).
G:\Shared\Risk Assessments\NEW RISK ASSESSMENTS - A new RA POLICY and RA FORMS and SOP templates
- G:\Shared\Risk Assessments\NEW RISK ASSESSMENTS – departmental
- 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.
- 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 (and record a signature for issue) 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.
- The Domestic Bursar maintains this pre-arrival guidance document and the HODs can access this via:
G:\Shared\Risk Assessments\CONTRACTORS - VISITORS - pre-arrival health and safety and COVID secure information

Deputy Heads of Departments / Supervisors / Senior Porters / Catering Duty Managers have a duty to:

- Familiarise themselves with the College Health and Safety Policy.
- 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.
- Inform their HOD of any accidents, incidents, dangerous occurrences or near misses, so that they may be reported in accordance with the relevant regulations.

All **Members of Staff** must:

- Familiarise themselves with the College Health and Safety Policy.
- Follow all work and standard operating procedures and any training which has been received;
- Co-operate with HODs 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, incidents, dangerous occurrences or near misses 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 to the College Safety Officers or Head of Department 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 **Student Community House Reps** (when appointed) must:

- To take the "Roll Call" of students in their House or Hall in an evacuation or drill.
- To check that all firefighting equipment is present (*not missing or used or damaged*) and report any concerns to the Domestic Bursar, Head Porter or Buildings Manager.
- 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, Head Porter or Buildings Manager.
- To report any accidents or dangerous occurrences that they are aware of in the House or Hall to the Porters' Lodge immediately.

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

- Familiarise themselves with the College Health and Safety Policy.
- Work and behave in accordance with the guidance given in the Policy and any training which has been received.
- Report any dangerous occurrence, accident, incident or near miss 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.

All **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 prior to their arrival or on their arrival at the College.
- Report any dangerous occurrence, accident or incident to health and safety to the Porters' Lodge immediately.
- The Domestic Bursar maintains this pre-arrival guidance document and the HODs can access this via:

G:\Shared\Risk Assessments\CONTRACTORS - VISITORS - pre-arrival health and safety and COVID secure information.

4. HEALTH AND SAFETY ARRANGEMENTS

4.1 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 (online version since 2015).
- 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.

Accident, Incident and 'Near-Miss' Investigation

All accidents or incidents resulting in injury or damage, or having the potential to cause harm, disease or damage (near misses) will be investigated by the College. All accidents and incidents will be reported to the Safety Committee with redacted information to protect the individuals involved, re the General Data Protection Regulations.

The College online accident and incident report forms allow the details of the report to be shared with those involved in the investigation, to follow up in a timely manner, so that the report can be thoroughly investigated, the findings shared and any remedial actions agreed upon.

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. Protect the scene and not disturb any evidence until the HSE has released the area (if the HSE or other authorities are called to attend).
- c. Prevent recurrence.
- d. 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.

4.2 Asbestos Management

Primary Legislation

Control of Asbestos Regulations 2012

<http://www.legislation.gov.uk/uksi/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.

The College **Asbestos Management Plan** and **Consolidated Asbestos Register** is maintained and reviewed annually for all College properties.

Staff a copy of this management plan can be found at:
G:\Shared\Risk Assessments\ASBESTOS - Management Plan and Register

Maintenance staff and contractors are asked to check the Consolidated Asbestos Register (CAR) before undertaking building work, following the Flow Chart of Work as set out in the Management Plan. **A hard copy of the CAR is kept at the Porters' Lodge and also in the Buildings Manager's Office in Peile**

The College will have a full Refurbishment/Demolition Survey carried out before building works take place.

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.

4.3 Construction (Design and Management) Regulations 2015

Primary Legislation

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

Introduction to the definitions

- A **client** is the organisation or individual having a construction project carried out in connection with the College. At Newnham, this may be the Buildings Manager or a Working Group, for example, the Building Steering Group for the Dorothy Garrod Building.

- 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. At Newnham, the principal designer may well be the Buildings Manager, or an appointed Professional Body.
- A **designer** is someone who as part of a business, prepares or modifies designs for a building, product or system relating to construction work Principal Contractor. The Buildings Manager would take this role.
- 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 is 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. Therefore the College 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 has been built. The designer also provides information to other members of the project team to help them fulfil their duties. For many building projects in College the Buildings Manager or appointed Professional Body will be the designer.

Principal Designer - is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. For many building projects in College the Buildings Manager will be the designer.

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 - Anyone who directly engages construction workers or manages construction work is a contractor. This includes Newnham College, as we use our own workforce to do the work on our premises and therefore the duties apply to all workers, be they members of College staff, the 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.

Managing Projects

The Buildings Manager at Newnham College will often undertake many of the roles set out in the guidance and will ensure that all duties under this legislation are complied with.

Depending on the size, nature, length of project the College are required to inform the Health and Safety Executive of a “notifiable construction project” using an online form F10. A construction project is notifiable if the construction work is expected to:

- Last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or;
- Exceed 500 person days

Where a contract (after a tender process) is awarded to an external contractor, the design process is complete and the Contractor will be responsible for managing the Construction Phase Plan.

- The College ask for the Construction Phase Plan and check the contents before works start.
- The College will ensure the F10 application is submitted, and a copy of the F10 given to the Contractor, noting that any extension of time requires an update of the F10.
- On completion the Contractor will compile the Operation and Maintenance (O&M) manual, either electronically or in paper version to show materials used and the maintenance requirements.

If a project is being managed by the College, using our own staff or external contractors the College will manage the Health and Safety File.

4.4 Child Protection Policy

The College recognises that members or staff of the College may occasionally work with children in the course of their duties, for example when there are student visitors to the College or students attending residential courses.

In this context, the College is committed to:

- respecting the rights, wishes and well-being of young people with whom it is working;
- taking all reasonable practical steps to protect young people from physical, sexual and emotional abuse;
- safeguarding and promoting the welfare of young people and their protection within a relationship of trust.

The Senior Tutor is the Designated Safeguarding Lead.

A copy of this policy can be found:

https://www.newn.cam.ac.uk/wp-content/uploads/2015/07/Child-Protection-Policy_FINAL2015.pdf

4.5 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, e.g. fire alarm evacuation procedures and first aid arrangements.
- General arrangements for health and safety, e.g. welfare facilities; accident reporting, Personal Protective Equipment (PPE) etc.

Other methods of communication:

- College notice boards (including web-pages and digital displays) are used as a visual way of providing information from a variety of sources, which may include security and safety alerts.
- Staff Noticeboards.
- Local notices posted for immediate visual impact.
- Individual consultation if requested is available with the College Safety Officer.
- Heads of Departments and College Officers 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.

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.

Consultation with staff

All staff are encouraged to raise health and safety issues, concerns or ideas to the attention of their Head of Department (HOD) or the Domestic Bursar if their HOD is not available. The College will consult on staff when changing policies and procedures. Staff are encouraged to assist with the

formulation of risk assessments and standard operating procedures. All HODs are members of the College Safety Committee. At the Staff Link Day there is also an “open forum” for staff to raise any issues, concerns or ideas.

4.6 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 with a **“PERMIT TO WORK”** issued by the Buildings Manager or Deputy once a risk assessment and a safe system of work having been put into place.

Any risk 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. If someone (staff member or contractor) has to enter a confined space a second person will remain outside the confined space and be in constant contact with them for emergency purposes.

4.7 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:

- i. **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?
- ii. **Eye strain** - in this respect any habitual user of DSE may request to have their 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 are encouraged to carry out a self-assessment **Display Screen Equipment (DSE) Assessment** when they first arrive at College, or set up a home office, to ensure that they are working in an ergonomically sound way and to highlight any issues which may require further investigation.

The Domestic Bursar sends an annual reminder out to all staff to review their self-assessment and to report any issues.

4.8 Drugs and Alcohol Policies

The College has a legal duty to protect employees' health, safety and welfare and a duty of care towards its' student bodies, visitors, guests and members of the public.

The College holds a Premises Licence for the sale and service of alcohol on the College site and the Domestic Bursar is the Personal Licence holder for the sale and service of alcohol.

The College has a Bar Committee and training for those serving and selling alcohol takes place under the direction of the Domestic Bursar and/or Catering Operations Manager.

A copy of these policies can be found:

<https://www.newn.cam.ac.uk/wp-content/uploads/2017/05/Newnham-Alcohol-Policy.pdf>

<https://www.newn.cam.ac.uk/wp-content/uploads/2017/05/Newnham-Drugs-Policy.pdf>

4.9 Electrical Safety

Under the Health and Safety at Work etc Act 1974 (the HSW Act), the College has to ensure, so far as is reasonably practicable, the health and safety of all members of the College, its' guests, visitors and others who may be affected by what we do or do not do. It applies to all work activities and premises and everyone at work has responsibilities under it, including the self-employed and contractors.

Members of staff must take care of their own health and safety and that of others who may be affected by their actions at work. They must also co-operate with employers and co-workers to help everyone meet their legal requirements. The Management of Health and Safety at Work Regulations 1999 also apply to every work activity and workplace and require all risks to be assessed and, where necessary, controlled.

All reasonable steps will be taken by the College to secure the health and safety of employees who use, operate or maintain electrical equipment. The College acknowledges that work on electrical equipment can be hazardous and it is therefore the College's intention to reduce the risks as far as reasonably practicable. All electrical systems are, so far as reasonably practicable, designed, installed, constructed, maintained and inspected so as to prevent danger.

Where a problem arises related to electricity at work, members of staff must inform their Head of Department or Line Manager immediately who will then take the necessary measures to investigate the problem.

College Electricians

The College has two qualified Electricians [who are qualified to the 18th Edition of the Institution of Engineering and Technology (IET) wiring regulations] and they have the necessary competence, technical knowledge and experience necessary to prevent danger, or injury to themselves or others.

Testing and Inspection

Procedures are in place for the regular testing and inspection of portable electrical equipment and similar testing and inspection is carried out on fixed electrical installations (every five years).

Electrical Switch Rooms

All electrical switch rooms are clearly marked and secure (restricted access). Clear access and egress is maintained at all times and only authorised members of staff are allowed in the switch rooms.

Permits to work

The Buildings Manager will issue a "permit to work" for any work on live supply.

4.10 Food Safety and Allergen Management

Primary Legislation

Food Safety Act 1990 (as amended)

<https://www.legislation.gov.uk/ukpga/1990/16/contents>

Food Information Regulations 2014

https://ec.europa.eu/food/safety/labelling_nutrition/labelling_legislation_en

Food Safety

The Food Safety Act requires the College to:

- make sure food is [safe to eat](#).
- make sure we don't add, remove or treat food in a way that makes it harmful to eat.
- make sure the food is the same quality that we say it is.
- make sure we don't mislead people by the way food is labelled.
- keep records on where we got food from and show this information on demand - known as ['traceability'](#) (PDF, 90KB).
- withdraw unsafe food and complete an incident report.
- display your food hygiene rating.

Hazard Analysis and Critical Control Point (HACCP)

The College follows the HACCP food management procedures in order to manage food safety hazards. HACCP involves:

- looking closely at what we do in our catering operations, what could go wrong and what risks there are to food safety;
- identifying any critical control points, the areas we need to focus on to ensure those risks are removed or reduced to safe levels;
- deciding what action we need to take if something goes wrong;
- making sure that our procedures are being followed and are working;
- keeping records to show our procedures are working.

The College has a **Food Safety Policy** which is maintained and reviewed annually by the Domestic Bursar and any changes will be taken to the Safety Committee.

G:\Shared\Risk Assessments\FOOD SAFETY and ALLERGEN POLICIES

Food Allergen Management

The regulations require the College to provide allergy information on food sold unpacked.

It is essential that the College Catering Department follows all the steps necessary to ensure that all information regarding allergen is clear and accessible to all.

The College has a **Food Allergen Management Plan** which is maintained and reviewed annually by the Domestic Bursar and any changes will be taken to the Safety Committee.

G:\Shared\Risk Assessments\FOOD SAFETY and ALLERGEN POLICIES

4.11 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 has detailed individual **Fire Risk Assessments** (FRAs) for all its buildings. These FRAs are reviewed annually for all College properties, or more often if usage or changes are made to the structure of the buildings.

Staff: copies of these can be found:

G:\Shared\Risk Assessments\FIRE Risk Assessments

A summary of all the action points outstanding from these FRAs will be presented to the Safety Committee annually – usually at the Easter Term meeting, as the review of these takes place during the Lent Term.

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).

All students and new staff or Fellows joining the College are sent information of the College fire safety procedures by the Domestic Bursar.

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). This is currently organised via the Head Porter in the form of a video and power point presentation.

Testing and maintaining the above arrangements.

The different areas and responsibilities are shown below:

Requirements:	HOD responsible	Staff / Contractor involved
Five Yearly – Period Electrical Test and Inspections	Buildings Manager	SSE
Annual Fire Risk Assessments Review	Buildings Manager	Domestic Bursar will review

Annual Emergency Light Testing (three hour duration test)	Buildings Manager	Maintenance Operatives
Annual full inspection of firefighting equipment	Buildings Manager	Cromwell
Annual inspection of all lightening protection	Buildings Manager	PGST
Annual Refuge Points in DGB and Library tests	Buildings Manager	Alerter
Annual Gas Safety Checks	Buildings Manager	Munro
Annual Staff / Students / Fellow Fire Training (Video presentation)	Head Porter	Domestic Bursar and Buildings Manager will review
Annual inspection of Fire Evacuation Chairs in DGB and Library	Head Porter	Globex Evacuation Team
Annual deep clean of the main College kitchen extraction system	Catering Operations Manager	Pro-Duct Clean (PDC)
Fire Evacuation Drills (x 2 per annum)	Head Porter	Duty Porters & other HODs
Six monthly inspection of the fire suppression systems in the main kitchen, 2a Clare Road Bin Store and DGB Bin Store	Buildings Manager	Global Fire and Security Limited
Six monthly inspection of fire 50% of devices & Quarterly inspection of 25% of devices in different zones	Buildings Manager	Cam-Alarms
Six monthly visual Inspection of firefighting equipment	Buildings Manager	Cromwell
Six monthly visual inspection of all fire doors	Buildings Manager	Maintenance Operatives
Monthly Emergency Light Testing (flick switch test)	Buildings Manager	Maintenance Operatives
Weekly Fire Bell Evacuation Tests	Head Porter / Buildings Manager	Duty Porters Maintenance on call operative
PAT Testing	Buildings Manager	Maintenance Operatives

4.12 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.

Details of first aiders: are shown on the College Noticeboards and are updated by the Senior Porters.

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) or by using the online reporting system.

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 and name of the first aider (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 Automated External Defibrillators (AED)

First Aiders and/or appointed persons 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 in their area or the HOD who holds the First Aid Box is informed that items have been used and may need to be replace.

The College has an AED device which is checked weekly by the Senior Porters in the Porters' Lodge where it is held.

A Step by Step Guide for the AED device is on the G shared drive.

G:\Shared\Risk Assessments\AED - step by step guide

4.13 Hazardous Substances (COSHH)

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.

The College has a **Hazardous Substance COSHH Policy** which will be reviewed annually. COSHH assessments have been prepared and a summary spreadsheet of hazardous substances is maintained by the HODs.

Staff the Policy and COSHH assessments can be found at:

G:\Shared\Risk Assessments\COSHH - COSHH Policy - Summary of Substances - COSHH assessments

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

- If any process or substance is changed;
- Changes are made to the Material Safety Data Sheets (MSDS)
- No later than 12 months after a previous assessment.

4.14 Infectious Disease Control

The College has an Emergency Situations and Disaster Plan (ESDP) and contained within this plan the College has several sets of procedures for dealing with infectious diseases.

In the event of an outbreak the College would set up its' Incident Control Group, as set out in the ESDP, which would be Chaired by the Principal or her appointed Deputy.

Depending on the nature of the outbreak the College would work with Public Health England and the local authorities, along with the University of Cambridge and other Cambridge colleges in order to respond to the situation.

This response would be the process, policies and procedures related to containing the situation, practical support (for example providing meals to individuals), looking after the physical and mental welfare of those affected, and other members of the College, communication, and preparing for recovery, or continuation of the main functions of the College.

Staff – this document can be found at:

G:\Shared\Risk Assessments\DISASTER and EMERGENCY SITUATIONS PLAN V5a -dated 18 Jan 2021

4.15 Legionella Control Measures

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' Disease, as well as the similar but less serious conditions of Pontiac Fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection.

The bacterium Legionella pneumophila and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spa pools. If conditions are favourable, the bacteria may grow increasing the risks of Legionnaires' disease and it is therefore important for the College to control the risks by introducing appropriate measures outlined in [Legionnaires' disease - The Control of Legionella bacteria in water systems \(L8\)](#). The College operates hot, cold and chilled water systems within the buildings where there is a foreseeable risk of legionella, therefore control measures must be in place to ensure full compliance with the L8 water regulations.

To comply to the required document L8 the College employs an external company M.A. Solutions Ltd. to undertake the requirements.

To comply to the legionella testing requirements in compliance document L8, the following control measures are in place:

- Hot water storage units should store water at 60°C or higher
- Hot water should be distributed and returned at 50°C or higher
- Cold water should be stored and distributed at below 20°C
- Monthly water temperatures at outlets are taken
- 3 monthly shower head cleaning to stop any lime scale build up occurring
- Annual cold water storage tanks are inspected and chlorinated if required
- Water samples taken and tested for legionella

4.16 Lone Working

Primary Legislation

The Management of Health and Safety at Work Regulations 1999

<http://www.hse.gov.uk/pubns/indg73.pdf>

There is no specific piece of legislation which says that people cannot work on their own, however the Health and Safety at Work etc. Act 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 the gardens; or mobile workers working away from their main site e.g. Duty Porters.

The College has a **Lone Working Policy and Procedures** in place which are reviewed annually by the Domestic Bursar and any changes will be taken to the Safety Committee.

G:\Shared\Risk Assessments\LONE WORKING and;
<https://www.newn.cam.ac.uk/wp-content/uploads/2019/11/Policies-proceduresupdated-Nov-2019.pdf>

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

4.17 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 and footwear 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.

4.18 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 the appropriate hearing protection.

A range of tools were recently assessed (November 2020) in the College from three departments Housekeeping, Gardens, and Maintenance. The assessments were over short periods of operational use to determine both noise and vibration exposure. Vibration exposure focussed on the HSE's points/hour system, a scheme already in use within the College.

The College will have **Noise Management Plan**, including health surveillance for staff regularly using this type of equipment, which will be maintained and reviewed annually. (March 2021 – WORK IN PROGRESS with M. Wells H&S Consultant)

4.19 Personal Protective Equipment

Primary Legislation

[Personal Protective Equipment at Work Regulations 1992](#)

The College aims to meet the requirements of the Health and Safety (Personal Protective Equipment) Regulations (PPE) 1992 by requiring staff to be provided with suitable and effective personal protective equipment (PPE), clothing and footwear. Such provision will be specified by the relevant department risk assessments.

The College recognises that PPE is a last resort in reducing and preventing risk.

Members of staff are required to co-operate with the College in the use of PPE and must wear such PPE if instructed to do so. Staff will receive training in the correct use of PPE including the reasons for it being worn.

All relevant PPE will be issued free of charge to members of staff by the College. It will be the staff member's responsibility to inform the College if any of the supplied PPE becomes defective or damaged.

4.20 Risk Assessments and Standard Operating Procedures

Primary Legislation

[The Management of Health and Safety' at Work Regulations \(also known as HSG65\)](#)

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.

The College has a **Risk Assessment Policy and Standard Operating Procedures** document which contains information of Risk Assessment and Standard Operating Procedures (SOPs) templates and, which is reviewed by the Safety Committee as required.

Staff: this policy, template Risk Assessments and template SOPs can be found at:

G:\Shared\Risk Assessments\NEW RISK ASSESSMENTS - A new RA POLICY and RA FORMS and SOP templates

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, masks etc) and;
- 6) Provide welfare facilities (e.g. first aid and washing facilities for the removal of contamination, for example, chemicals or bloody fluids).

It 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.

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 an accessible manner.

Staff: Completed Risk Assessments for each department can be found at:

G:\Shared\Risk Assessments\NEW RISK ASSESSMENTS – departmental

The Domestic Bursar has completed some "College Wide" Risk Assessments and these cover generic duties which are undertaken by several departments, for example, Slips-Trips-Falls, and Access to the Dorothy Garrod Roof.

All 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.

Standard Operating Procedure (SOP)

Where a specific procedure (SOP) 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 SOP 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 Head of Department.

Staff: Template SOPs can be found at:

G:\Shared\Risk Assessments\NEW RISK ASSESSMENTS - A new RA POLICY and RA FORMS and SOP templates

Staff: Completed SOPs for each department can be found at:

G:\Shared\Risk Assessments\NEW RISK ASSESSMENTS – departmental

4.21 Safety Committee

The College Safety Committee shall meet once a term and monitors the implications of legislation concerning health and safety, keeps the College's health and safety policies under review and monitors their implementation.

Membership

<https://www.newn.cam.ac.uk/wp-content/uploads/2017/03/Committee-Structure.pdf>

Meetings

Two weeks prior to each meeting the Secretary shall email all members of the Committee inviting them to "bring/raise" items to be discussed at the meeting. The agenda is sent out one week prior to the meetings. At each meeting, the Committee will review all accident and incident reports in the period since the last meeting and will review any safety policies that need reviewing.

Minutes

At the meeting formal minutes are taken, including a list of attendees and apologies. The minutes from these meetings are forward to the College Council, who has overall responsibility for policy formulation and implementation (on behalf of the Principal and Fellows of the College).

4.22 Slips, Trips and Falls

The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of all employees and anyone affected by their work, so far as is reasonably practicable, which means balancing the level of risk against the measures needed to control the risk in terms of money, time or trouble. This includes taking steps to control slip and trip risks.

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks (including slip and trip risks) and, where necessary, take action to address them.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

How does Newnham control the risk of slips and trips in the workplace?

By stopping floors becoming contaminated by:

- Having entrance matting at entrances into the buildings.
- Designing tasks to minimise spillages (for example, the work flow in the main kitchen).
- Fixing leaks from machinery or buildings.
- Maintaining all plant and equipment.

By using the correct cleaning methods:

- Ensure the staff use the correct cleaning products or sealant for different types of floor.
- Have effective arrangements for both routine cleaning and dealing with spills.
- Appropriate use of wet floor or cleaning signs that are promptly removed once area is safe.

By carefully considering which flooring to have in different areas and inspecting it to ensure it is fit for purpose:

- Checking for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Making sure that lighting is sufficient and that slopes or steps are clearly visible.
- Keeping walkways and work areas clear of obstructions.

By ensuring staff have the correct footwear:

- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents (for example in the main College kitchen pot wash area).
- Staff who do not require PPE will be asked to wear the appropriate footwear for the task, for example close toe with low heel.
- Providing PPE for specific tasks.

The staff have risk assessments for their work which refers to the potential hazards and control procedures to prevent slips and trips.

The College reviews all its' incident and accident reports, looking for trends or areas that have the potential to cause harm.

4.23 Smoke Free Policy

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is 'Safe, without risks to health'. Under the Health Act 2006, the College is required to adopt a smoke-free policy with effect from 1 July 2007.

The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. Passive smoking [breathing in other people's tobacco smoke] has been shown to cause cancers, heart and respiratory disease in non-smokers.

The policy forbids smoking, including e-cigarettes or vapes, inside any of the College buildings and only in the designated external smoking points.

A copy of this policy can be found:

<https://www.newn.cam.ac.uk/wp-content/uploads/2019/11/Policies-procedures-updated-Nov-2019.pdf>

4.24 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:

- 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.
- Undertake stress risk assessments (impact assessments) as required and take action to reduce risks once identified.

4.25 Training

Primary Legislation

The Health and Safety at Work etc. Act 1974

<https://www.hse.gov.uk/legislation/hswa.htm>

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

Each Head of Department will keep a **“Training Matrix”** to ensure that all training is recorded and any expiry or refresher training is identified in good time.

Copies of these departmental training matrixes will be displayed in each department and be ready for inspection should a HSE inspector visit the site.

Each Head of Department will ensure that all “work related” professional training, for example, Asbestos Awareness Training, or Working at Height Training is organised in a timely manner for new starters and refresher training is arranged.

All certificates of attendance or professional certificates will be scanned and forwarded to the HR Manager to then be added to an individual staff members’ personnel file.

4.26 Van Driver – Risk Assessment and Checklist

The College has a College Van which is used by members of the College staff to enable them to carry out their duties, including collecting and delivering items from various locations in and around Cambridge.

The College has a duty under health and safety law for on-the-road work activities. The Health and Safety at Work etc Act 1974 (HSW Act)² states that we must ensure, so far as reasonably practicable, the health and safety of all employees while at work. The College must also ensure that others are not put at risk by your work-related driving activities. ‘So far as reasonably practicable’ means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

The College also have duties under road traffic law, e.g. the Road Traffic Act and the Road Vehicles (Construction and Use) Regulations, which are administered by the police, and other agencies such as the Driver and Vehicle Standards Agency (DVSA).

Additional legal guidance was introduced due to COVID-19 in July 2020:

<https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-030720ii.pdf>

The College has a Van Drivers Risk Assessment and Inspection Checklist for the van drivers. Members of staff who shall be permitted to drive the College Van annually have to produce their driving licence, which is checked by the Domestic Bursar to ensure it is still valid and legal.

Staff: Van Drivers Risk Assessment and Checklist can be found at:

G:\Shared\Risk Assessments\VAN DRIVERS

4.27 Vibration and Whole Body Vibration

Primary Legislation

[The Control of vibration at Work Regulations 2005](#)

- *Schedule 1: Hand Arm Vibration*
- *Schedule 2: Whole Body Vibration*

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 or whole body vibration and then take action to help protect those undertaking these tasks from developing hand-arm vibration syndrome (HAVS) or other occupational health disease.

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 measured for vibration, colour coded according to the levels and is 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.

A range of tools were recently assessed (November 2020) in the College from three departments Housekeeping, Gardens, and Maintenance. The assessments were over short periods of operational use to determine both noise and vibration exposure. Vibration exposure focussed on the HSE's points/hour system, a scheme already in use within the College.

The College will have a **Hand, Arm Vibration Management Plan**, including health surveillance for staff regularly using this type of equipment, which will be maintained and reviewed annually. (March 2021 – WORK IN PROGRESS)

The College will have **Whole Body Vibration Management Plan**, including health surveillance for staff regularly using this type of equipment, which will be maintained and reviewed annually. (March 2021 – WORK IN PROGRESS)

Training has been and will be provided to relevant members of staff by competent persons. A training record is 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.

4.28 Welfare Arrangements

Code of Practice

<http://www.hse.gov.uk/pubns/priced/l24.pdf>

Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and guidance L24. 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.

Hand 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, facilities 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.
- Many of the operational departments and the administration corridor in the Dorothy Garrod Building have chilled water dispensers.

Environmental:

- There must be adequate ventilation, heating and cooling and protection from the sun, and see section 4.28 below:

The College has a separate policy called: **Working Outdoors: Sun Damage to Skin**

<https://www.newn.cam.ac.uk/wp-content/uploads/2019/11/Policies-proceduresupdated-Nov-2019.pdf>

4.29 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.

The College maintains a spreadsheet the **Ladder Log** listing all the College ladders, step ladders and steps. These are inspected every six months.

Staff: a copy can be found out:

G:\Shared\Risk Assessments\LADDERS - Management Plan and Register

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 also require that:

- A risk assessment is carried out to ensure that all risks are minimised or eliminated;
- 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.

Although not directly related the College has recently (January 2021) appointed an external health and safety consultant to review all the College staircase and steps.

The College maintains a spreadsheet providing a **List of all Staircase and Steps** and copies of current staircase risk assessments.

Staff: a copy can be found out:

G:\Shared\Risk Assessments\STAIRCASE assessments and survey work - January 2021

4.30 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, maintenance or catering departments, only sufficiently trained competent people shall operate such equipment.

Both the maintenance and gardens department have removed or replaced many items of equipment with items that will reduce the risk of long term occupational disease (for example white finger).

4.31 Working Outdoors

When working outdoors the effects of the weather in the UK environment can potentially have a serious impact on an employee's health if the risks have not been considered or properly managed. This impact may be immediate or it may occur over a long time period. Also the weather can have an influence on an individual's effectiveness.

In cold environments the College will:

- Ensure staff have the correct clothing and footwear for the environment.
- Provide additional personal protective equipment if appropriate.

- Ensure that staff take frequent rest breaks and have facilities for warming up, and encourage the drinking of warm fluids such as hot drinks or soup.
- In severe or prolonged cold weather, discuss the option to consider delaying work that can it be undertaken at warmer times of the year without compromising on safety.

In hot environments the College will:

- Consider rescheduling work to cooler times of the day.
- Provide more frequent rest breaks.
- Provide free access to cool drinking water in individual bottles rather than water dispensers to allow it to be transportable.
- Encourage the removal of personal protective equipment when resting to help encourage heat loss.
- Educate the staff about recognising the early symptoms of heat exhaustion or heatstroke.

When working in the sun the College will (on top of the points listed above):

- Provide a high factor (not less than 30) sunblock (the staff purchase their own and the College rein-burses them).
- Encourage the wearing of sun hats or caps.
- Provide more frequent rest breaks and introduce shading to rest areas.
- Introduce shading in areas where individuals are working, for example erecting a temporary gazebo to cover a work area.

A copy of this policy can be found:

<https://www.newn.cam.ac.uk/wp-content/uploads/2019/11/Policies-procedures-updated-Nov-2019.pdf>

5. PERFORMANCE MONITORING & MEASURING

Primary Legislation

The Management of Health and Safety Regulations – Regulation 5.

<https://www.legislation.gov.uk/uksi/1999/3242/regulation/5/made>

Monitoring

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

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 Safety Committee meetings whose minutes are forwarded onto the College Council.

Heads of Departments and College Officers 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 of all policies, procedures and working practices and also organising external audits of the College site (at least every 24 months). The results of these audits will be discussed at management level so that a strategy for continuing improvement can be developed.