



Hertford College
UNIVERSITY OF OXFORD

Health and Safety Policy

Version: 1.4

November 2023

Part 1: Statement of Intent

Hertford's Governing Body regards the health and safety of College members, staff, and visitors as a matter of the highest priority, and has resolved to take all reasonable and practical steps to:

- Prevent accidents and College-related causes of ill-health, providing a safe and secure environment for all College members, staff, and visitors.
- Develop clear structures which identify and implement pro-active health and safety responsibility at all management levels across Hertford.
- Ensure that all staff are competent to carry out their own work without risk to themselves or others.
- Provide and maintain safe plant, equipment, and facilities.
- Ensure that there are effective channels of communication and consultation for health and safety matters.
- Ensure an effective risk assessment process is in place, which establishes appropriate workplace precautions and risk control systems.
- Maintain a safe and healthy working environment through maintenance of premises, plant, and equipment.
- Ensure all accidents, injuries, ill health and near misses are reported promptly, recorded, and investigated to an appropriate level.
- Undertake regular inspection, monitoring and auditing to allow the identification of risk and ensure that acceptable standards of risk control are being achieved across the College.
- Ensure that all members, staff, and visitors are aware, as appropriate, of the safety procedures in place, and their responsibilities under this policy.
- Review and maintain this policy at regular intervals.

Signed on behalf of the Governing Body

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Part 2: Responsibilities

The Governing Body delegates overall and final responsibility for Health and Safety to the Bursar, who will:

- Ensure that the Health & Safety Policy is managed and maintained, proposing to Governing Body any alterations, as the need arises.
- Act as a final point of escalation for any determination regarding detailed H&S practices, supporting policies, or matters requiring a decision.
- Arrange for relevant reports and updates on H&S matters to be made available to the Governing Body and raise any matters to them for their attention/consideration as appropriate.

The Bursar delegates the day-to-day responsibility, for ensuring that the policy is put into practice, to the Domestic Bursar, who will:

- Manage the development, agreement, implementation and monitoring of supporting H&S practices, procedures, and detailed policies.
- Convene the Health and Safety Committee (to be chaired by the Bursar), arranging for all relevant materials and reports it may require and ensure that appropriate records are kept.
- Prepare suitable briefings and reports for Domus Committee, or otherwise, as may be required.
- Provide guidance for Heads of Department to support them in their own H&S roles.
- Arrange periodically for suitable internal and external audits and reviews of H&S matters.
- Monitor and promote compliance with relevant H&S regulations, bringing any non-compliance to the immediate attention of the Bursar.
- Maintain logs of H&S related incidents, including fire alarm activations, accidents and similar.
- Submit incident and other reports to relevant external regulatory bodies as required by relevant H&S legislation.
- Act as the designated Health & Safety Officer for the College, for the purposes of any external reference, or internal controls.

Individual Heads of Department are responsible for:

- Undertaking periodic risk assessments for their own area of operation.
- Developing suitable practices, procedures, and policies to mitigate identified risks, and for making these and the associated risk assessments available to the Health and Safety Committee, the Domestic Bursar, or the Bursar, upon request.
- Implementing any revisions to practices that may be recommended by the Health and Safety Committee, the Domestic Bursar, or the Bursar, from time to time.
- Ensuring that all staff, students, and visitors impacted by any of their local policies, are made aware of and provided with information regarding policies and practices in their area.
- Reporting all H&S breaches or newly identified risks to the Domestic Bursar as soon as they are able to do so.

All members, staff and students are responsible for:

- Ensuring they are familiar with all relevant H&S policies, procedures, and requirements relevant to them, and taking all reasonable steps to ensure they are compliant with such guidance.
- Co-operating fully with college officers and responsible staff on health and safety matters.
- Taking reasonable care of their own health and safety, and that of others.
- Reporting any H&S concerns to an appropriate responsible person as follows:
 - For students: a tutor, the Dean, or the Domestic Bursar.
 - For staff: their HOD, or the Domestic Bursar.
 - For other college members: the Domestic Bursar.

Visitors will be expected to follow any H&S guidance provided to them and take reasonable care of their own health and safety. Their College hosts (members, staff, or students) will be responsible for providing any relevant guidance, and for their visitors' compliance with it.

Part 3: Arrangements

Risk Assessments

A general H&S risk assessment for the College, covering common areas, main activities and services will be maintained by the Domestic Bursar.

Departmental risk assessments will be maintained by Heads of Department.

Professional reviews and audits will be commissioned on an annual basis by the Domestic Bursar.

Detailed Policies and Procedures

Risk assessments will be used to develop appropriate detailed policies and procedures to mitigate risks identified.

General policies, procedures, and guidelines with broad applicability to all members of College and visitors (or of primary importance) shall be maintained by the Domestic Bursar and recorded within the main Risk Policy (this document) as appendix.

Detailed policies, procedures and guidelines developed from functional risk assessments will be developed and recorded by Heads of Department.

Communication

This policy shall be published on the College's website and on its intranet.

More detailed H&S information shall be made available on the College's intranet and linked to all areas where relevant.

The Domestic Bursar shall ensure that all general H&S policies, procedures, and guidelines are made available at an appropriate level of granularity and via suitable means to all members, staff, students and visitors, and that reasonable mechanisms (suited to the audience in question) are in place to promote awareness of all relevant H&S information. Specifically, process for the induction of new members, staff or students should draw attention to H&S matters relevant to the individual concerned.

Heads of Department shall ensure that any functional H&S policies, procedures, and guidelines developed are readily available to those for whom they are relevant, and explicitly draw them to the attention of any such new members, staff, or students.

Reference to Principal Regulations

All relevant legislation and regulatory guidance will be considered when undertaking risk assessments and formulating detailed policies and procedures. Inter alia, these currently include:

- Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Personal Protective Equipment at Work Regulations 1992.
- The Manual Handling Operations Regulations 1992.
- The Provision and Use of Work Equipment Regulations 1998.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- The Working Time Regulations 1998 (as amended).

Health and Safety Committee

The Domestic Bursar shall convene a Health and Safety committee, which shall meet at least once per term, or more frequently if the need arises.

The committee shall:

- Review all general and functional risk assessments, policies and procedures ensuring that each are considered at least once per year.
- Review proposed changes to H&S policies, practices, or guidance, or develop their own recommendations.
- Review reports in respect of H&S matters, including incident logs, and determine any suitable actions or recommendations that should follow.

NB: The scope of the committee will not extend to matters of Student Welfare already within the scope of the Welfare Committee.

The committee shall be an advisory (sub) committee of Domus Committee and minutes and relevant papers shall be included on the agenda of the latter. The Domestic Bursar shall present these to Domus, as required. The regulations for the management of advisory committees in the College byelaws shall apply.

The committee shall operate an open business session, to include junior member representatives.

The composition of the committee shall include:

- The Domestic Bursar (Convener)
- The Bursar (Chair)
- The Dean
- The HR Officer
- The Registrar
- The Clerk of Works
- The Head of Catering
- The JCR President (open business)
- The MCR President (open business)

Updates and Approvals

Updates to Parts 1 and 2 of this policy

- Shall be approved by Governing Body via Domus Committee.
- Changes approved shall be recorded as a major point revision.

Updates to Part 3 of this policy

- Shall be approved by Domus Committee, taking into account any review by, or recommendations from, the H&S Committee, where available.
- Changes approved shall be recorded as a minor point revision.

Appendices to this policy and all detailed H&S policies and procedures

- Shall be approved by the Bursar taking into account any review by, or recommendations from, the H&S Committee, where available. *NB: Where immediate action is deemed necessary to protect the safety of individuals, the Domestic Bursar or individual HODs may approve changes on an interim basis, pending sign off from the Bursar as soon as is practical thereafter.*
- Shall be reported to Domus Committee for information.

APPENDIX A

General Health and Safety Guidance

1. Accident Reporting and Investigation

- All accidents, injuries, diseases, and dangerous occurrences involving members, staff and visitors on College premises must be reported immediately.
- Staff must report all such accidents/incidents immediately to their Line Manager. All such reports will be retained by the Lodge and reports will detail the person's name and give brief details of the accident including dates, times, location, and description of the events of the accident. All accidents will be investigated and documented as soon as practicable after the event.
- All staff will report to their Line Manager and HR any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees.
- Accidents and cases of ill health will be investigated by the Line Manager to endeavour to identify the cause of the accident or ill health. Measures for prevention will be devised wherever possible in order to attempt to prevent recurrences.
- Full cooperation is required from all members and staff during any investigation by the College, insurers or enforcing authority inspectors.
- All incidents will be reviewed by the Health and Safety Officer with the aim of noting recurrences or trends.
- Accident & ill health records to be held on file for at least 3 years and in relation to any records relating to names individuals and health associations, these records will be held for 40 years.
- The Health and Safety Officer is responsible for reporting incidents identified under RIDDOR.

2. Alcohol, Drugs and Solvents

- Staff should, so far as is reasonably practicable, be fit and well for work at all times.
- No person will be allowed to be at work if they are under, or perceived to be under, the influence of alcohol, drugs, solvents, or medication that will affect their judgement.
- Any staff member who is aware of any person who is at work and under the influence of drugs, alcohol, solvents, or such medication must report the matter immediately to their Line Manager or Health and Safety Officer.

- Staff who are taking medication or prescribed drugs that may affect their actions or reactions at work must inform their Line Manager. The Line Manager, together with the Health and Safety Officer, will determine if redeployment is necessary (for example to non-hazardous working).
- The use of uncontrolled drugs or solvents, or consumption of alcohol by staff aside from as part of standard College activities, or being under their influence, while at work, is considered by the College to be a very serious matter and will be treated as an act of serious, or gross misconduct.

3. Bomb Threat

Bomb and other threats may be delivered in writing, in person, over the telephone or through a secondary source. The most common method is by telephone.

- The Bursar should be contacted immediately about the bomb threat.
- The Lodge will contact the Police.
- The Bursar will evaluate the seriousness of the threat to determine if the evacuation of the College is necessary.
- The procedures for dealing with a bomb threat is outlined in the College Emergency Operating Plan (EOP).

4. Control of Substances Hazardous to Health

- The College recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of storage, the environment, exposure, and chemical make-up.
- It is important that staff understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent or reduce any risks to H&S. Line Managers are to identify hazardous substances within their area of responsibility, assess the risks associated with their use, identify preventative measures, and communicate those to relevant staff.
- All hazardous substances must be subject to a COSHH Assessment, reviewed annually, and communicated to relevant staff.
- A register of substances must be maintained. Copies of all safety data sheets to be held on file and kept up to date.
- All hazardous substances will be labelled and displayed with appropriate hazard symbols, be in appropriate containers, and securely stored.

5. Crowds and Event Safety

- Prior to a major, event where attendance exceeds more than 200 people, a physical H&S check of all relevant areas of the College is to be conducted by the Health and Safety Officer. This check is to consider hazards, electrical safety, fire and evacuation procedures, traffic procedures, medical cover and access points for emergency vehicles.

6. Electrical Safety

- Electrical work and installation will be carried out only by those persons deemed by the Clerk of Works to be competent to do so.
- Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The College will reduce these hazards by using competent persons, safe systems of work, approved materials, and equipment and through regular preventative maintenance and inspection.
- Staff who use electrical equipment must report any fault or defect immediately to their Head of Department.
- Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so.
- As soon as staff become aware of any defect, they should stop using and isolate the equipment by removing the power source. They should then report the defect to the Maintenance Team.
- Any contractor that has been chosen to carry out electrical works or electrical repair works of any kind must provide documentation certifying competency in handling electrical work before the job is carried out.
- All electrical tools and equipment should be inspected annually.
- 5 yearly fixed wiring installation checks to be conducted and records maintained.
- A rolling programme of PAT testing will be managed by the Clerk of Works.

7. Employee Dress Code

- All staff must dress in such a manner that is appropriate for their job.
- Staff should be aware of the dangers of wearing any loose, baggy, or hanging clothing, which can become trapped or entangled causing serious injury. Long hair should be tied back when using equipment and security badges removed, where entanglement is possible. Sensible footwear should be worn at all times, soles should permit a good

grip on College surfaces and heels should be appropriately safe for walking around the premises.

8. PPE

- Personal Protective Equipment (PPE) is regarded as a last resort in the hierarchy of risk controls.
- Where the use of PPE is appropriate, consideration will be given to its selection and suitability, its compatibility with other items of PPE, and its usability. Consideration must also be given to maintenance and replacement parts, secure storage, and training in correct use.
- Managers have a responsibility to communicate and enforce PPE rules and staff are responsible for cooperating with these policies and wearing items as per training and instruction.
- Where there is a certified requirement, the College will fund safety glasses.

9. Fire

- The College conducts, at a minimum, termly evacuation drills on all sites and annex properties.
- In the event of an emergency evacuation, drill or otherwise, **the Incident Controller** (likely to be the Bursar if present), will make the final decision to re-enter the building after consultation with the DB and the Fire Brigade.
- Following any emergency evacuation, drill or otherwise, all feedback on the procedure is to be emailed directly to the DB, who will coordinate any required changes.

10. Fire Safety Arrangements

- The Health and Safety Officer (DB) is responsible for ensuring that Fire Risk Assessments are completed for all College buildings, reviewed every 3 years, or sooner if required, and that action identified are tracked to completion.
- In addition to the Fire Risk Assessment, the College will develop an Emergency Plan that outlines the response to incidents, and also a floor plan that will highlight the location for fire safety measures.
- Practical Fire Safety Measures include, but are not limited to:
 - Fire Action signage and Direction Signage is displayed around site.
 - Weekly fire alarm sounding tests.
 - Annual servicing arrangement for Fire alarm panel.
 - Emergency lighting servicing, inspection, and function test.

- Fire Doors will be subject to regular routine inspection.
- Fire extinguishers are provided, maintained, inspected, and tested annually.
- Fire Drill will take place termly, organised by the DB and the Lodge Manager.
- Fire Marshalls (including Junior Deans and Housekeepers if appropriate) are identified, role clearly defined, receive training, and are communicated.
- Fire Safety Training for all staff takes place at regular intervals.

11. First Aid

- The College will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times.
- The Head Porter, in consultation with the HR Officer, will be responsible for recording names and location of first aiders and will retain first aid certificates with date of initial training and refresher training.
- The prime aim of any employee dealing with an injured or ill person is to sustain life and if possible, to stabilise the condition until professional assistance arrives. In case of an emergency the First Aider will call 999, the casualty will be taken to hospital by ambulance. Supportive care will be given by the First Aider until the ambulance arrives.
- First aid kits will be kept in readily accessible condition. The overall responsibility to maintain the first aid kits and their materials lies with the Head Porter (Main Site), Housekeeper (South Oxford), Housekeeper (North Oxford). The first aid boxes are checked on a termly basis and replenished as required, or straight after supplies are known to be used.
- No medicine, drugs or other medications will be administered by any member of staff other than the College Nurse on campus.
- Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials, and personnel during staff induction.
- All first aid treatment provided by the First Aiders shall be recorded in the Incident Report.

12. Gas Safety

- The risks associated with the use of gas depends on the circumstances. These risks include carbon monoxide poisoning, fire, explosion, and asphyxiation.
- All gas-related work will be carried out by a competent person or persons only. The Clerk of Works will ensure that any contractor hired to work on gas facilities at the College is competent and authorised to do so through completion and review of the Permit To Work (PTW) documentation.

- Gas fittings will be of correct construction, material, strength, and size and should be regularly maintained.
- Members and staff must not interfere in any way with any gas appliances or fittings unless authorised to do so.
- Anyone who smells gas should initiate evacuation procedures (as for fire).
- The DB is responsible for ensuring all gas systems are maintained and inspected in accordance with local regulations.

13. Hand Tools

- All hand tools must only be used for the job for which they are intended.
- Staff must use hand tools in a safe manner and in accordance with any training given in their use.
- Hand tools must be maintained in an efficient working condition. Any defects must be reported and repaired.
- Hand tools must be stored appropriately and not be subject to substances or articles that will affect their safe use.
- When using hand tools, staff must take appropriate care not to expose themselves or others to undue risk. Any employee who is unsure of the correct use of hand tools should request training.

14. Hot Liquids and Substances

- Hot liquids and substances are encountered on a day-to-day basis throughout the College.
- This will be within the heating installation, domestic hot water supply and when cooking food or boiling water to prepare beverages.
- Maintenance staff working on the heating installation and domestic hot water supply will do so only if they have been authorised by the Clerk of Works.
- Catering staff will prepare and cook food in accordance with the laid down kitchen procedures.

15. Hot Works

- Hot Works are maintenance or construction that involves welding, burning, brazing, cutting, soldering, or heating or other operations that may generate arcs, sparks, open flames, or other fire hazards.

- Authorised Person: Only individuals qualified to perform burning, welding, and cutting operations by virtue of training and competency can undertake hot works.
- All requests to undertake hot works must be approved in advance by the Clerk of Works using the license form template agreed with the College's insurers.
- Contractors must provide workers' hot works licenses for approval by the Clerk of Works before any hot works are undertaken.
- Hot Works will be assessed with PTW submission to the Clerk of Works.

16. Housekeeping

- The general tidiness and cleanliness of the premises is a key factor in the promotion of H&S and can contribute greatly to reducing risks and accidents.
- All staff are responsible for the general state of the premises in respect of rubbish and debris. Staff must dispose of any waste material in the containers provided and must not allow accumulations of waste material.
- All staff must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately, using appropriate materials and observing the relevant warning signs during and after the operation.
- No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object that is likely to affect safe movement through them.
- Staff will be responsible for clearing away all mess or surplus material of which they are the cause and for placing it in the relevant containers.

Although accumulations of dirt or waste should be reported to the DB, it is stressed that general cleanliness and hygiene is the responsibility of all members and staff, not just the Housekeeping teams.

17. Lone working

- Lone workers are defined as those who work by themselves without close or direct supervision.
- Lone workers are at risk because they are isolated from help in the event of illness, accident, driving at work or attack.
- Managers must complete risk assessments and put in place appropriate systems of work to ensure the safety of lone workers. The risk assessment should include:
 - Does the workplace present a special risk to lone workers?

- Does the lone worker have adequate means to stay in touch and call for help?
 - Is there safe access and egress for the lone worker?
 - Can the lone worker safely handle any equipment, substances and goods at the work location?
 - Will money be handled?
 - Is there a risk of violence/abuse?
 - Is the work and surrounding area well lit?
 - Are there weather-related conditions or hazards?
 - Is the lone worker medically fit and suitable to work alone?
 - Does the lone worker understand the risks, mitigations and are they sufficiently experienced to work alone?
 - How will the lone worker be supervised?
 - What is the check-in/out procedure?
 - What are the emergency procedures?
- Lone workers have a duty to adhere to any procedures and instructions put in place for their benefit and to tell their manager if they are concerned about their safety whilst lone working.
 - The Lodge is always staffed and is the primary point of contact for lone workers in the event of an emergency.

18. Machinery and Equipment

- The College's aim is to provide equipment, where required, which is, so far as reasonably practicable, safe and without risk to health.
- Prior to use, equipment will be checked, and any manufacturer's guidance will be considered. Information, instruction, and training will be given by Department Head to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing that is required to be worn.
- Staff must not use any equipment unless they are competent to do so and have received the necessary information, instruction, and training.
- Staff must report any damage, malfunction, or unsafe equipment to their Head of Department. Employees must not interfere with or repair any equipment unless competent to do so.
- All equipment will be maintained in efficient working order. Particular items of equipment will have a routine and planned maintenance programme.
- Proper and safe procedures will be adopted for maintenance of equipment, including the isolation of power.

19. Manual Handling/Materials Handling

- The College accepts that there are risks of injuries to staff from manual handling operations.
- As a starting point, no staff will be expected to and therefore must refrain from moving any load that they think is liable to cause injury. Staff should have regard to good manual handling techniques and follow the approved systems of work including the use of any manual handling aids provided.
- Staff who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.
- All manual handling operations that involve a risk of injury and cannot be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.

20. Office Safety

There are a number of risks associated with working in an office and, although such areas are generally of low risk, the following points should be kept in mind:

- Floors and aisles should be kept clear at all times.
- Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall.
- Anything heavy or an awkward load, which is likely to cause injury, should not be lifted.
- Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets.
- Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately.
- Guidance or instructions on notices or signs should be followed.
- Fire exits must be kept clear at all times.
- Office staff must make themselves familiar with the arrangements for dealing with emergencies, including fire.
- Staff are required to keep their own work areas clean and tidy at all times.

- Paper products should not be stored close to electrical sockets or other electrical installations where possible.
- Staff are advised not to drink and eat in the vicinity of electrical equipment.
- Staff must not use anything other than stepladders or other specifically designed aids to reach high shelves or other areas out of reach from the ground, e.g., files on shelves.

21. Display Screen Equipment (DSE) and Workstation Safety

- A DSE User is identified as someone who used DSE habitually and for a significant amount of time.
- Users are to be subject to Annual Workstation Self Assessments. Managers are responsible for ensuring that all DSE Users complete and return these assessments each year.
- Any problems identified will be raised and a Specialist Workstation Assessment will be conducted by our external H&S Consultant.
- Users are entitled to free eye and eyesight tests, and the College will contribute to the cost of corrective glasses specifically for DSE use when recommend by such test.

22. Pregnancy

- It is the Line Manager's responsibility to ensure that a pregnant workers and new mothers risk assessment is completed and reviewed at suitable intervals – including the return to work after giving birth. This can be done with the support of HR or H&S Consultant.
- Where a risk to a pregnant person is identified then every step possible will be made to remove the risk or reassign the duties of that person as appropriate and until the pregnancy has passed.
- It is the duty and responsibility of the staff member to notify the College that they are pregnant and to provide medical proof of the pregnancy.
- No person who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the foetus or newborn baby at risk of harm.

23. Premises

- With a large infrastructure and requirements to constantly satisfy educational and event needs, it is not reasonable or practical for all maintenance activities to be undertaken out of hours.

- College premises will be maintained in a condition that, so far as reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age and structural features of the buildings.
- All members and staff have a responsibility to maintain the premises and not to do anything to damage the College. Any defects or damage should be reported via the Maintenance Ticket System.
- The following is a list of general rules for members and staff to follow (most are included in various parts of this policy):
 - Do not cause obstructions.
 - Do not run.
 - Do not leave cables trailing on the floor.
 - Do not attempt to interfere with or repair any equipment or machinery unless you are authorised and competent to do so.
 - Report all defects, damage or dangerous conditions or system of work.
 - Dispose of rubbish and refuse promptly and in accordance with approved practice.
 - Do not move any load liable to cause injury.
 - Do not obstruct fire exits.
 - Observe all signs.
 - On leaving work ensure it is left in a tidy and clean state and ensure that materials are stored away.
 - Follow approved procedures, instructions and training at all times.
- Sufficient heating, lighting and ventilation will be provided and maintained by the College where practicable.
- If appropriate, notices designed to protect the H&S of members, staff and visitors will be displayed on the College premises. Such notices will be positioned in conspicuous places, and everyone is required to comply with them. Notices and signs must not be interfered with, removed or defaced.
- The College will maintain adequate welfare facilities, toilets, drinking water, hand washing and drying facilities.

24. Slips, Trips and Falls

- Slips, trips, and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.
- The College therefore requires that floors must be suitably surfaced, in good condition and free from obstructions.

- Members and staff are to report any H&S concerns via the Maintenance Ticket System and if urgent and/or serious, to their Head of Department or the Health and Safety Coordinator any obvious hazards to safe movement.
- Notices are to be prominently displayed when floors are being cleaned and floor cleaners are to wear appropriate footwear.
- Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- Unavoidable ground-level obstructions are to be cordoned off.
- Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

25. Training

- Hertford expects that, by virtue of their professional qualifications and experience, every staff member should maintain a basic understanding of and strong commitment to H&S.
- However, the College recognises the importance and value of H&S training and is committed to providing adequate information, as well as additional instruction and training, where appropriate.
- Information relevant to particular tasks or jobs will be provided by the relevant Head of Department.
- The policy will be made available by the Head of Department, or Health and Safety Officer, member, or staff on request.
- The College will continually review the H&S training needs of staff and will endeavour to ensure that staff are competent for the task they are required to perform. Staff who want further information, instruction or training should seek this in the first instance from their Head of Department.
- Staff must not attempt any task that they are not trained or competent to perform. Heads of School or Department should first satisfy themselves that staff are adequately trained before allocating tasks to them.
- Inductions are conducted for all new starters. These include a general introduction to the College's Health and Safety Policy, as well as familiarisation with department specific hazards and risk assessments.

26. Visitors and Contractors

- When selecting Contractors key consideration will be given to their health and safety records and performance, documentation, licensing and competence, insurances, and their general suitability to undertake work depending on the level or risk associated and their experience.
- Contractors will be required to provide risk assessments and method statements prior to work commencing on site.
- For all major contracts a pre-site meeting will be held in College at which the designated College representative(s) and the contractor's representative(s), will discuss and agree the management of H&S in relation to the contract.
- All Work at Height (WAH) must be pre-approved by the Clerk of Works for statutory compliance.
- All contractors must have a permission to work authorisation from the Clerk of Works and approved by the DB (Health and Safety Officer) for operational timings before work may commence.
- Contractors will be required to sign an agreement when undertaking work for the College acknowledging their responsibility to exercise safe working practices.
- In the case of contractors, a College representative will be made responsible for supervising any work being carried out on the premises and ensuring the contractors comply with safeguarding policies at all times.
- Visitors and contractors will be required to wear any personal protective equipment deemed necessary. All visitors and contractors will be given general information regarding the H&S, as well as Safeguarding, arrangements in the premises.
- Depending on the circumstances, visitors and contractors may be given a copy of the College's Health and Safety policy and will be required to inform the Head of Department for whom they are working, of any potential hazards. They will also be given fire safety instructions by that person if required.
- It is the responsibility of the College representative who is responsible for the visitors' or contractors' presence, to ensure that employees, other visitors and/or contractors are not placed at risk by those visitors or contractors. Equally the College has a responsibility to the visitors and/or contractors and will ensure that they are never put at risk by action or omissions of the College or its employees.

- A written contract may be required for certain tasks involving contractors. The Health and Safety Officer or their representative, will be responsible to ensure this contract contains adequate H&S clauses.
- Any accident, injury or damage involving a contractor must be reported to the Head of Department for whom they are working, who should inform the College Health and Safety Officer, and complete an accident report form.

27. Working at Height (WAH)

Hazardous Work at Heights means:

- a. In or on an elevated workplace from which a person could fall.
 - b. In the vicinity of an opening through which a person could fall.
 - c. In the vicinity of an edge over which a person could fall.
 - d. On a surface through which a person could fall.
 - e. In any other place (whether above or below ground) from which a person could fall, a distance of more than 3 meters.
- Falls from height are the single most frequent cause of workplace fatalities, whilst falling objects cause a high proportion of reported injuries.
 - Work involving stepladders, which are only suitable for routine, low-risk, and short duration tasks, is deemed to be working at height. Under normal circumstances in the College, this will only be undertaken by the maintenance team, who are trained and deemed competent by virtue of their role and employment, in using ladders. Stepladders are to be carried in a vertical position, so as not to cause injury, are to be checked by the user before use, and are never to be left unattended. In all cases, a back-up safety person is to be used, who is to ensure the area around the ladders is kept free of any other person. Standing on chairs to undertake work is not safe or appropriate and is forbidden.
 - All work at height, with the exception of the use of stepladders as described above, must be approved in advance by the Clerk of Works for statutory compliance and the DB (Health and Safety Coordinator) for operational timings.
 - Slips and trips that may be trivial at ground level may result in fatal accidents when on a roof. Precautions should be taken where there is a risk of falling off or through a roof. These may include fall-arrest devices and crawling boards. Fragile roofs or surfaces should be clearly identified.
 - If fencing or covers cannot be provided, or have to be removed, effective measures should be taken to prevent falls. Access should be limited to specified people and permission to work must be granted from the DB.

- Work involving cranes will be deemed to be working at height and may only be undertaken after approval from the DB. The safety area is to be marked out and enforced around any area where a crane is being operated.

28. Asbestos

- The Clerk of Works is responsible for managing the College's approach to Asbestos Management.
- Central records are maintained including an Asbestos Register, (which is regularly reviewed), significant findings from risk assessments, results of all surveys, results of sampling and testing, records or removal work undertaken (including air tests, waste carriage documentation).
- The condition of asbestos is regularly checked, and the asbestos register is updated accordingly.
- Maintenance staff are trained in spotting potential asbestos, and areas are thoroughly checked before extensive work is undertaken.
- Contractors undertaking work at the College are given access to the Asbestos Register before starting work.
- In the event of suspected asbestos discovery or accidental disturbance, the Clerk of Works should be notified immediately, and the area will be sealed off, made safe and entry prevented, and detailed testing and surveys will be conducted. The Asbestos Register and central records will be updated accordingly.
- All asbestos removal will be completed by competent contractors with the relevant licenses and authority.

29. Travelling on College Business

- Travelling on College business (work-related travel) encompasses attendance at external meetings, events, and College sponsored activities.
- Work-related travel may involve domestic and international journeys with simple or complex itineraries, multiple modes of transport and nights away from home.
- Work-related travel does not include commuting to and from home unless the individual is travelling to a location which is not their usual place of work.
- All work-related travel should be risked assessed by the individuals who are travelling, in consultation with their manager.

- Consideration should be given to the most appropriate mode of transport and accommodation, time of travel, unfamiliar locations and any local conditions that may pose a risk.
- Where individuals are travelling long distances by car, a hire vehicle is the preferred option.
- In the case of overseas travel the risk assessment process should also include collection of itineraries, contact details, next of kin, insurances, travel advice and so forth.

30. Construction Design and Management

All works undertaken on site that fall within the remit of the Construction (Design and Management) Regulations 2015 will be managed in accordance with the principles outlined in the Regulations.

For significant projects – the College will ensure that suitable arrangements for managing the project are in place, including:

- Ensuring Duty holders are appointed, as per the Regulations.
- Ensuring sufficient time and resources are allocated.
- Ensuring that relevant information is prepared and provided to Duty holders.
- Ensuring the Principal Contractor and the Designer carry out their duties to a satisfactory level.

The College will ensure that all construction work is planned, managed, monitored, and coordinated to ensure the highest level of safety is maintained at all times.

31. Driving at Work

- Driving at work encompasses any authorised work-related travel, using College, hire or private vehicles.
- Driving at work does not include commuting to and from home unless the individual is driving to a location which is not their usual place of work.
- Unless part of a specific job role, there is no requirement for individuals to drive at work.
- Driving at work is one of the most common causes of serious injury and death at work.

- All individuals who drive at work must take all reasonable steps to identify and minimise the risks associated with driving at work. They must:
 - Only drive vehicles for which they hold a valid license to drive.
 - Only drive when fit to do so.
 - Adhere to the Highway Code and obey all road traffic legislation.
 - Where an individual uses their own vehicle to drive at work, they are responsible for ensuring that the vehicle is suitable and has a current MOT, and they hold valid insurance for business travel.
 - Report any concerns, incidents or change in their driving competence which will impact on their ability to drive at work to their manager.
- Managers should ensure that individuals who drive at work comply with the Driving at Work policy.
- The Clerk of Works is responsible for managing the College vehicle pool and issuing specific instructions to individuals who drive the College vehicles.

32. Cycling at Work

- The cycling at work instructions covers the use of College pool bicycles only.
- College pool bicycles are only to be used for authorised staff travel between College sites.
- All pool bike users should ensure that they are comfortable and competent using a pool cycle, check it is fit for purpose, and adhere to the Highway Code and obey all traffic legislation.
- All pool bike users must ensure they use appropriate safety equipment. Shared helmets, lights and reflective vests are available from the Lodge.
- All pool bike users must report any concerns, incidents or change in their fitness to cycle at work to their manager.
- Managers should ensure that individuals who cycle at work comply with the Cycling at Work policy.