

### Fitzwilliam College Health and Safety Policy

**to be read in conjunction with the Terms of Reference of the Health and Safety Committee (Appendix A) and the definitions of Safety Roles within the College (Appendix B)**

<b>Review Committee:</b>	Health and Safety Committee
<b>Last Approved by the Governing Body:</b>	8 July 2020 [GB Minute 7826]
<b>Review Policy:</b>	Every 2 years
<b>Date of Next Review:</b>	Easter 2022
<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 shown in Appendix A. Definitions of safety roles are described in Appendix B.

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 B, 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. The Governing Body appoints a Deputy Fellow Health and Safety Officer.
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 University of Cambridge Occupational Health & Safety Service is the College advisor and auditor. The Domestic Bursar is the College Health and Safety/ Fire Safety Manager, the Head Porter is the College Health and Safety/Fire Safety Officer.
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. Fitzwilliam College has the responsibility for the management and application of its own Health and Safety Policy and health and safety procedures for all College properties and Domus areas.
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.

## Appendix A: Terms of Reference – Health and Safety Committee

<b>Reporting to:</b>	Governing Body
<b>Membership:</b>	Fellow Health & Safety Officer (Chairman) Deputy Fellow Health & Safety Officer Bursar <i>ex officio</i> A Tutor <i>nominated by the Tutorial Committee</i> Domestic Bursar <i>ex officio</i> (College Health and Safety/Fire Safety Manager) Head Porter (College Health and Safety/Fire Safety Officer) Heads of Departments (or their deputies): Catering and Events; Accommodation and Housekeeping; Maintenance; Gardens; Library; IT (also representing Communications); Human Resources; either the Head of Finance or the Development Director, on an annual rota for attendance; Tutorial Office; Master's Office. Boatman Groundsman from Oxford Road Sports Ground College Nurse JCR President MCR President
<b>In attendance:</b>	Assistant to the Domestic Bursar (Minute Secretary)
<b>Co-option:</b>	The Committee may co-opt up to three members.
<b>Meetings:</b>	Shall be held at least once in every Term.
<b>Quorum:</b>	Shall be six members, of whom two shall be Fellows.
<b>Business:</b>	Shall be unreserved unless the Chairman directs otherwise.
<b>Report:</b>	Shall be made annually and otherwise as appropriate to the Governing Body.
<b>Remit:</b>	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, including specifically:  To ensure, as far as reasonably practicable, a safe environment for all users of Fitzwilliam College premises and grounds (including those of the Junior Members Association.  To provide a forum for the active consideration of health and safety and to provide a mechanism whereby health and safety issues can be discussed and disseminated.  To stimulate the interest of all members of the department in matters relating to the health and safety of all Departmental staff and students.  To create an active safety culture and to encourage the participation of all persons working within the department.  To formulate departmental policy on health and safety matters.  To investigate breaches of health and safety guidelines.  Make arrangements for regular internal safety inspections and audits in the Department.  To appoint external Health & Safety advisers who will carry out audits.  To investigate and review accidents/incidents/near misses and recommend action to avoid a recurrence.
<b>Financial Authority:</b>	None.

Approved by the Governing Body on 26 February 2020 – Minute No 7757(a)

This is not intended as a comprehensive list. There are, for instance, specialist safety roles within some Departments.

The University of Cambridge Occupational Health and Safety Service provide a central resource of professional safety expertise.

The Fitzwilliam College Health and Safety Committee consists of the Fellow Health and Safety Officer, the Deputy Fellow Health and Safety Officer, the Bursar, a Tutor nominated by the Tutorial Committee, the Domestic Bursar, the Head Porter, the HR Officer, all Heads of Departments (or their deputies), JCR President, MCR President, Oxford Road Sports Field Grounds Person, Boatman and the College Nurse.

**Every individual (including Fellows, staff and students) has a duty both individually and collectively, to:**

- take care of their own health and safety
- not compromise the health and safety of others
- never interfere with safety equipment
- familiarise themselves with the Fitzwilliam College Health and Safety Policy

**The Fellow Health and Safety Officer is responsible for:**

The monitoring, 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 duties in that regard.

**The Domestic Bursar is the Health and Safety/Fire Safety Manager, the Head Porter is the Health and Safety/Fire Safety Officer. They are responsible for:**

- convening 3 Health and Safety Committee meetings per year and special meetings as required
- receiving and acting on reports from the Departmental Safety Officers
- managing the Fire Safety Management Plan
- directing Fitzwilliam College fire safety strategy
- advising the Health and Safety Committee on fire safety matters
- advising the Heads of Department on the effectiveness of the local fire safety provisions and the adequacy of control measures
- ensuring that all necessary documentation is in maintained by the College and by the Departments

**Each Head of Department is responsible for:**

- their Departmental health and safety and fire safety
- their Departmental health and safety training
- ensuring that regular safety inspections are undertaken
- nominating and appointing appropriate individuals to identify hazards and control the risks through the preparation and implementation of risk assessments
- ensuring that there is a policy which sets out Departmental arrangements for:
  - reporting accidents and incidents
  - assessing and controlling risks
  - giving induction and training in health and safety and fire safety
- monitoring the implementation of health and safety policy within their department
- advising the Health and Safety Committee on the effectiveness of their departmental arrangements and the adequacy of the control measures
- reporting on health and safety to the Health and Safety Committee/Domestic Bursar
- implementing their departmental responsibilities from within the College's Fire Safety Management Plan
- ensuring that health and safety responsibilities are clearly documented in job descriptions