



# Ruskin College Oxford

## HEALTH & SAFETY POLICY

Created: 2009

Approved: Governing Executive

Last Reviewed: November 2018

Responsibility for Review: H&S and Governing Executive

Date of Next Review: November 2020

Signed:

A handwritten signature in black ink, appearing to read 'Paul Di Felice'.

Name: Paul Di Felice, Principal  
Date: November 2020

## Health and Safety policy statement

It is the policy of Ruskin College that: -

- Health and Safety is a responsibility equal to that of any other function;
- It will, as far as is reasonably practicable, provide safe premises, equipment, and conditions of work. Training will be given where appropriate;
- It will consult with employees and their representatives on health and safety arrangements;
- It expects and will encourage members of the College to exercise responsibility and to prevent injury to themselves or to others, including the prompt reporting of accidents and potential hazards;

## Environmental policy statement

Ruskin College is committed to achieving environmental best practice throughout, wherever this is reasonably practicable.

## Health and Safety Organisation

The Governing Executive has overall responsibility for health and safety and in particular for:

- Ensuring that adequate resources are available to implement the health and safety policy;
- Ensuring health and safety performance is periodically reviewed at board level including preventive information and incident data, periodic audits of effectiveness, impact of changes such as the introduction of new procedures or major health and safety failures and procedures to implement new and changed legal requirements.
- Monitoring the effectiveness of the health and safety policy;
- They obtain competent health and safety advice,
- Risk assessments are carried out
- Employees or their representatives are involved in decisions that affect their health and safety

All managers are primarily responsible for the effective management of health and safety within their areas. In particular this includes:

- Delegating specific health and safety responsibilities to others;
- Monitoring their effectiveness in carrying out those responsibilities;
- Ensure that safe systems of work are established and implemented within their areas, seeking advice from the Health and Safety Manager when necessary;
- Ensuring that premises and equipment are maintained in a safe manner.
- Ensuring that all necessary risk assessments are carried out;
- Ensuring that adequate health and safety training is provided;
- Assisting in the investigating and reporting of accidents and incidents.

In areas where there is a supervisor he or she will be responsible for the effective management of health and safety within his or her own area or function. In particular this includes:

- Ensuring that safe systems of work are implemented;
- Enforcing Personal Protective Equipment requirements;
- Ensuring that staff are adequately trained for the task they perform;
- Monitoring premises and work equipment, reporting faults where necessary;
- Identifying and reporting health and safety related problems and issues;
- Identifying training needs;
- Assisting in the investigating and reporting of accidents and incidents;
- Participating in the risk assessment programme;

- Setting a good example on health and safety matters.

The Health and Safety Manager is responsible for co-ordinating many health and safety activities and for acting as the primary source of health and safety advice within the College. These responsibilities specifically include:

- Identifying the implementations of changes in legislation or HSE guidance;
- Sourcing additional specialist health and safety assistance when necessary;
- Co-ordinating the College's fire risk management systems for specific sites
- Co-ordinating the health and safety inspection programme;
- Identifying health and safety training needs;
- Providing health and safety induction training to new staff;
- Providing or sourcing health and safety training;
- Identifying the implementations of changes in legislation or HSE guidance;
- Sourcing additional specialist health and safety assistance when necessary;

All employees have a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their actions. Employees are responsible for:

- Complying with College procedures and health and safety rules;
- Complying with PPE (Personal Protective Equipment) requirements;
- Behaving in a responsible manner;
- Identifying and reporting defects and other health and safety concerns;
- Reporting accidents and incidents;
- Suggesting improvements to procedures or systems of work;
- Co-operating with the College on health and safety matters.

All students shall:

- At all times, whilst they are on College premises or taking part in College activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them;
- Shall not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on College premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using

the premises, contractors working on the premises or employees of the College;

- Shall at all times whilst in residence in College property, comply with all fire, safety and security procedures as laid down in the conditions of residence;
- Shall not intentionally or recklessly, interfere with or misuse anything provided by the College in the interest of health and safety;
- Shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others;
- Shall use protective or specialist clothing as required and shall use all safety equipment available;
- Shall maintain tools and equipment in good condition, reporting any defects to the member of staff in charge;
- Shall report all accidents, whether or not injury is sustained, to the member of staff in charge.

## Environmental Organisation

The Principal has overall responsibility for the environment within the workplace and in particular for:

- Ensuring that adequate resources are available to implement the environmental policy;
- Ensuring environment performance is periodically reviewed at board level;

The Premises Manager is responsible for:

- the effective management of all utilities in particular maximising efficient use where it is economically feasible
- Transport-liaise with management and staff to create the best possible opportunities for staff to make effective use of public transport or shared transport

The Warden and Assistant Warden are primarily responsible for the effective management of the environment within their area. In particular this includes:

- Waste – Adopt waste minimisation best practices for all our activities;
- Consumables – Encourage the efficient use of consumables where it is economically feasible and within their control to do so;
- Training and awareness – Providing or sourcing environmental training, and ensure that new staff joining the business are aware of our environmental policy and procedures.

## Arrangements

The Safety Representatives and Safety Committees Regulations 1977 covers the co-operation and consultation between employers and employees over Health and safety matters

### Joint Health and Safety Committee

The committee is chaired by the Principal and consists of, a UNISON member, a UCU member and members appointed by management..

### Responsibilities and Functions:

- Through consultation, to monitor all aspects of health and safety at work – this includes reviewing hazards, potential hazards, or accidents reported to safety representatives;
- To consider the results of regular safety inspections, to consider ways of raising employee awareness of health and safety matters by training and communication;
- To make recommendations on policy where appropriate.

Health and Safety Representatives are appointed by recognised trade unions, to serve in each designated area, and to bring to management notice unsafe or unhealthy conditions, which come to their attention. They carry out safety inspections together with the Health and Safety Manager and line manager as appropriate.

A list of Health and Safety Representatives can be found on the intranet.

Further consultation will take place in staff meetings and briefings. This will enable the College to consult with all employees on health and safety matters. All employees may raise health and safety concerns with their Manager, Supervisor, or local Health and Safety Representative.

## Risk Assessments

As required by the Management of Health and Safety at Work Regulations, general risk assessments are systematically carried out. All findings are recorded and passed on to the relevant department for action. Risk assessments are conducted in the presence of management and safety representatives.

### *Specialised risk assessments*

#### Display screen assessments

The College follows the guidelines laid down by the Health and Safety Executive and aims to provide staff with the necessary tools to assist them in their work and to enable them to acquire skills, which are of mutual benefit to both themselves and the College. In following this policy, the College pays particular attention to the environment in which the equipment is used and also to the selection of the appropriate equipment, having regard to quality, safety, durability, back up, etc.

#### Workplace design

An assessment of workstations is carried out through the use of self- assessment questionnaires. Several factors are considered in determining the appropriate characteristics of the work area:

- The components of the individual workstation – working posture and furniture;
- Lighting and the visual environment;
- Other environmental factors – heating, ventilation, and room layout.

#### Rest pauses

In most tasks, natural breaks or pauses occur as a consequence of the inherent organisation of the work. Whenever possible, jobs at display screens should be designed to consist of a mix of screen-based and non-screen- based work to prevent fatigue and to vary visual and mental demands. Where the job unavoidably contains spells of intensive display screen work (whether using the keyboard or input device, reading the screen, or a mixture of the two), these should be broken up by periods of non-intensive, non-display screen work. For further information contact the Health and Safety Manager.

## Eyesight

The College will provide VDU users who request it with an appropriate eyesight test. Qualified opticians will carry these out.

Staff are required to make the appointment. The appointment can be made in work time, without loss of earnings.

The College will be guided by the clinical judgement of the optometrist as to the frequency of repeating the test.

However, if members of staff are experiencing visual discomfort, then they must contact the Health and Safety Manager.

## Manual Handling

By the provisions of the Manual Handling Operations Regulations 1992, the College must, so far as is reasonably practicable, avoid the need for its employees to undertake any manual handling operations at work which involve a risk of injury. In this context, "manual handling operations" applies to the manual handling of loads, by human effort, as opposed to mechanical handling.

In seeking to avoid manual handling, the first question to ask is whether movement of the loads can be eliminated altogether: are the handling operations necessary, or could the desired result be achieved in some entirely different way?

If the load handling operation, in some form, cannot be avoided entirely:

- Can the operation be automated?
- Can the operation be mechanised?

If the conclusion is that manual handling is still necessary, the manager directly responsible must ensure that there is an assessment of any work activity involving the lifting or carrying of heavy objects and that the results of the assessment are acted on.

Managers should contact the Health and Safety Manager, who will arrange for a Manual Handling Assessment to be carried out.

## Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations 1999 impose a duty on the College for the protection of employees who may be exposed to substances hazardous to health at work, and of other persons who may be affected by such work.

Manufacturers Data Sheets are routinely obtained for the hazardous substances currently used by the College. These sheets assist the Health and Safety Manager when conducting a risk assessment of each substance.

Any employee whose duties require them to use hazardous substances must:

- Obtain and read the current risk assessment;
- Only use substances in accordance with manufacturer's instructions;
- Always dispose of the substance in accordance with the manufacturer's instructions.

All managers are required to:

- Compile a register of all substances used at work;
- Obtain the manufacturer's or supplier's safety data sheets;
- Devise and implement a suitable procedure to prevent the introduction of new substances, prior to entering the workplace;
- Forward all data sheets to the Health and Safety Manager who will arrange to carry out the required risk assessment;
- Act according to the findings of the assessment;
- Ensure all staff have been trained on the hazards and risks associated with such substances.

The Health and Safety Manager is required to:

- Carry out a suitable and significant risk assessment.

## Work Equipment

By the Provision and Use of Work Equipment Regulations 1998 (PUWER), the College must ensure any risks to people's health and safety, from equipment they use at work, is prevented or controlled.

The College will ensure that equipment provided for use at work is:

- Suitable for the intended use;
- Maintained in a safe condition;
- Inspected regularly by a competent person.

## Young persons

Under the provisions of the Management of Health and Safety at Work Regulations, the College is required to assess the health and safety risks to all employees. Under the regulations we have particular responsibilities towards young people.

The College will:

- Assess the risks to all young persons under 18 years of age, before they start work;
- Ensure any risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- Introduce control measures to eliminate or minimise the risks so far as is reasonably practicable.

The College will also:

- Let the parents/guardians of any children still of compulsory school age know the findings of the risk assessment and control measures, before the child starts work or work experience;
- Address certain specific factors in the risk assessment;
- Take account of the risk assessment in deciding whether the young people should be prohibited from certain work activities.

Managers must contact the Health and Safety Manager prior to any agreed starting date. The Health and Safety Manager will arrange for a suitable and significant risk assessment to be carried out and all subsequent information to be forwarded to the appropriate parties.

## New and expectant mothers

Under the provisions of the Management of Health and Safety at Work Regulations, there must be a special risk assessment in respect of any member of staff who is pregnant, who has given birth within the previous six months, or who is breast-feeding. Employees should inform their line manager as soon as they know that they fall (or will fall) within the scope of this requirement. Managers requiring further information should contact the Health and Safety Manager.

## Personal Protective Equipment (PPE)

To comply with the Personal Protective Equipment at Work Regulations 1992, the College will ensure that suitable personal protective equipment is provided to employees or students who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

The College will ensure that all PPE purchased will comply with all EU design and manufacturing directives.

Managers must

- Ensure a suitable assessment of all risks in their work environment has been carried out;
- Ensure PPE is provided where risks cannot be controlled in other ways;
- Ensure storage facilities for all PPE have been provided when not in use, and that spares are available;
- Ensure that staff have been trained in the safe use of all PPE;
- Monitor the use and investigate any reasons for non-use;
- Enforce the use of PPE and associated safe working practices and procedures.

Employees and students must

- Comply where an assessment indicates the need for PPE;
- Report any damage or faults immediately to their line manager or person in charge;
- Never intentionally or recklessly interfere with or misuse any PPE provided.

For further information contact the Health and Safety Manager.

### Lone working

It is the policy of the College to take all reasonable steps to ensure that all persons working for or on behalf of the College or working on College premises are not exposed to increased levels of risk by virtue of working alone. This will be achieved, where reasonably practicable, by managing the need to work alone, controlling access to lone working situations and controlling risks arising from genuine need to work alone.

Additionally, the College will endeavour to ensure that where staff are unable to avoid the need to work outwith normal College building opening hours that the necessary measures to monitor these instances are in place. Access outside of opening hours should be exceptional and fully controlled and managed.

Procedures to achieve these aims will be implemented and kept under review.

### Permit to work systems

The College operates a number of permit to work systems to control certain types of work that are potentially hazardous.

A permit to work is required when maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Permits to work can only be issued by the Premises Manager.

### Health and Safety inspections

These are carried out by the Health and Safety Manager in association with Health and Safety Representatives. Inspections are carried out on a regular basis and all findings are recorded and forwarded on to the relevant manager for action

### Investigation and reporting of accidents, incidents and first aid

All accidents must be reported to the Health and Safety Manager.

In the case of a notifiable accident, the accident scene, where practicable, will be left undisturbed and nothing removed until authorised by the Health and Safety Manager.

Where equipment has been a contributory cause or is implicated in the accident, it is to be taken out of service until the investigation is completed and you have been advised by the Health and Safety Manager that the equipment may be taken back into service

### First Aid Procedure

The College provides first aiders. A list of First aiders can be found on notice boards.

EVENT	PROCEDURE
Accident causing Injury	Person to report to first available member of staff.
On reporting injury	Member of staff to make injured person comfortable and contact First aider.
Response by First aider and/or Appointed Person	Assess injuries and treat as necessary. First Aider only to decide action required. GP/Hospital etc First aider to call for ambulance/taxi. IMPORTANT. This is the decision of the First Aider First aider to contact H&S Manager as soon as possible. First aider to complete accident form

## Electrical equipment

Unlike most hazards, which can be seen or heard, there is no advance warning of danger from electricity.

Electrical installation and equipment must be treated with respect and the following points adhered to.

Ensure that;

- Socket points, including multi-pin adapters, are not overloaded;
- Cables are properly connected and secured by cable grips;
- All cracked or broken fittings are replaced;
- Cables and wires are positioned or covered as to prevent a trip hazard;
- All electrical installation rooms, meter cupboards, and fuse boards are secured where possible and entry restricted to authorised personnel only.

In accordance with the Electricity at Work Regulations, all portable electrical equipment is tested in accordance with the Electricity at Work Regulations. The College electricity suppliers check substations once a year. Further checks are made every five years on the mains cables that run from substations to the distribution boards.

All portable electrical equipment must be purchased through the Finance Office on the relevant purchase requisitions form.

Portable electrical equipment not purchased through Finance must not be brought on to site

## Health screening

### Air and Water Monitoring

In addition to the above the College operates a proactive water and air monitoring programme..

For further information contact the Health and Safety Manager

## Training

The College provides the necessary training for all staff to carry out their tasks efficiently and safely, including the use of training courses provided by manufacturer's training staff or other external specialist's and/or in the form of personal tuition by previously trained staff or by self-tuition packages.

The College provides Health and Safety Induction Training for all new employees. As part of the induction, new employees are trained in the College's fire procedure, type and use of fire extinguishers, display screen equipment, use and health effects, manual handling, accident reporting, COSHH, electrical hazards, and slip, trips, and falls reporting procedure.

The College also provides Health and Safety Induction Training for all new students. As part of the induction, new students are trained in the College's fire procedure, type and use of fire extinguishers, display screen equipment, accident reporting, electrical hazards, and slip, trips, and falls reporting procedure.

### Contractors

The College will co-ordinate, control, and monitor the activities of contractors to minimise the risks presented to employees, other persons on site, and the public.

### Approved Contractors

The College will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be administered in the form of an approved list of contractors, which will describe the contractors' capabilities and limitations. The list will be constantly reviewed and sanctions will be applied as a result of poor health and safety performance including written warnings, suspensions, financial penalties, and removal from the list.

### Safety rules and procedures

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special health and safety requirements likely to affect cost or time-scale.

In shared workplaces the College will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures. Site safety rules can be obtained from the Health and Safety Manager or via the intranet.

### Control of visitors

All visitors must report to Reception, where they will be asked to sign in and be issued with a visitor's pass. Information regarding fire, emergencies and additional health and safety information can be found on the reverse of each visitor's pass. It is the responsibility of each member of staff to bring to the attention of their visitors the procedure set out on the reverse of the pass. A member of staff must accompany all visitors at all times whilst on site. On exiting the College all visitors must sign out and return their pass. Access and egress should be via the main reception only.

## Fire procedure

Make certain that you know the location of:

- Break glass units
- Fire alarms
- Fire exits
- Rallying point

### FIRE PROCEDURE

	Event	Procedure
1	Event of a fire	<p>In the event of a fire and the Electronic Sounders have been activated.</p> <ul style="list-style-type: none"><li>• If possible close windows and doors</li><li>• If possible turn off all electrical equipment</li><li>• Make your way out of the building by the nearest and safest emergency escape route.</li><li>• Please refrain from running</li><li>• Go directly to your Rallying Point</li></ul> <p>If you discover a fire and the alarms have not been activated;</p> <ul style="list-style-type: none"><li>• If possible close windows and doors</li><li>• If possible turn off all electrical equipment</li><li>• Walk to the nearest manual call point. Break the break glass, and walk via the nearest emergency escape route to your Rallying point.</li></ul>
2	Rallying Point	<p>Your rallying point is</p> <p>Grassed area adjacent to Stoke Place</p>
3	Returning to the building	<p>Once the Fire Officer has given the all clear, staff will be asked to return to the building</p>

## Dealing with other emergencies

### Hazard reporting procedure

1. Report safety hazards or problems in your working area immediately to your Manager or Health and Safety Representative.
2. Hazards outside your working area should be reported to the Health and Safety Manager and your Health and Safety Representative.

### General mail handling

#### What to look for

- Look out for suspicious envelopes or packages (see below for some things that should trigger suspicion).
- Open all mail with a letter opener or other method that is least likely to disturb contents.
- Open packages/envelopes with a minimum amount of movement.
- Do not blow into envelopes.
- Do not shake or pour out contents.
- Keep hands away from nose and mouth while opening mail.
- Wash hands after handling mail.

If you are in any doubt about a package, do not touch it, move it or open it and call the Health and Safety Manager.

#### Some items that can trigger suspicion

- Discoloration, crystals or surface, strange odours or oily stains
- Envelope with powder or powder-like residue
- Excessive tape or string
- Unusual size or weight for a given size
- Lopsided or oddly-shaped envelope
- Postmark that does not match return address
- Restrictive endorsements such as "Personal" or "Confidential"
- Excessive postage
- Hand-written, block-printed, or poorly-typed addresses
- Incorrect titles
- Title but no name
- Misspellings of common words
- No return address
- Addressed to individual no longer with organisation.

### Bomb threats

If you discover a suspicious letter or package, do not approach it or touch it under any circumstances.

1. Ensure that everyone vacates the immediate area around the package.
2. Ring 999 and report the situation.

### Reporting slip, trip and falls

#### Lighting

If a light tube is faulty or not working, contact the Warden

#### Obstructions

Obstructions and objects left lying around can easily go unnoticed and cause a trip. Try to keep work areas tidy, and if obstructions can't be removed, warn people using signs and barriers.

Report your concerns to your line manager or Health and Safety Representative.

#### Spillage of wet or dry substances

Report all spillages to the Warden or Assistant Warden

Trailing cables Report all trailing cables to your line manager or Health and Safety Representative

#### Miscellaneous rubbish

Email Warden or Assistant Warden

#### Footwear

Can play an important part in preventing slips and trips. Make sure you wear suitable footwear

### Maintaining premises

The Premises Manager will take all practicable steps to ensure that the fabric of the buildings is safe and sound, that all office equipment and furniture bought or installed is safe to operate, and that any necessary repairs are carried out promptly.

#### Work equipment

All defects or faults relating to work equipment must be reported immediately to your line manager or Health and Safety Representative. Any equipment reported faulty must be removed from service with adequate signage and where possible disconnected from any power supply until rectified.

All defects must be reported to the Health and Safety Manager. For further advice please contact the Health and Safety Manager.

#### Children

College premises are workplaces and therefore cannot be expected to be routinely safe for children.

No child is allowed on to College premises unless he/she is accompanied and supervised at all times by an adult, who will be responsible for the child's safety.

Children should not normally visit anywhere other than reception areas, the cafe, or (in exceptional circumstances) individual offices.

Children must not on any account be allowed into any kitchen areas, maintenance department, or other place in which machinery is being used or hazardous operations are being carried out.

### Animals

Except for guide dogs, animals must not be brought onto the College premises.

### Alcohol and drugs

The College is aware of its responsibilities to provide, as far as is reasonable and practicable, a safe and healthy working environment, and recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

All employees, regardless of status, are expected to adhere to, and observe the College's policy and rules regarding the consumption of alcohol and/or drugs whilst reporting for duty or whilst in the workplace.

The consumption of alcohol on College premises is not allowed except at authorised functions. Any employee, regardless of status, found consuming either drugs or alcohol on College premises, or thought unfit to carry out their normal duties through the unauthorised consumption of such, may be subject to disciplinary action.

### Violence at work

HSE definition of work related violence is:

*'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'*

As a responsible employer the College recognises the need, as far as is reasonably practicable, to protect from such incidents its employees, students and the public with whom it comes into contact as a result of its work activities.

The College therefore will not tolerate any form of violence against its staff or members of the public by its staff.