

**Fitzwilliam College Health and Safety Policy**

**to be read in conjunction with the Terms of Reference of the Health and Safety Committee, the Organogram of College Staff Structure, and the Definitions of Safety Roles within the College**

<b>Review Committee:</b>	Health and Safety Committee
<b>Last Approved by the Governing Body:</b>	11 July 2018 [GB Minute 7416]
<b>Review Policy:</b>	Every 2 years
<b>Date of Next Review:</b>	Easter 2020
<b>Responsible Officer and Location of Policy:</b>	Fellow Health and Safety Officer; Website
<b>Accessible to:</b>	Public

1. In recognition of the responsibilities placed upon employers by the Health and Safety at work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant legislation, it is Fitzwilliam College policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College staff, students, visitors, contractors' staff and members of the public who are, or may be, affected by our activities.

Health and safety in clubs and societies is not covered by this policy, but by the JMA Policy for Health and Safety in Clubs and Societies.

2. The Governing Body of the College bears the legal responsibility for matters of health, safety and welfare within the College and ensures that statutory requirements are met and appropriate standards are applied. The Governing Body has established a Health and Safety Committee with the remit to monitor, on behalf of the Governing Body, actions taken and procedures established in the College in pursuit of satisfying the requirements of health and safety legislation, and to advise the Governing Body on the discharge of its statutory responsibilities.

The terms of reference of the Health and Safety Committee are on Moodle under Fitzwilliam Governing Body in the section on Committee Procedures and Terms of Reference:

<https://www.vle.cam.ac.uk/course/view.php?id=80601&sectionid=689202>

The structure which gives effect to the implementation of the Health and Safety Policy is shown in Appendix B of the 2017-18 Annual Report of the Health and Safety Committee and will shortly be available on MyFitz: <https://my.fitz.cam.ac.uk/index.php/Links/Docs>

Definitions of Safety Roles are described in Appendix C of the 2017-18 Annual Report of the Health and Safety Committee and will shortly be available on MyFitz:

<https://my.fitz.cam.ac.uk/index.php/Links/Docs>

3. All members and employees of the College must be familiar with, and act according to, the Fitzwilliam College Health and Safety Policy, and any Safety Roles and departmental procedures relevant to them. Definitions of Safety Roles are described in Appendix C of the 2017-18 Annual Report of the Health and Safety Committee and will shortly be available on MyFitz: <https://my.fitz.cam.ac.uk/index.php/Links/Docs> and departmental procedures are provided by Heads of Department.
4. Those who create risks must manage them. It is the duty of all members and employees of the College to take care of their own health and safety and that of others who could be affected by their actions. In accordance with the Management of Health and Safety at Work Regulations 1999, all members and employees of the College will cooperate in managing health and safety.

5. The Governing Body appoints a Fellow Health and Safety Officer who chairs the Health and Safety Committee and reports annually, or otherwise as appropriate, to the Governing Body on actions taken and procedures established in the College in pursuit of satisfying the requirements of health and safety legislation, and to advise the Governing Body on the discharge of its statutory responsibilities.
6. To assist in the task of identifying and controlling risks, persons "competent to advise" are appointed by Fitzwilliam College, in accordance with the Management of Health and Safety at Work Regulations 1999. These persons may work in any area of Fitzwilliam College. The Domestic Bursar is the Health and Safety Officer and the Fire Safety Manager and is assisted in this responsibility by the Head Porter.
7. Each Head of Department will be a Departmental Safety Officer. They will be responsible within their own area for implementation of the Fitzwilliam College Health and Safety Policy. They will monitor the implementation of the Policy, and advise the Health and Safety Committee on the effectiveness of their departmental arrangements.
8. Each Head of Department will be a Departmental Fire Safety Manager to ensure that procedures and controls, including evacuation procedures, are developed for their areas.
9. For all College properties and Domus areas, Fitzwilliam College has the responsibility for the management and application of its own Health and Safety Policy and health and safety procedures.
10. No work will be undertaken unless an appropriate risk assessment has been carried out by the person supervising that work.
11. All those in a supervisory position will practise and promote good working standards, will ensure equipment is maintained in a safe condition, will ensure that instructions are in place and are followed, and will investigate and report accidents, near misses and perceived risks in order to identify and implement remedial procedures.
12. The Governing Body will review this policy every two years.