

St John's College Oxford

Health & Safety Management System

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St John's College Oxford: General statement of health and safety policy

We recognise that high standards of health and safety are vital for the protection of our staff, guests and others who support our business. We have an inclusive culture where all employees at every level take responsibility for health and safety as part of their normal business operations.

Our statement of general policy is:

- +To comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, relevant fire safety legislation and all other relevant statutory provisions;
- +To implement, oversee, and enforce where necessary, the health and safety management system and to review and revise it as necessary to keep it up to date;
- +To provide adequate control over the health and safety risks arising from our work activities;
- +To consult with our employees on matters affecting their health and safety;
- +To provide and maintain safe plant and equipment;
- +To ensure safe handling and use of substances;
- +To provide information, instruction and supervision for employees as maybe necessary;
- +To ensure all employees are competent to do their work, and to give them adequate training;
- +To take all reasonable steps to prevent accidents and cases of work-related ill health;
- +To maintain safe and healthy working conditions; and
- +To co-operate with the enforcing authority at all times.

Zoe Hancock
Principal Bursar

On behalf of the Governing Body

Date: _____



Organisation and responsibilities

Governing Body

Overall and final responsibility for health and safety rests with the Governing Body. The specific responsibilities include:

- +Ensuring that adequate resources are made available to enable this health and safety management system to be fully implemented;
- +Ensuring that competent people are employed to ensure the implementation of this health and safety management system;
- +Reviewing health and safety performance termly at Governing Body meetings via the Domestic & Establishment committee. (The Health & Safety sub-committee reports to the Domestic & Establishment committee);
- +Ensuring that adequate consideration is given to health and safety when making business decisions;
- +Consulting with relevant employees as maybe appropriate over business decisions that affect the health and safety of employees and others; and
- +Promoting a positive safety culture and leading by example at all times.

Principal Bursar

The Principal Bursar is responsible for providing a health and safety management system and for notifying the Governing Body of any matter out of their control that affects their ability to comply with it. The specific responsibilities include:

- +Appointing a “nominated competent person” to assist with development of this health and safety management system and for providing a range of compliance related services in line with the service level agreement;
- +Reading and understanding the health and safety management system;
- +Delegating responsibility for implementing this health and safety management system to the Domestic Bursar;
- +Completing the New Manager Health & Safety Induction form with any new Domestic Bursar;
- +Consulting with the Domestic Bursar as maybe appropriate over business decisions that affect the health and safety of employees and others;
- +Reviewing the health and safety performance quarterly for the purpose of ongoing compliance with this health and safety management system;
- +Acting as chairperson for the termly Health and Safety sub-committee review;
- +Providing health and safety performance reports as required by the Governing Body(s); and
- +Promoting a positive safety culture and leading by example at all times.



Domestic Bursar

The Domestic Bursar is responsible for ensuring that this health and safety management system is implemented at all sites under their control and for notifying the Principal Bursar of any matter out of their control that affects their ability to achieve this. The specific responsibilities include:

- +Reading and understanding the health and safety management system;
- +Supporting the Heads of Departments as necessary to ensure they can implement this health and safety management system;
- +Carrying out a quarterly review with each of their departments;
- +Completing the New Manager Health & Safety Induction form with any new Heads of Department;
- +Consulting with relevant employees over all business decisions that affect the health and safety of employees and others;and
- +Promoting a positive safety culture and leading by example at all times.

Heads of Department

Heads of Department are responsible for implementing this health and safety management system for the site(s) under their control and for notifying the Domestic Bursar of any matter outside their control that may affect their ability to achieve this. Specific responsibilities include:

- +Reading and understanding the health and safety management system;
- +Ensuring that all risk assessments are completed/reviewed and that risk control measures are implemented;
- +Ensuring that all training is completed and that records are maintained;
- +Ensuring that all risk control monitoring is carried out diligently;
- +Delegating responsibility for compliance with this management system through line management;
- +Consulting with relevant employees over all business decisions that affect the health and safety of employees and others;
and
- +Promoting a positive safety culture and leading by example at all times.

All employees (regardless of position within the college structure)

All employees, regardless of their position in the college structure, are responsible for considering health and safety as part of their day to day activities and for eliminating hazards or controlling the risk of accidents to the lowest level reasonably practicable.

Specific responsibilities include:

- +Carrying out their work and making decisions with due regard to their own safety and the safety of others who could be affected by their actions or failings;



- +Taking action to address hazards or reporting them through the line management structure;
- +Reporting all injury and non-injury (near miss) accidents;
- +Participating in all prescribed training;
- +Not misusing or interfering with anything provided for safety;
- +Wearing any prescribed PPE;
- +Promoting a positive safety culture and leading by example at all times.

Nominated competent person – Saeker

Saeker are responsible for providing services in line with the service level agreement. Specific responsibilities for health and safety and fire safety include the following:

- +Providing a health and safety management system incorporating a bespoke general statement of health and safety policy and organisational responsibilities section;
- +Maintaining the health and safety management system up to date in line with legal requirements;
- +Providing support, advice and guidance for the purpose of compliance with the health and safety management system;
- +Providing support, advice and guidance following injury and non-injury accidents. This includes guidance on compliance with RIDDOR and the submission of statutory reports;
- +Providing support, advice and guidance following health and safety and fire safety matters raised by enforcing authorities;
- +Providing the Saeker online compliance system for accident, incident and enforcing authority visits, template risk assessments, hazard monitoring checklists and compliance audits;
- +Assisting with the set-up and ongoing support for the use of the Saeker online compliance system; and
- +Undertaking compliance audits.

Please refer to the service level agreement for further details.



Management of health and safety at work

Consultation with employees

It is recognised that full involvement of employees and effective two-way flow of information is essential in improving health and safety and developing a positive health and safety culture. For this reason, the following consultation arrangements are in place:

Notice board

Each department will display a notice board in a prominent back of house location with the following content:

- +A copy of the signed general statement of health and safety policy;
- +A list of current first aiders and their location/contact details;
- +The current insurance certificate of employer's liability;
- +The statutory health and safety law poster (left blank); and
- +Any other details relating to health and safety at the discretion of the Head of Department.

Departmental health and safety review

A representative from each department will form the Health & Safety sub-committee that meets termly and once in the summer vacation. The Health & Safety sub-committee reports to the Domestic & Establishment committee, which ultimately reports to Governing Body. This will be a dedicated meeting. All senior employees are expected to be in attendance.

Meetings will be scheduled and outcomes, with actions where required, will be recorded using the Saeker online compliance system. Employees will be briefed on any outcomes that affect their health and safety.

Risk assessment

Risk assessments are a legal requirement and records must be maintained where more than 5 persons are employed. Risk assessments will be completed to identify significant hazards in the workplace and control measures will be identified and implemented to reduce the risk of harm affecting employees and others, so far as is reasonably practicable.

Risk assessment control measures will be brought to the attention of those who are responsible for implementing them.

General risk assessments

The Heads of Department are responsible for completing general risk assessments for the site(s) under their control.

The Saeker online compliance system will be used to prepare most general risk assessments. General risk assessment templates are available in the system and these are split by department and activity. The following templates will be adopted and tailored to activities at the college.

- +General premises and public safety risk assessment;
- +Relevant departmental risk assessments;
- +Relevant activity risk assessments.

The hazards, persons exposed and risk control measures in each adopted risk assessment must be reviewed to ensure they are relevant. This will require content to be added or removed as necessary.



Additional risk assessments will be prepared as necessary to ensure that all significant risks arising from college activities have been addressed. The number of risk assessments will be kept to a minimum. This is achieved by reviewing and updating existing risk assessments and only creating new assessments where necessary.

Where necessary, as identified in the risk assessment(s), safe systems of work (SSoWs) will be prepared. Reference will be made to manufacturer's instructions/ operating manuals when devising SSoWs.

COSHH, display screen equipment (DSE) and manual handling risk assessments

The Saeker online compliance system is not used to prepare the following risk assessments:

- +Control of substances hazardous to health (COSHH);
- +Display screen equipment (DSE); and
- +Task specific manual handling.

Please refer to the relevant Policies for details.

New and expectant mothers and young person's risk assessment

General risk assessments will include risks to new and expectant mothers and young persons. An individual risk assessment will be prepared for new and expectant mothers and a risk assessment review will be prepared for young persons.

Please refer to the relevant policies for further details.

Specialist risk assessments

The following risk assessments will be carried out by competent contractors/consultants in accordance with the relevant Policies:

- +Legionella;
- +Asbestos;
- +Fire safety.

Review

General risk assessments will be reviewed at the following frequency:

- +General premises and public safety risk assessment – annually;
- +Relevant departmental risk assessments – annually;
- +Relevant activity risk assessments – annually;
- +COSHH assessments – annually;
- +DSE assessments – every 2 years;
- +Task specific manual handling risk assessments – annually;

and

- +When the work activity changes;
- +When employees report a problem;
- +To reflect lessons learnt from injury or near miss accidents.



Risk assessments will also be reviewed for any new or expectant mother or young person. See Policies for details.

Training

Induction

All employees are required to complete the “Health & Safety Induction” form on day 1 of employment.

General risk assessments

As a minimum requirement all general risk assessments will be read by the Heads of Department within the first two weeks of employment. This will be evidenced by completion of the “Risk assessment record of understanding” form. It is not necessary to print these from Saeker.

COSHH, display screen equipment (DSE) and manual handling risk assessments

The training record in all COSHH, DSE and task specific manual handling risk assessments will be completed by all relevant employees within the first two weeks of employment.

Safe operating procedure (SOP)

The Heads of Department are responsible for ensuring that all employees have completed and signed-off the relevant departmental SOP(s) within the first two weeks of employment.

Safe system of work (SSoW)

The Heads of Department are responsible for ensuring that all employees have completed and signed-off the relevant SSoW(s) within the first two weeks of employment.

Temporary employee, agency worker or temporary worker.

All temporary employees, agency employees or temporary workers are required to complete induction and SOP training.

Fire training

Fire training will be provided in accordance with the fire safety policy.

Specialist training

Relevant employees will be provided with the following specialist training:

- + Legionella;
- + Asbestos (only where the building(s) were constructed prior to 2000);
- + PAT testing (only where this is carried out by employees);
- + Electrical;
- + Work at height;
- + First aid.

See relevant policies for details.



Refresher training

General risk assessments

As a minimum requirement all general risk assessments will be read by the Heads of Department annually. This will be evidenced by completion of the “Risk assessment record of understanding” form.

COSHH, display screen equipment (DSE) and manual handling risk assessments

Refresher training will be carried out when any changes to the control measures are made. The “general record of training” form will be completed as evidence of training by all relevant employees.

SOP

Annually or when the SOP is updated or when any additional information is added.

Safe system of work (SSoW)

Annually or when the SSoW is updated or when any additional information is added.

Temporary employee, agency worker or temporary worker.

SOP annually or when the SOP is updated or when any additional information is added.

SSoW annually or when the SSoW is updated or when any additional information is added.

Fire training

Fire training will be provided in accordance with the fire safety policy.

Specialist training

Refresher training will be completed in accordance with the awarding body recommendations.

Record keeping

A file containing the following items will be maintained for each department:

- +Completed “Health & Safety Induction” for all employees;
- +Completed SOPs;
- +Completed SSoWs;
- +Completed “Risk assessment record of understanding” for general risk assessments;
- +A copy of all COSHH and task specific manual handling risk assessments with the training section completed or a completed copy of the “Risk assessment record of understanding” form attached;
- +Completed DSE assessments; and
- +Completed fire training records.

The file does not have to be a hard copy, it can be an electronic file with scanned documents. The “Client documents” section in the Saeker library can also be used for this purpose.

The general retention period for health and safety related records is 5 years. All training records should be maintained for the period of employment and for 3 years thereafter.



Risk control monitoring

A number of monitoring tasks will be implemented using the Saeker online compliance system. These are designed to ensure the effective management of health and safety.



General arrangements (Policies)

The following documents contain the college's general policies for complying with health and safety regulations and relevant fire safety legislation. Any deviation from any of the policies listed below must be approved by the Principal Bursar and any relevant risk assessments must be adjusted accordingly.

- + Accidents and incidents;
- + Asbestos;
- + Confined spaces;
- + Control of contractors (incorporating CDM);
- + Control of substances hazardous to health;
- + Display screen equipment;
- + Electrical safety;
- + Fire safety;
- + First aid;
- + Gas safety;
- + Legionella;
- + Lifting equipment;
- + Pressure systems;
- + Manual handling;
- + New and expectant mothers;
- + Personal protective equipment;
- + Work at height;
- + Work equipment;
- + Workplace and welfare facilities; and
- + Young persons.

