

**TRINITY COLLEGE BRISTOL**  
**HEALTH AND SAFETY POLICY**

The Health and Safety Policy consists of the following: Statement of Intent, Organisation and Responsibilities, and Arrangements. This Policy updates the existing policy approved in 2005.

**1.00 STATEMENT OF INTENT**

- 1.01 Trinity College (Bristol) Limited (together with its subsidiary company, Trinity College Enterprises Limited) recognises and accepts its responsibility as an employer in accordance with the Health and Safety at Work etc., Act 1974 for providing a safe and healthy work place and work environment for all its employees, casual workers and volunteers. It also recognises a similar responsibility in respect of the Occupiers' Liability Acts 1957 and 1984 for providing a safe and healthy environment for students, visitors and contractors.
- 1.02 The College will take such steps as are reasonably practicable to meet this responsibility, paying particular attention to the provision and maintenance of:
- a. Plant, equipment and systems of work that are safe
  - b. Safe arrangements for the use, handling, storage and transport of articles and substances
  - c. Sufficient information, instructions, training and supervision to enable staff to avoid hazards and contribute positively to their own safety and health at work
  - d. A safe place of work (on and off site) and study with safe access and egress
  - e. Adequate welfare facilities
- 1.03 The College reminds its staff and volunteers of their duties under section 7 of the Health and Safety at Work Act 1974 to take care of their own safety and that of others and their responsibility to co-operate with the College fully so as to allow the College to carry out its responsibilities successfully.
- 1.04 The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out within the section of Organisation and Responsibilities.
- 1.05 A copy of this Policy Statement as approved by the College Council will be available from the Executive Director's office. The statement will be reviewed at least annually and whenever necessary to take account of new legislation and current good practice. Revised copies of this statement will be issued as necessary following a review, and recipients may be required to sign acknowledgement of receiving the Policy Statement.
- 1.06 In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all relevant meetings and employees will be consulted on a regular basis in order to seek their views on health and safety matters.
- 1.07 Where individual cases arise with respect to safety matters that involve discipline, employees under contract will be dealt with according to the agreed procedures laid down in their contract and all other persons will be dealt with at the absolute discretion of the College's senior management.

June 2011

## **2.00 ORGANISATION AND RESPONSIBILITIES**

The responsibility for health and safety rests with everyone, from governance level through to each member of staff. This section sets out the responsibilities under the policy.

### **2.01 Responsibilities of the College Council**

The College Council is responsible for overall health and safety matters and are therefore responsible for:

- a. Receiving and approving a Health and Safety Policy Statement detailing the responsibilities for ensuring health and safety within the College;
- b. Receiving and approving policies and procedures relating to arrangements and any others as set out in this Policy Statement;
- c. Reviewing the College's Health and Safety Policy and performance annually;
- d. Regularly reviewing health and safety arrangements and initiating new arrangements where necessary including approving a formal health and safety plan;
- e. Allocating appropriate resources within the College's budget for the management and implementation of health and safety including relevant training;
- f. Receiving from the Executive Director or other nominated member of staff, reports on health and safety matters and also reporting to statutory agencies if required;
- g. Seeking specialist advice on health and safety, as deemed necessary;
- h. Promoting a positive health and safety culture and high standards within the College;
- i. Ensuring that adequate levels of Employer's and Public Liability insurances, together with other specific policies are in place;

The trustee nominated by the Council to champion health and safety matters will consult with the Executive Director and Property Manager on a regular basis as to significant health and safety matters at governance level.

### **2.02 Responsibilities of the Executive Director and Property Manager/Health & Safety Officer**

- a. The Executive Director will be responsible for the preparation and maintenance of the Health and Safety Policy and for the co-ordination of Health and Safety matters within the College.
- b. The day to day operation and management of the Health and Safety policy will be monitored by the Property Manager also acting as the nominated Health and Safety Officer, by means of safety audits, inspection of facilities and equipment, and investigation of accidents, dangerous occurrences and near misses. The Property Manager will report on these matters to the Executive Director as appropriate.
- c. The Executive Director has responsibility for:
  - i. Communicating the policy to all relevant parties;
  - ii. Ensuring that the College has emergency procedures in place;

- iii. Providing appropriate health and safety information to the College Council;
  - iv. Ensuring consultation arrangements are in place for employees.
- d. The Property Manager has responsibility for:
- i. Checking compliance with the Management of Health and Safety at Work Regulations;
  - ii. Ensuring there is an adequate system in place for undertaking risk assessments;
  - iii. Implementing and monitoring the College's health and safety arrangements which form part of this policy;
  - iv. Ensuring all employees are provided with adequate information, instruction and training on health and safety issues;
  - v. Ensuring that safe working practices and procedures are in place and reviewed;
  - vi. Ensuring there is no misuse of plant, equipment etc.;
  - vii. Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
  - viii. Reasonably acting upon the recommendations arising from a Health and Safety audit;
  - ix. Liaising with the student nominated Health and Safety Representative.
- e. The Property Manager may choose to delegate certain health and safety tasks to other members of staff, who in turn will report upon procedures and actions taken.
- f. To ensure health and safety standards are maintained and improved the following Health and Safety Lead Staff are responsible for ensuring that all activities in their area of responsibility are carried out in accordance with the College's Health and Safety Policy, standards and safe working procedures.

<b>Name</b>	<b>Area of responsibility</b>
Executive Director	Faculty
Property Manager	Property department, including buildings and grounds and contractors
Admin Manager	Administrative departments, Residential students, Domestic services, Conference activity and Guests
Finance Manager	Finance department
Catering Manager	Kitchens and catering
Librarian	Library
Information Technology Manager	IT systems
Nursery Manager	Trinity College Day Nursery

### **2.03 Responsibilities of Health and Safety Lead Staff**

- a. Apply the College's Health and Safety Policy to their area of responsibility and be directly responsible to the Executive Director for the application of the health and safety procedures and arrangements;
- b. Inform the Property Manager of any relevant changes in regulation/legislation appertaining to their area of responsibility;
- c. Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- d. Ensure that appropriate safe working procedures are brought to the attention of all staff within their area of responsibility;
- e. Resolve health, safety and welfare matters raised by members of staff and refer any unresolved matters, in the first instance, to the Property Manager;
- f. Ensure that regular inspections are carried out of their areas of responsibility and that inspection records are kept;
- g. Ensure, so far as it is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees to avoid hazards and contribute positively to their own health and safety;
- h. Ensure that all accidents, incidents including near misses occurring within their area of responsibility are promptly reported and investigated using the appropriate forms;
- i. Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- j. Immediately report any significant health and safety hazards to the Property Manager;
- k. Act upon instruction or guidance given by the Property Manager or specialist advisors.

### **2.04 Responsibilities of all employees**

- a. Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.
- b. All employees of the College have responsibility to:
  - i. Take reasonable care for the health and safety of themselves and others in undertaking their work;
  - ii. Comply with the College's health and safety policy and procedures at all times;
  - iii. Report all accidents, incidents and near misses in accordance with the reporting procedure;
  - iv. Co-operate with College management on all matters relating to health and safety;

- v. Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety and welfare;
- vi. Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Health and Safety Lead Staff person in their area of activity;
- vii. Report immediately to the above any shortcomings in the arrangements for health and safety;
- viii. Ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- ix. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **3.00 ARRANGEMENTS**

#### **3.01 Risk assessments**

- a. Under the Management of Health and Safety at Work Regulations 1999, the College has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the College's policy to ensure that no-one is put at risk from any activities under its control.
- b. Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk identified by an external Health and Safety Audit in July 2010 are highlighted.

<b><i>Fire safety</i></b>	<i>Premises</i>
<b><i>Electrical safety</i></b>	<i>First aid</i>
<b><i>Gas safety</i></b>	<i>Caretaking and cleaning</i>
<b><i>Manual handling</i></b>	<i>Office safety</i>
<b><i>Work equipment</i></b>	<i>Work placements</i>
<b><i>Food safety</i></b>	<i>Disposal of waste</i>
<b><i>Display screen equipment</i></b>	<i>Off-site activities and visits</i>
<b><i>Work at height</i></b>	
<b><i>Asbestos</i></b>	
<b><i>Lone working</i></b>	
<b><i>Noise</i></b>	
<b><i>Hazardous substances</i></b>	
<b><i>Construction work</i></b>	
<b><i>Transport safety</i></b>	
<b><i>Vibration</i></b>	
<b><i>Events</i></b>	
<b><i>Legionella</i></b>	

- c. The risk assessment process will be co-ordinated by the Property Manager in consultation with Ecclesiastical Risk Services or other advisers. The findings of the risk assessments will be reported to all relevant members of staff.
- d. Action required to remove/control risks will be approved by the Property Manager. The relevant Health and Safety Lead Staff person will be responsible for ensuring the action required is implemented.

### **3.02 Hazardous substances**

- a. Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the College has a duty to assess the risks from both hazardous substances that are used (e.g chemicals, pesticides, paints, oil) and hazardous substances generated from work activities (e.g. dust, fume vapour). An ionising and radiation assessment (e.g radon gas) will also be carried out by a specialist.
- b. The Property Manager will be responsible for identifying all substances that need a COSHH assessment.
- c. Health and Safety Lead Staff will be responsible for undertaking COSHH assessments and also ensuring that all actions identified in the assessments are implemented.
- d. Assessments will be reviewed annually or when the work activity changes, whichever is sooner.

### **3.03 First Aid**

- a. The College will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.
- b. All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the relevant Health and Safety Lead Staff person and Property Manager.
- c. Details of incidents will be recorded in the accident book which is located within the Admin Office.
- d. The Admin Manager will periodically analyse the accident book for signs of trends.
- e. The Property Manager will undertake investigations following accidents, dangerous occurrences and work related ill health absence.
- f. The Executive Director and College Council are responsible for acting on investigation findings to prevent a recurrence.
- g. The Property Manager is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- h. The Admin Manager will ensure that First Aiders have a current certificate and that new persons are trained if first aiders leave.
- i. The Property Manager will check that any vehicles are properly equipped with first aid boxes before they are used.
- j. First aid kits are kept in various locations throughout the college. A list of first aiders will also be kept with the kits.

### **3.04 Accident, Incident and Near-Miss reporting and investigation**

- a. All accidents, injuries, diseases and dangerous occurrences involving employees, students or others on College premises must be reported immediately. The College is required to comply with the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 1995 (RIDDOR) . Employees must make themselves aware of accidents, incidents and near-miss reporting procedures.

- b. Employees must report all such accidents/incidents and near-misses immediately to their Line Manager. All such reports will be recorded in the College accident book, which 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, as soon as practicable, by the respective Line Manager and Property Manager.
- c. All fatalities, major injury accidents and dangerous occurrences must be reported to the enforcing authority (normally H.S.E. Health and Safety Executive) immediately by telephone to the H.S.E Incident Contact Centre. The telephone report will then be followed by the submission of official report form F2508.
- d. The official report F2508 shall be made within 15 days of the accident to the Enforcing Authority for all accidents to employees who, as a result of an accident, are absent from normal work for more than seven consecutive days following the accident (not counting the day of the accident but does include weekends and rest days).
- e. All employees will report any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result of, or in connection with, their duties as employees. Such diseases, etc. will be recorded as for accidents and the enforcing authority will be notified on official form F2508.
- f. Accidents and cases of ill health will be investigated by the Property Manager and relevant authorities, as required, in order to endeavour to identify the cause of the accident cause of or ill health. Measures for prevention will be devised wherever possible, in order to attempt to prevent recurrences.
- g. Employees must fully co-operate during any investigation by the College, insurers or enforcing authority inspectors.
- h. All entries in the accident book will be checked periodically by the Property Manager with the aim of noting recurrences or trends.
- i. Accident statistics are reported to each meeting of the College Council.

### **3.05 Emergency action**

- a. The Property Manager will ensure that fire risk assessments are undertaken, implemented and reviewed on an annual basis under the Regulatory Reform (Fire Safety) Order 2005.
- b. Fire instructions are made available to all staff and included in the College's induction process.
- c. An outline of evacuation procedures will be made available to all contractors/visitors.
- d. Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.
- e. A business continuity plan is prepared.

### 3.06 Fire and Evacuation

- a. Fire and emergency evacuation procedures are detailed on the fire safety notices which are located throughout the College. These procedures will be reviewed at least annually.

### 3.07 Fire Drills

- a. A fire drill will be undertaken at least once (though preferably twice) annually and a record kept in the Fire log book which is kept by the fire alarm panel in Stoke House reception.

### 3.08 Fire Fighting

- a. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if **it is safe to do so without putting themselves at risk**, using portable fire fighting equipment, and only if they have been trained to do so.
- b. Ensure the alarm is raised BEFORE attempting to tackle a fire.
- c. Details of service isolation points will be kept in reception.
- d. Material Safety Data Sheets for chemicals and flammable substances will be kept by the Property Manager.

### 3.09 Liaison with Fire Brigade

- a. Avon Fire and Rescue Service visit the College on an annual basis and liaise with the Property Manager.

### 3.10 Inspection/maintenance of emergency equipment

- a. *Testing of the fire alarm system*
  - i. Regular testing of fire alarms occurs on Wednesday between 1.45 pm and 2.00 pm and recorded within the log book by the maintenance team;
  - ii. Any defects on the system will be reported immediately to the Property Manager or on site Caretaker;
  - iii. A fire alarm maintenance contract is in place with Bristol Fire and the system tested bi-annually by them. This includes the testing of smoke and heat detectors.
- b. *Inspection of fire fighting equipment*
  - i. Bristol Fire undertakes an annual maintenance service of all fire fighting equipment.
  - ii. Monthly checks will be implemented that all fire fighting equipment is available for use and operational and for any evidence of tampering.
  - iii. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Property Manager.

- c. *Emergency lighting systems*
  - i. These systems will be checked monthly by the Maintenance Staff and annually by Bristol Fire. Test records are located in the Property Manager's office.
- d. *Means of escape*
  - i. Regular checks will be carried out for any obstructions on exit routes and ensuring all final exit doors are operational.
- e. *Prohibition of smoking*
  - i. The College prohibits smoking within the buildings and grounds.

### **3.11 Work equipment**

- a. Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the College has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance is undertaken.

### **3.12 Consultation with employees**

- a. Under the Health and Safety (Consultation with Employees) Regulations 1996 the College has a duty to consult with employees either directly or through elected representatives on matters relating to health and safety. In addition to health and safety being raised at each relevant staff meeting, the college will consider establishing a Health and Safety committee/working group with staff representatives.
- b. The Standing Committee and College Council meet on a termly basis to receive reports on health, safety and welfare issues affecting staff, students or visitors. Any action points from meetings are brought forward to the Property Manager's attention by the Executive Director.

### **3.13 Information, instruction and supervision**

- a. The Health and Safety (Information for Employees) Regulations 1989 require the College to display a poster telling workers what they need to know about health and safety.
- b. Copies of the Health and Safety Law posters are displayed in various locations throughout the College.
- c. Health and safety advice is available from the Property Manager and other resources such as the Health and Safety Executive's website.
- d. Supervision of casual workers and any trainees will be arranged/undertaken/monitored by the relevant Health and Safety Lead Staff person.
- e. Details of specific health and safety related policies and procedures can be obtained from the Executive Director or Property Manager.

### **3.14 Electrical Safety**

- a. All staff must monitor the condition of plugs, cables and electrical equipment prior to

use.

- b. All portable items of electrical equipment will be subject to portable appliance testing (PAT) annually, conducted by the Maintenance Team.
- c. Major fixed wiring circuits will be checked at least once every 5 years.

### **3.15 Gas Safety**

- a. The risks associated with the use of gas depend on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- b. The Property Manager will ensure compliance with the Gas Safety (Installation and Use) Regulations 1998, which are designed to achieve safety in relation to gas installations, servicing and use of fittings and appliances.
- c. All gas-related work shall be carried out only by a competent person /contractor, as approved by the HSE i.e. Gas Safe registered.
- d. Gas fittings will be of correct construction, material, strength and size and should be regularly maintained by a competent person/ contractor.
- e. Employees must not interfere in any way with any gas appliances or fitting.
- f. Any employee who smells gas should report immediately to the Property Manager or, if unavailable, to the Executive Director. In the event of either not being available, initiate the evacuation procedure.
- g. Any fault or defect in any gas appliance or fitting must be reported immediately to the Property Manager.

### **3.16 Equipment**

- a. Health and Safety Lead Staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.
- b. The Property Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing/routine maintenance/inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.
- c. The following equipment has been identified as likely to involve a specific health and safety risk and will require attention with regards to inspection, use and repair (this list is not exhaustive).
  - i. Access equipment e.g. ladders, steps
  - ii. Cleaning equipment
  - iii. Catering equipment
  - iv. Grounds and building maintenance tools and equipment
  - v. Gas appliances
  - vi. Portable electrical equipment

### **3.17 Training and development**

- a. The law requires the College to provide appropriate information, instruction and training regarding health and safety at work. This is to enable staff to work safely for the benefit of themselves and others.
- b. Health and safety induction training will be provided and documented for all new employees by the Admin Manager and job specific training by the Health and Safety Lead Staff persons.
- c. Employees will be provided with:
  - i. induction training in the requirements of this policy
  - ii. update training in response to any significant change
  - iii. training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc)
  - iv. refresher training required (e.g. first aid)
- d. Staff receiving training will be requested to sign and date a declaration stating that they have understood the training provided by the College.
- e. Training records are held by the Executive Director who is responsible for co-ordinating health and safety training needs, in conjunction with the Property Manager.
- f. Each member of staff is also responsible for drawing their line manager's attention of their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.
- g. No member of staff should carry out a task that they are not competent to do, unless supervised by a suitably qualified person.
- h. Staff using the College van must hold a current driving licence and be specifically authorised to use the van by the Property Manager. Persons permitted to take the van will be subject to licence review.
- i. Where staff use their own vehicles for business purposes, the College can request to check the staff member's driving licence, insurance documentation, MOT certificate and road tax disc.

### **3.18 Disabled Persons, Pregnant Workers and Young Persons**

#### *Disabled persons*

- a. The College aims to provide full and fair opportunity for employment of disabled persons and to ensure practical assistance is given where required, through their continued employment. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for re-training, if appropriate. The College also has a duty to respond in a reasonable manner to students and visitors with disabilities.

#### *Pregnant Workers*

- a. It is the duty and responsibility of the employee to notify the College that she is pregnant and to provide medical confirmation of the pregnancy from her doctor.

- b. Upon notification of a pregnancy, the College will undertake a specific risk assessment relating to the pregnant worker's tasks. These will be discussed with the pregnant worker and any alterations deemed necessary to her work will be agreed. The risk assessment will be reviewed on a monthly basis or more frequently, if required.
- c. No employee 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 new born baby at risk of harm.
- d. In respect of nursing mothers, a risk assessment will be carried out and reviewed on a regular basis.

*Young Persons and those on work experience*

- a. The College will ensure that in respect of employment of Young Persons (anyone under eighteen years old) and those on work experience, a risk assessment is carried out and agreed with the person concerned. Measures will be taken to minimise risks as far as is reasonably practicable.
- b. The College is aware of the statutory restrictions imposed upon work undertaken by young persons /those on work experience and will take due regard as to compliance.
- c. Young persons /those on work experience will be given information, instruction, training and supervision as required to enable them to work safely.
- d. Staff must report to their Line Manager any concerns arising from work being carried out by young persons /those on work experience in order that appropriate measures can be taken.

**3.19 Other significant and Health & Safety related issues**

- a. *Asbestos*
  - i. An asbestos survey and management plan will be carried out and be available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment.
  - ii. The College Asbestos Authorising Officer is the Property Manager.
  - iii. The Property Manager shall ensure:
    - (a) The asbestos log is maintained and that any changes are recorded.
    - (b) All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
    - (c) An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos register.
  - iv. Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.
  - v. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Property Manager.

- b. *Working at Height*
- i. Activities involving working at a height from which a person could fall a distance liable to cause personal injury present a significant risk. All such activities should be avoided where it is reasonably practicable to do so.
  - ii. Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.
  - iii. The College's nominated person responsible for work at height is the Property Manager, who shall ensure:
    - (a) all work at height is properly planned and organised
    - (b) the use of access equipment is restricted to authorised users
    - (c) all those involved in work at height are trained and competent to do so
    - (d) the risks from working are assessed and appropriate equipment selected and that all access equipment is inspected and maintained
    - (e) a register of access equipment is maintained and that ladders are checked before use.
- c. *Display Screen Equipment (DSE)*
- i. All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g admin staff shall have a DSE assessment carried out by their line manager.
- d. *Contractors*
- i. All contractors must report to reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be informed as to fire procedures, other health, safety and welfare arrangements and vehicle movement restrictions.
  - ii. The Property Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.
  - iii. A procedure will be developed for the selection and management of contractors.
  - iv. Contractors will be required to wear any personal protective equipment that is deemed necessary.
  - v. Where work involves the application of heat to effect repair works, the Property Manager will issue a hot works permit.
  - vi. Other permit to work arrangements may need to be issued, depending on the type of specialist work to be carried out.
  - vii. Contractors will be instructed to inform the Property Manager of their whereabouts within the College, and periodic checks will be made as to the

progress of work, and to discuss and agree, as necessary, any variations of the work.

- viii. The Property Manager shall receive from the contractors, servicing / maintenance reports upon completion of work.

e. *Visitors*

- i. All visitors must report to reception where they will be asked to sign the visitors book. Brief health and safety information will be given, particularly as to the fire evacuation procedure.
- ii. Staff who are receiving visitors will be responsible for them and must be aware of their whereabouts within the College at all times.

f. *Legionella*

- i. The College complies with advice on the potential risks from Legionella in Health & Safety Executive's guidance.
- ii. Cordon Sanitaire (part of Bristol Water plc) have carried out a risk assessment. A management plan has been put in place and the necessary tests and checks are undertaken and recorded.
- iii. The Property Department on the advice of Cordon Sanitaire have set up a water monitoring programme where regular inspection and recording of temperatures is implemented.

g. *Manual Handling*

- i. Generic risk assessments for manual handling will be undertaken and staff provided with information on safe moving and handling techniques. Some specific manual handling assessments may also be required.
- ii. All manual handling activities which present a significant risk to the health and safety of staff will be reported to/identified by the Health and Safety Lead Staff who will arrange for a risk assessment to be carried out.
- iii. Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.
- iv. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

h. *Stress and Occupational Health*

- i. The College is committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the Health and Safety Executive's guidance. It is important that if a member of staff is experiencing stress their line manager should be notified immediately.
- ii. In respect of Occupational Health, the College will identify and assess the risk of any areas that require specific attention and implement/monitor in accordance with Health and Safety Executive guidance.

i. *Food Hygiene*

- i. The main kitchen is controlled by the College's Head Caterer who must ensure that the kitchen is subject to regular visits from the Local Authority Environmental Health Officers.
- ii. All food handlers must have Food Safety and Hygiene certifications, and must receive periodic update training. All training records are kept by the Head Caterer and Deputy Caterer.
- iii. Regular cleaning must be carried out throughout the kitchens and a specialist contractor must carry out deep cleaning of the canopy and extraction system.
- iv. Food Hazard Analysis and Critical Control Points (HACCP) assessment must be carried out for all food preparation activities and recorded in the food safety log book.

l. *Lone Working*

- i. The College will ensure, so far as is reasonably practicable, that staff and contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.
- ii. Staff who work alone must inform a colleague as to the situation for security and emergency purposes.

j. *Motor Transport/Driving*

- i. The College has designated parking areas and one-way system on-site, therefore staff, contractors, students and visitors must obey this and the maximum speed limit. Drivers should also be aware of children on-site and in the proximity of Trinity College Day Nursery.
- ii. Staff who receive deliveries of goods for their respective departments must ensure, as far as possible, that companies are aware of the traffic and parking arrangements on-site.
- iii. Any vehicle incidents or defects in the condition of surfacing must be notified immediately to the Property Manager.

k. *Personal Protective Equipment (PPE) and Clothing*

- i. The College aims to meet the requirements of the Health and Safety (Personal Protective Equipment) Regulations (PPE) 2002 and requires employees to be provided with suitable and effective personal protective equipment (PPE) and clothing based upon the outcome of risk assessments. The College recognises that PPE is a last resort in reducing and preventing risk.
- ii. Employees must co-operate with the College in the use of PPE and must wear such PPE if instructed to do so. Employees will receive training in the correct use of PPE including the reasons for it being worn.
- iii. Employees must abide by the rules in relation to PPE and must not misuse or damage any PPE. Employees must report any damaged, worn or

defective PPE immediately to their Line Manager. Items of PPE must not be taken home for cleaning. Failure to comply with the PPE requirements will lead to disciplinary action.

- iv. PPE which is provided to be worn within the College must be stored within the areas provided. PPE is provided free of charge on the basis that it is used only for the purpose for which it is provided. Damaged, worn or defective PPE will be replaced by the College as soon as it is reported.
- v. PPE will be provided in accordance with European Standards and carry the CE mark for PPE.
- vi. Head protection should generally be worn where there is a risk of a head injury due to falling objects or in confined spaces.
- vii. Eye protection will be provided in accordance with the PPE Regulations 1992 and for any situation where there is a risk of eye injury, particularly the use of machinery which can transmit hazardous particles or for areas where hazardous substances are used. Any employees who require eye protection should ensure that they use the correct protection for the task, the risks involved and that appropriate training is given in the use of the PPE.
- viii. Hearing protection will be provided to employees for use in designated areas.
- ix. Respiratory protection will be provided to employees for specific situations; and appropriate instruction and training in its use will be given.
- x. Safety footwear will be provided for those employees whose work involves a significant risk of injury to the foot. Normally safety footwear will be provided to those employees working in the Maintenance Department.
- xi. Protective clothing will be provided for those staff who work outdoors in inclement weather.
- xii. Protective gloves will be provided to employees for various tasks, such as cleaning and maintenance.

I. *Violence at Work*

- i. The College recognises that any incident in which a person is abused, threatened or assaulted in circumstances relating to their work is covered by the general term 'violence at work', and includes harassment, whether sexual, racial or based on disability, as well as bullying and intimidation.
- ii. Any violence at work suffered by an employee shall be immediately reported under the procedures set out in the harassment and bullying policy contained within the Employee Handbook.

**3.20 Alcohol, Drugs and Solvents**

- a. The College is concerned that employees should not expose themselves or other persons to risks to their health and safety and that employees should be, so far as is reasonably practicable, fit and well for work at all times.
- b. No person will be allowed to be at work if they are under the influence of alcohol, drugs, solvents or medication that will affect their judgement.

- c. Any employee 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 /Executive Director who shall decide upon the appropriate course of action required.
- d. Employees who are taking medication or prescribed drugs that may affect their actions or reactions at work should inform their Line Manager who, together with the Executive Director, will determine if redeployment is necessary (for example to non-hazardous working).
- e. To use alcohol, uncontrolled drugs or solvents whilst at work or under their influence whilst at work is considered by the College to be a very serious matter and will be subject to the disciplinary procedures laid out in the Employee Handbook.

### **3.21 Monitoring and reviewing**

- a. A general workplace inspection of the site will be conducted termly and be undertaken/co-ordinated by the Property Manager.
- b. Monitoring inspections of individual departments will be carried out by Health and Safety Lead Staff, who will report the findings of the inspection to the Property Manager.
- c. Responsibility for following up items detailed in the safety inspection report will remain with the Health and Safety Lead Staff in conjunction with the Property Manager, as required.
- d. The College Council member with particular responsibility for Health and Safety will be involved with the Property Manager/Health and Safety Officer in regard to an overall annual general inspection of the College site and buildings. The Trustee will report back to the Council accordingly.

**Approved by College Council 06.06.2011**

**Amended and approved by College Council 18.03.2013**