



ALL SOULS COLLEGE
MANAGEMENT POLICY
HEALTH AND SAFETY
Michaelmas Term 2025

Introduction

This Policy is for All Souls College (the College).

This Health and Safety (HEALTH & SAFETY) Policy is divided into three distinct sections as follows:

SECTION 1 – HEALTH, SAFETY AND WELFARE POLICY STATEMENT

The statement sets out the general aims and objectives of this HEALTH & SAFETY Policy and is signed by the Domestic Bursar on behalf of the Warden and the Governing Body.

The accountability for Health and Safety lies with the Governing Body and is delegated to the Domestic Bursar and their Management Team.

SECTION 2 – ORGANISATION

This section sets out the organisational arrangements in place for implementing the aims and objectives of this Health & Safety Policy.

SECTION 3 – ARRANGEMENTS

This section sets out the specific procedures to be adopted by employees, fellows, visitors, and contractors in order to implement the Health & Safety Policy and ensure the provision of a safe, healthy, and supportive environment. Where procedures are outlined in separate stand-alone policies, these are clearly signposted from this arrangements section.

SECTION 1 - HEALTH, SAFETY AND WELFARE POLICY STATEMENT

All Souls College is committed to providing a safe working and learning environments for all its Fellows and Employees, and other persons that visit the College. This policy applies to all College activities, services, buildings, and departments.

Our highest priority is ensuring that all College operations (both on the College premises and offsite) are carried out in a safe manner that complies with the law and also demonstrates best practice.

All Souls College believes that excellence in the management of Health and Safety is an essential element within its overall organisational strategy, and its ethos is to treat Health

and Safety management as an integral part of good management, rather than as a stand-alone system.

The Warden and the Governing body recognise and accept their duty as the employer, in accordance with the law, to provide a safe, healthy and supportive working and learning environment for employees, Fellows, visitors, contractors, and anyone else who might be affected by their work activities, and are committed to maintaining a cycle of continuous improvement in health and safety.

In particular, care will be taken to provide and maintain:

- safe premises and safe places of work with safe access and egress,
- safe plant, and equipment,
- proper arrangements for the use, handling, storage and transport of articles and substances,
- information, instruction, training and supervision for safety and safe systems of work,
- a safe and healthy working environment throughout,
- appropriate communication with employees, Fellows, and other relevant persons.

The day-to-day duty of ensuring health and safety rests with the Domestic Bursar and Facilities Director and without detracting from this primary duty, will be assisted and supported by the Health and Safety Advisor, employees and Fellows throughout the management structure in ensuring effective Health and Safety management at both strategic and operational level.

The College Health & Safety Advisor will provide competent professional health and safety advice and additional resources when required supported by the Domestic Bursar's Management Team.

Employees and Fellows must be mindful of their own duties to take care of their own personal health and safety and that of other persons who might be affected by their work activities. All employees and Fellows have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed as and when necessary (and annually as a minimum) and copy of this statement is issued/ available to all employees and fellows.

Signature:



Steve Evans, Domestic Bursar

Date: -6 December 2025

SECTION 2 – ORGANISATION

Health and Safety Management System

The system in place for the management of Health & Safety at the College follows the guidance set out in the Health and Safety Executive (HSE) publication [HSG65 'Managing for Health and Safety' \(HSE, 2013\)](#) and is based on the 'Plan – Do – Check – Act' cycle as illustrated in the diagram below:

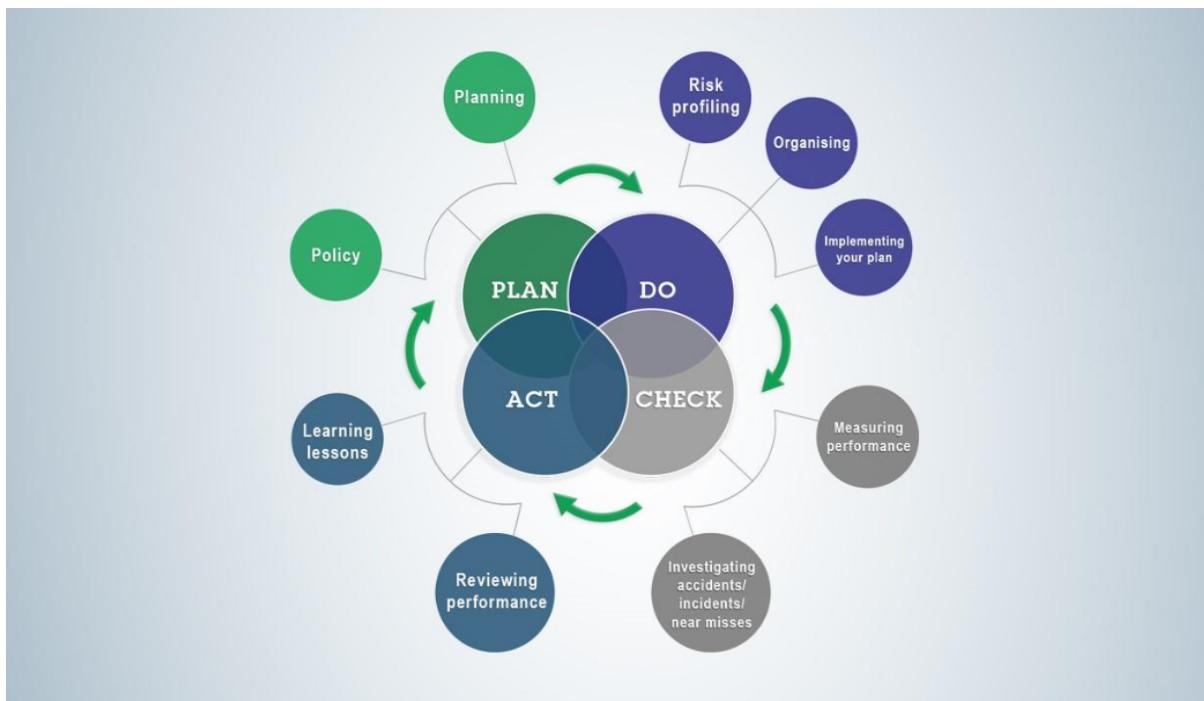


Figure 1 - The Plan, Do, Check, Act Cycle

This framework supports the College to achieve a balance between the systems and behavioural aspects of management. The College's ethos is to treat Health & Safety management as an integral part of good management, rather than as a stand-alone system.

1. Plan

The way in which the College will achieve the four elements of Plan – Do – Check – Act is through the effective implementation of this Health & Safety Policy. The College has adopted various written policies and procedures for each aspect of Health & Safety which complement the aims and objectives of this Policy. These associated policies and procedures can be found in SECTION 3 – ARRANGEMENTS and are arranged in alphabetical order. They include procedures to ensure compliance with legislation (e.g. Electrical Safety, Risk Assessment etc.), as well as procedures for dealing with emergency situations (e.g. Fire etc.). Where a separate policy exists for a particular aspect of Health & Safety, this is clearly signposted from the ARRANGEMENTS section.

The HEALTH, SAFETY AND WELFARE POLICY STATEMENT (SECTION 1), and the ORGANISATION (SECTION 2) of this Health & Safety Policy are reviewed annually and as required by the Facilities Director and Domestic Bursar, prior to being reviewed/approved by Domestic Committee. The associated policies/procedures (as set out in SECTION 3 - ARRANGEMENTS) are reviewed annually and following any significant changes that may affect their content.

Electronic copies of this Health and Safety Policy are available on the Health and Safety Teams site. Hard copies are available in the Lodge, and in the Facilities Director's office.

2. Do

2.1. Risk Profiling

The varied nature of the College premises and the activities that are undertaken result in a variety of potential Health & Safety risks. Risk assessments are undertaken as set out in the College's Risk Assessment Policy in order to assess the risks, identify what could cause harm in the workplace, who it could harm and how, and outline what the College will do to manage the risk. Risk assessments are routinely completed, reviewed, and stored electronically on the Health and Safety Teams site.

There is an active training programme in place to ensure the competency of risk assessors and quality and consistency of risk profiling.

The College also has an overarching Centralised Risk Assessment Register in place. This is maintained by the Heads of Departments and Line Managers and monitored by the Health & Safety Advisor.

2.1.1 Organising Activities to Deliver the Plan

The effective organisation of College activities is essential to the successful delivery of our management system and, as such, is a key focus for the College. The College will ensure that all employees and Fellows know what is expected of them, that there are suitable communication channels in place (both downward and upward) through which Health & Safety matters can be raised and discussed, and will maintain a proactive approach to developing and sustaining a positive Health & Safety culture.

All College employees and Fellows own Health and Safety, and everyone is expected to ensure continuous improvement in the provision of a safe, healthy, and supportive environment. Employees and Fellows are expected to address hazards which they identify and must actively seek rectification or temporarily make those situations safe until a suitable solution can be determined.

SECTION 3 of this policy lists the arrangements for Health & Safety (e.g.,

Electrical Safety, Risk Assessment etc.), most of which are underpinned by legislation and/or government guidance. The specific duties and responsibilities of employees and fellows in relation to these arrangements are also clearly specified in each of the arrangements listed within SECTION 3.

2.1.2 Organising for Health and Safety

Organising for Health & Safety is the collective label given to activities in four key areas that together promote positive health and safety outcomes:

1 *Controls Within the College: The Role of Heads of Department/ Line Managers*

Heads of Department/Line Managers must identify key objectives for Health & Safety within their area and must review progress made against them. Heads of Department/Line Managers must provide clear direction and take responsibility for their area, together with leading by example in order to ensure a positive Health & Safety culture for employees, Fellows, visitors, and contractors.

Employees and Fellows must ensure that they display best practice at all times and set a good example to fellows, visitors, and contractors.

2 *Co-operation*

The College encourages co-operation by all employees, Fellows, visitors, and contractors to ensure the effectiveness of this Policy and to help ensure the development of a positive Health & Safety culture throughout the College.

To achieve this, the College:

- co-ordinates with contractors (please refer to the College's Management of Contractors Policy);
- involves employees and Fellows in managing health and safety (e.g. through actively involving them in the risk assessment process, development of Health & Safety policies and procedures, and delivering training/toolbox talks etc.); and
- Ensures that suitable emergency procedures are in place and briefed to relevant employees (and where relevant, Fellows, visitors, and/or contractors), liaising with external services where necessary (please refer to the College's Fire Policy).

3 *Communication*

Effective communication is imperative in ensuring that this Health & Safety Policy (and its associated policies/procedures) are implemented throughout the College. The College provides employees, Fellows, visitors, and contractors with information about the hazards, risks,

preventative measures, and emergency arrangements that are relevant to them.

Heads of Department/Line Managers are tasked with communicating relevant information to their employees and acting on any feedback which may arise from such communication.

Health & Safety matters will be communicated via a variety of methods, including, but not limited to:

- Head of Department/ Line Managers Health & Safety meetings,
- weekly employee briefings,
- mandatory and job-specific employees Health & Safety training sessions,
- induction training for new employees and Fellows,
- e-mail,
- Health & Safety notice boards,
- Health and Safety Teams site, and
- annual Health and Safety Refresher Training.

All Heads of Department/Line Managers must ensure that Health & Safety is a fixed agenda item for all team meetings.

4 Competence

Competence is achieved through a combination of elements, including training, skills, experience, and knowledge. All employees and Fellows must be aware of legislation, approved Codes of Practice, HSE guidance, and industry guidance etc. relevant to their role and how to manage Health & Safety effectively. All employees and Fellows need to be able to work in a safe manner. Competency is a mandatory element of the College's recruitment process whereby qualifications will be checked where relevant, and HR/Heads of Department/Line Managers are required to identify Health & Safety training needs at the outset.

Details of Health & Safety training requirements for employees and Fellows are outlined below:

Employees and Fellows Health & Safety Training

All employees and Fellows must complete the mandatory Health & Safety training package relevant to their role (as identified on the overarching Health & Safety training matrix produced by the Health & Safety Advisor). This may include (N.B. this list is not exhaustive):

- Health & Safety Awareness,
- Fire Safety Awareness,
- Manual Handling,

- Equality and Diversity Awareness.

The Fire Safety Awareness and Health and Safety Awareness training courses are mandatory for employees and Fellows and must be completed within the first half-term of their employment. For all other mandatory training courses, they must be completed within a reasonable time and then refreshed periodically thereafter (annually).

It is the responsibility of Heads of Department/Line Managers to compile and maintain a Health & Safety training matrix at department level to identify the internal/external training completed/required for each employee and to ensure that this is monitored to completion, with a means of identifying when refresher training is due (N.B. this is especially important for any training/qualifications that have an expiry date, such as first aid etc.).

Employees and Fellows Health & Safety Induction

All new employees and Fellows are inducted on Health & Safety matters in accordance with the mandatory new employee procedures. This involves:

- attending a Health & Safety induction and completing the New Starter Induction Form checklist as evidence of what has been covered/discussed;
- completing the mandatory Health & Safety training modules assigned to them (as identified by the HR /HOD/ Line Manager); and
- ensuring that they have read and understood (or been briefed on) all relevant policies, procedures, risk assessments, and safe systems of work relevant to their role.

It is the responsibility of the HR Department to ensure that all employees and Fellow's Health & Safety inductions are recorded and retained on file for audit and compliance purposes.

External Health and Safety Consultants

The College recognises its duties under the Management of Health and Safety at Work Regulations 1999 to appoint one or more competent persons to assist in meeting our health and safety legal duties, and achieves this in a number of ways as follows:

- The College ensures, where necessary for the purposes of health and safety, that external specialist contractors are appointed to advise and undertake work on behalf of the College. For example, this may include asbestos surveyors, water hygiene specialists, fire risk assessors,

building surveyors, occupational hygienists, and engineers to undertake statutory inspections etc.

- The College has appointed a Health & Safety Advisor who holds at least a Level 3 qualification (i.e. NEBOSH National General Certificate or equivalent) in health and safety and can provide advice and guidance to employees, Fellows, and others; and
- The Health & Safety Advisor will be required to provide advice and guidance to all employees and Fellows regarding Health & Safety matters and current Legislation. The Health & Safety Advisor will also undertake periodic audits on behalf of the College to review the effectiveness of the College Health & Safety arrangements in achieving legal compliance and maintaining a cycle of continuous improvement.

2.1.3 Health and Safety Responsibilities

1 The Warden and Governing Body are responsible for Health & Safety

The Warden and Governing Body as the most senior person/body within the College, they have delegated the accountability for health and safety to the Domestic Bursar and their Management Team.

2 Domestic Bursar's Management Team

The Domestic Bursar and the Management Team are responsible for ensuring that Heads of Department fulfil their specific responsibilities for implementing the College's Health & Safety policy and associated policies/procedures. As the College is committed to achieving a measurable, progressive improvement in Health & Safety performance, the primary responsibility for implementing this Policy lies with senior managers, who are expected to lead by example at all times.

There is strong and active leadership from the top, with visible, active commitment from the Domestic Bursar's Management Team.

There are effective 'downward' communication systems and management structures in place.

There is an integration of good Health & Safety management with business decisions.

Employees and Fellows are engaged in the promotion and achievement of a safe, healthy and supportive environment.

There is effective 'upward' communication in place.

The College has access to competent advice on matters of Health & Safety.

The College has a Health & Safety Policy in which management

responsibility for Health & Safety is clearly defined.

The appropriate organisational arrangements relating to the management of Health & Safety exist and are monitored and reviewed (including the identification and management of Health & Safety risks); and

Sufficient resources are allocated within the College budget to allow for the effective implementation of this Health & Safety Policy and all related policies/procedures.

3 *Facilities Director*

In addition to the responsibilities set out for members of the Domestic Bursars Management Team, the Facilities Director is also responsible for overseeing operational aspects of Health & Safety and acting as the lead Domestic Bursar's Management Team member with responsibility for Health & Safety.

4 *Heads of Department/Line Managers*

All Heads of Department/ Line Managers have direct responsibility for all Health & Safety matters within their area, and to ensure the implementation and operation of the College Health & Safety policy and associated policies/procedures. They are expected to lead by example at all times. A summary of their main Health & Safety responsibilities is as follows:

- Ensuring that appropriate resources are allocated to ensure that effective Health & Safety measures are introduced and maintained.
- Bringing to the attention of the Health & Safety Advisor/Facilities Director any high-risk activity which cannot be adequately controlled by use of departmental resources.
- Ensuring that all employees fully understand their responsibilities as outlined in this Health & Safety Policy and its associated policies/procedures.
- Ensuring that all employees within their area of responsibility are provided with a suitable Health & Safety induction.
- Ensuring that risk assessments exist for all areas, activities, offsite visits, and events, and that they are appropriately communicated and reviewed as outlined in the College's Risk Assessment Policy
- Ensuring that safe methods of working exist in accordance with recognised procedures (where relevant e.g. Grounds and Maintenance employees).
- Ensuring that employees are instructed in safe working practices and

corrective action taken where necessary.

- Ensuring that all plant, machinery, and equipment is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use.
- Ensuring that appropriate protective clothing and equipment (PPE) is available and used as instructed at all times.
- Ensuring that hazardous substances are recorded with an accompanying Coshh register.
- Manufacturers' Safety Data Sheet, and Coshh assessment and are correctly used, stored securely, and labelled.
- Ensuring that hazards are identified with appropriate signage and all Health & Safety information is communicated to relevant persons.
- Ensuring that all accidents, incidents, near misses and/or cases of occupational disease are notified to the Health and Safety Advisor and Facilities Director in order for them to be investigated, as necessary.
- Setting standards for their area for the improvement of Health and Safety.
- Ensuring that any Health & Safety concerns that they are unable to remedy are formally reported to the Facilities Director.
- Ensuring that Health & Safety is a fixed agenda item for team meetings.
- Communicating Health & Safety matters to the employees within their area as soon as they become aware of them.
- Ensuring that their employees complete all mandatory Health & Safety training in line with College requirements.
- Compiling and maintaining a Health & Safety training matrix at department level to identify the internal/external training completed/required for each employee and ensuring that this is monitored to completion, with a means of identifying when refresher training is due (N.B. this is especially important for any training/qualifications that have an expiry date, such as first aid etc.), ultimately ensuring that employees receive adequate Health & Safety training for their role and needs; and
 - Ensuring that employees co-operate with fire drills.

5 *Health & Safety Advisor*

The Health and Safety Advisor is the health and safety coordinator whose

duties are to:

- Be familiar with the contents of the policy and ensure a copy is readily available for all employees and Fellows.
- Ensure that the Health and Safety Policy is reviewed annually, and any changes communicated with all employees and Fellows.
- Oversee, monitor, and review the health and safety performance of Head of Departments/Line Managers, including reviews of departmental risk assessments.
- Arrange for annual Health and Safety audits to be conducted and actions arising to be completed in a timely manner.
- Monitor Health & Safety arrangements ensuring that Head of Departments/Line managers complete their Health & Safety responsibilities as per College Policies.
- Ensure accidents/incidents are properly recorded and investigated with any lessons learned effectively communicated to relevant employees and Fellows. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of the Facilities Director.
- Ensure that information, training, instruction, and supervision is provided within departments together with appropriate consultation and that safe systems of work are in place.
- Liaise with Head of Departments/Line Managers responsible for Health and Safety where necessary and ensure they are kept updated on all key Health & Safety issues.
- Ensure that appropriate inspections in relation to health and safety are carried out by those with assigned responsibility and that appropriate records are centrally stored.
- Complete Workplace Inspections. Each area of the College is to be subject to a periodic Health & Safety inspection.
- Regularly review the College Risk Assessments register, to ensure head of department's/ Line Managers review as required. Also, a requirement to complete spot checks and ensure risk assessments are suitable and communicated to and implemented by relevant employees and fellows.
- Attend all College Head of Department/Line Manager Health & Safety meetings.
- Investigate accidents, incidents and near misses, providing recommendations where necessary to minimise risk of injury and

prevent accidents / incidents.

- Monitor work completed by external consultants e.g. ensure Fire Risk Assessments are carried out and the actioning of any recommendations is coordinated and completed in a timely manner.
- Regularly review the centralised Health and Safety training requirements of all employees and fellows, arranging in liaison with the HR department for the suitable Health and Safety training of all as necessary to perform their duties safely and retaining a record of training received including when update/refresher training is required.
- Ensure the regular compliance testing and inspections are completed either in-house or with contracted services in accordance with the necessary regulations, and records centrally retained.

6 *Employees and Fellows*

Employees and Fellows are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the Health & Safety of themselves and of other persons who may be affected by their actions or omissions.
- To co-operate with the College as far as is necessary to enable compliance with all Health & Safety matters.
- Not to interfere with or misuse anything provided in the interests of Health & Safety.

Employees/Fellows must inform the College of:

- any work situation which a person would reasonably consider represented a serious and immediate danger to Health & Safety; and/or
- of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection against arrangements for Health & Safety.

Employees and Fellows (where relevant) are also responsible for:

- Ensuring that all work is carried out in accordance with this Policy, associated policies/procedures, risk assessments, Coshh assessments and associated documents.
- Completing online training and attending mandatory Health & Safety training sessions in line with College requirements.
- Familiarising themselves with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment, and co-

operating with fire and lockdown drills.

- Familiarising themselves with the College Health & Safety Policy and associated policies/procedures relevant to their role.
- Adhering to information, training, instruction, and supervision.
- Promptly reporting any accidents, incidents, near misses, cases of occupational disease, and/or fires to the Health & Safety Advisor and/or Facilities Director.
- Ensuring that unauthorised or improper use of plant, machinery, and/or hazardous substances does not occur in their area of work.
- Using the correct equipment and tools for the job (including guards and safety devices) and any protective clothing and safety equipment supplied in the proper manner, and never interfering with or disconnecting guarding/safety devices.
- Ensuring that any hazardous substances are correctly used, stored, and disposed of.
- Reporting immediately via the defect log any defects in the premises, plant, equipment, and facilities which they observe.
- Take an active part in promoting Health & Safety.

Ensuring that any visitors to the site that they are responsible for:

- Sign in and are adequately supervised at all times.
- Receive a Health & Safety induction where necessary (i.e., for contractors and/or other visitors that may need to be left unsupervised); and
- Sign out at the end of each day and prior to leaving the site.

7 *Visitors and Contractors*

It is the responsibility of all visitors and contractors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger. In particular, visitors and contractors must:

- comply with instructions given by employees and Fellows;
- complete Permit To Work documentation where relevant;
- not tamper with emergency equipment;
- sign in upon arrival at the Lodge;
- bring to the attention of employees and Fellows any Health & Safety issues/concerns;
- wear personal protective clothing/equipment where required; and

- sign out prior to leaving the site.

Information on emergency procedures and the necessity to report any illness, injury or accident is provided during the signing in procedure. Contractors who will be working without direct supervision by a member of College employees or Fellows must be provided with a Health & Safety Induction prior to commencing work.

2.1.4 Implementing the Plan

Planning is the key to ensuring that the College's Health & Safety efforts really work. Planning for Health & Safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance, and developing a positive safety culture.

Risk Control – the aim is to eliminate risks where possible, or to reduce the risk to as low as is reasonably practicable where elimination is not possible.

Implementation – where necessary, specific procedures will be compiled to assist persons in implementing the Health & Safety policy. A list of these procedures is provided in SECTION 3 ARRANGEMENTS.

3. Check

3.1. Measuring Performance

Health & Safety performance needs to be measured to check that the Health & Safety Policy is being effectively implemented. We need to know:

- Where we are.
- Where we want to be.
- What is the difference – and why.

The two key components of Health & Safety monitoring systems are active monitoring and reactive monitoring.

Active Monitoring (before things go wrong) – involves regular inspection and checking to ensure that standards are being implemented and management controls are working. The College will carry out active monitoring through:

Workplace Inspections – each area of the College is subject to a periodic Health & Safety inspection undertaken by the Health & Safety Advisor. Areas are prioritised based on the level of risk and fed into an annual inspection schedule. Following each inspection, a full report is produced, and Heads of Department/Line Managers are expected to ensure that all items on the action plan are completed within the agreed timescales. Completion of the actions will be monitored by the Health and Safety Advisor and reported on at Head of Department/Line Manager Health & Safety meetings.

Other inspections – specialist inspections undertaken by competent persons

(usually external to the College). For example, asbestos, legionella, and fixed electrical installation, etc.

Statutory Compliance Reports – Statutory Compliance Reports will be produced on a termly basis by the Head of Maintenance, providing the Health & Safety Advisor and Facilities Director with feedback on the current status of property compliance (e.g. asbestos, legionella, fire etc.).

Reactive Monitoring (after things go wrong) – involves investigating injuries, cases of occupational illness or disease, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why. The College carries out reactive monitoring through:

- Investigating accidents, incidents, near misses and cases of occupational disease as outlined in the College's Accident, Incident, Near Miss, Occupational Disease Reporting, Recording and Investigation Policy.
- Accident/incident/near miss/occupational disease statistics will be submitted for discussion during Head of Department/ Line Manager Health & Safety meetings. Statistics will also be compiled and included in Health & Safety reports.
- Work related ill health and sickness/absence figures will be submitted by the Human Resources department for discussion at Head of Department/Line Managers Health & Safety meetings.

4. Act

4.1. Reviewing Performance

Monitoring provides the information to let you review activities and decide how to improve performance. Audits, by internal employees or external parties, complement monitoring activities by looking to see if the College's policy, organisation, and arrangements are actually achieving the right results.

External auditing will be carried out by the local authority Environmental Health Officers (for food hygiene visits to catering departments), Fire Authority visits, insurance company risk surveys, and HSE inspections etc. Other ways in which the College will review its Health & Safety performance are as follows:

Workplace Inspections – as previous.

Other inspections – as previous.

Risk Assessment Review and Audit – Heads of Department/Line Managers are responsible for ensuring that all areas, activities, offsite visits and events within their area of responsibility have been risk assessed and that such assessments have been recorded and are reviewed in line with the requirements of the College's Risk Assessment Policy. Heads of Department/Line Managers must ensure that any new activities that are being considered for the forthcoming academic year are risk

assessed before the activity commences to ensure that suitable control measures are in place.

External H&S Audits – External audits to review the College's Health & Safety arrangements are organised periodically.

4.2. Lessons Learned

Learning lessons involves acting on:

Findings of accident/incident/near miss/occupational disease investigations – each accident/incident/near miss is investigated as outlined in the College's Accident, Incident, Near Miss, Occupational Disease Reporting, Recording and Investigation Policy. Findings of the investigations are communicated to relevant employees and fellows and discussed at Head of Department/Line Managers Health & Safety meetings where relevant.

Adverse events that occur at other, similar establishments – the Health & Safety Advisor and Facilities Director will cascade information relating to adverse events which have occurred at other, similar establishments to relevant employees and fellows with a view to identifying lessons learned and any actions required.

SECTION 3 – ARRANGEMENTS

The Health and Safety Policy refers to a number of separate policies. These policies provide more information and details of responsibilities etc.

Policy Title
Accidents, Incident, Near Miss, Occupational Disease Recording, and Investigation Policy.
Asbestos
Management of Contractors Policy
Control of Substances Hazardous to Health (COSHH) policy
Display Screen Equipment Policy
Driving for Work Policy
Electrical Safety Policy
Event Safety Policy
Fire Safety Policy
First Aid Policy.
Food Safety Policy
Gas Safety Policy
Glazing & Window Safety Policy
Health Surveillance Policy
Home & Hybrid Working Policy
Legionella Policy
Lifting Equipment & Lifting Operations LOLER Policy
Lone Working Policy
Manual Handling Policy

Noise Awareness Policy
Personal Protective Equipment Policy
Pregnant Workers & New Mothers Policy
Pressure Systems and Equipment Policy
Radon Policy
Risk Assessment Policy
Slips and Trips Policy
Smoking and Vaping Policy
Stress Policy
Tree Management Policy
Vibration at Work Policy
Violence & Aggression at Work Policy
Visitors Policy
Workplace, Equipment, Devices and Systems Policy
Work At Height Policy
Work Equipment & Machinery Policy
Young Workers Policy

1. Competence/Training

Please refer to the section on Competence within Section 2 – ORGANISATION of this Policy.

2. Communication with Employees and Fellows

Please refer to the section on Communication within Section 2 – ORGANISATION of this Policy.

3. Consultation with Employees and Fellows

Please refer to the following sections of this Policy:

- Co-operation within Section 2 – ORGANISATION; and

- Health & Safety Meeting – Terms of Reference.
- HOD's/ Line Managers Health and Safety Meetings.

4. Disabled Employees/Fellows (including temporary disabilities) and Medical Conditions

All new employees and Fellows are required to complete a medical questionnaire upon employment. The Head of Human Resources will review this. For any employees or Fellows with either a permanent and/or temporary disability or medical condition that may affect their health and safety (or the health and safety of those affected by their actions) whilst working, an individual risk assessment will be completed, with the view to making reasonable adjustments. In addition, for any employees whereby their temporary/permanent disability/medical condition may affect their ability to be alerted to a fire evacuation, and/or to evacuate safely, the College will ensure that a Personal Emergency Evacuation Plan (PEEP) is completed.

The individual risk assessment process will be fair and will look at what reasonable adjustments can be made. Advice to assist in completion of the risk assessment may be sought from Occupational Health, Medical Practitioners, and/or other agencies where required.

Employees must report any disabilities and/or medical conditions that they develop during employment to their Head of Department/Line Manager as soon as they become aware, whereby upon notification, the process outlined above will be followed. Fellows should report to the Facilities Director.

Heads of Department/Line Managers are responsible for liaising with the Health & Safety Advisor to arrange completion of individual risk assessments and PEEPs.

5. Health & Safety Meeting – Terms of Reference

The aim of the Health & Safety Meeting is to act as a vehicle for the College to consult with its employees and Fellows on matters of health and safety, and to lead on health and safety policy, implementation, and monitoring/review across the College.

5.1. The objectives of the Health and Safety Meeting are to:

- Promote all aspects of health and safety across the College.
- Promote co-operation between SMT/ HOD/ LM and employees and fellows in order to make continuous improvements in health and safety.
- Assist in reviewing and monitoring the effectiveness of the Health and Safety Policy/other policies and consider the need for any changes or additions to the College's arrangements for health and safety.
- Consider the implications of any forthcoming new or amended health and safety legislation, and whether any changes to the College's arrangements will be required.

- Examine and discuss the significant findings of internal/external health and safety inspections/audits and agree on any further action required.
- Review advice/reports etc. provided by bodies such as the HSE, Fire Authority, local authority Environmental Health Officers etc. and/or insurers and agree on any further action required.
- Consider relevant health, safety, and/or welfare matters raised by members of the group.
- Review and discuss statistics for reported accidents, incidents/near misses, and/or cases of confirmed occupational disease with the aim of identifying any trends.
- Review the findings of formal accident/incident/near miss/occupational disease investigations to consider the effectiveness of any action taken to prevent future similar incidents and disseminate lessons learned.
- Assist in identifying and planning health and safety training; and
- Monitor progress of Health & Safety management in general.

5.2. Meeting Arrangements

Health & Safety meetings are held termly (as a minimum).

5.3. Arrangements for Reporting the Outcome of Meetings to Employees and Fellows

The Chair is responsible for ensuring that minutes of the committee meetings are taken as a record of what was discussed and agreed, including action points and responsible persons. Copies of the minutes are sent via email to all members. Copies of the meeting minutes are also made available to all employees and Fellows.

5.4. HOD/Line Managers Health & Safety Meeting

In addition to the committee meeting, a termly Health & Safety meeting is held for HOD's/Line Managers to discuss health and safety matters. This is a formal meeting with an agenda and a chair. HOD's and Line Managers from across the College are encouraged to raise any concerns and discuss health and safety matters.

5.5. Welfare Facilities & Workplace Environment

The College recognises its duties under the Workplace (Health, Safety and Welfare) Regulations 1992 to, as far as is reasonably practicable, protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided.

Responsible College Officer: Domestic Bursar

Approved on: 6 December 2025 at SGM

Effective from: 7 December 2025

To be reviewed on: December 2026

Location: Intranet/Governance & Policies/Policies/College Policies

Website publication? NO