

Exeter College

HEALTH AND SAFETY ORGANISATION

RESPONSIBILITIES

1. The general provisions of the Health and Safety at Work etc. Act 1974 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and also by ensuring adequate instruction, training and supervision. The College is also bound by the Act to ensure the safety of all other persons, who (though not employees) may be affected by the College's work activities.

Governing Body takes ultimate responsibility for all health and safety matters and for ensuring that its health and safety policy is for the benefit of its employees and others who may be affected by College activities.

Governing Body will annually review its health and safety policy and authorise the incorporation of those proposed amendments of which it approves.

2. The College has established the Health and Safety Committee to ensure its legal obligations regarding health and safety are met. The Health and Safety Committee is responsible for the development, implementation and review of policies and practices to support the College's Health and Safety policy in relation to staff, students, contractors and suppliers, visitors and others closely associated with the College. The Committee, which reports to Governing Body, is chaired by the Rector and includes representation from all members of the College community (students, academic and non-academic staff).

The College also consults Peninsula (Health and Safety Consultants) to advise the College on health and safety policies.

Governing Body requires an annual report of health and safety to be presented via the Health and Safety Committee for its consideration each Trinity Term. The report covers the following matters in respect of the previous calendar year:

- A list of all reportable accidents and diseases that have affected members, employees or visitors;
- Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to health and safety;
- Any prosecutions taken out against the College by any enforcing authorities;
- Any major incidents such as a fire or other event of significance affecting members, employees or visitors; and
- Any significant failings in health and safety reported by the Health and Safety Officer, HSE Inspectors or Peninsula.

3. The Act requires every employer to prepare a written statement of general policy with respect to the health and safety at work of his employees and the organisation and arrangements in force for carrying out that policy, and to bring the statement to the notice of all his employees. The College therefore circulates the following Statement of Safety Policy:

It is the policy of the College, and the responsibility of the Governing Body, to adopt all reasonably practicable measures:

- (a) to secure the health, safety and welfare of all employees at places of work under the College's control and elsewhere when performing their duties;
 - (b) to protect students and other persons who are lawfully on College premises against risk to their health or safety which might arise out of activities in those places; and
 - (c) to maintain safe plant, machinery and equipment and a safe and healthy place of work.
4. It is also the policy of the College to ensure that all members of the College and its staff are aware of their individual responsibility to exercise care in relation to themselves and those who work with them. To this end individuals are enjoined to:
 - (a) familiarise themselves with College and University Safety Policy and any safety requirements;
 - (b) take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt;
 - (c) warn of any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced;
 - (d) report accidents or incidents promptly;
 - (e) familiarise themselves with fire and emergency drills (including the location of emergency telephones) and escape routes; and
 - (f) where required by College or University policy, register with the Occupational Health Service for health surveillance purposes.
 5. Where self-employed persons or contractors and their employees carry out work on College premises, they must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations, and in the College's safety rules.
 6. The College's full Health and Safety Policy and guidance notes are available on request to the Assistant Health & Safety Officer. The College also has a separate guidance note on Stress, which is available [here](#).

7. The policies on specific legislative and other matters are issued as University Policy Statements (<http://www.admin.ox.ac.uk/safety/hs-mgement-policy/>). Advice on specific hazards and technical items is issued as memoranda by the University Safety Office and by the University Occupational Health Service.
8. The College stresses its commitment to health and safety to the extent that, where disregard of safe working practice by an employee puts seriously at risk the health and safety of himself or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action including dismissal.
9. This document will take effect from 4 December 2012. It will be reviewed annually by the Health and Safety Committee following its implementation, and may be changed from time to time as circumstances and legal requirements change. Any queries or comments about this document should be addressed to the Assistant Health & Safety Officer.

ORGANISATION

The College Bursar is the senior manager who has overall charge of health and safety. Heads of Departments are responsible for the day-to-day operation of the health and safety policy and practices within their departments. All employees have a responsibility to comply with the College's health and safety policy and practices, and are given information and training to enable them to fulfil their responsibilities in a competent manner.

Health and Safety Officer	William Jensen	Bursar
Assistant Health and Safety Officer	Gez Wells	Deputy Bursar
Health and Safety Assistant	Karl Chapman	
College Nurse	Glynis Perry	

FIRE MARSHALLS

Bursary	William Jensen, Gez Wells, Karl Chapman
Chaplain	Andrew Allen
Iffley Road	Jim Dobson, Harry Josling, Mahima Mitra
Junior Dean	Rina Ariga
Lodge, Turl Street	Chris Probert, Tom Coombes, Paul Heaton, Sarah McCowie, John McKay, Anthony Piper
Maintenance	Chris Heeley, Edward Moffat

TRAINED FIRST-AIDERS

Bursary	Gez Wells
Catering	Lesley O'Donovan, Elisabeth Hudson (Bar Manager)
Development	Will Watt, Aileen Thomson
Iffley Road	Jim Dobson, Mahima Mitra, Peter Elvidge
Junior Dean	Rina Ariga
Kitchen	Ian Cox, Liberato Nigro
Lodge, Turl Street	Chris Probert, Tom Coombes, Paul Heaton, Sarah McCowie, John McKay, Anthony Piper, Felix Leach, Deeksha Sharma
Williams College	Katie Kent, Keri Williams, Darren Legg

LOCATION OF FIRST-AID EQUIPMENT

First-aid boxes are kept in the following locations:

Exeter College Site	Porters' Lodge Kitchen Undercroft Bar Rector's Lodgings' Kitchen College Office Laundry Room Maintenance
Iffley Road Sites	Stapeldon House – Reception Stapeldon House - 214 Kitchen Stapeldon House - Annexe Kitchen 226 – Kitchen 228 – Kitchen 235 – Kitchen Block K1 Ground Floor Kitchen Block K2 Ground Floor Kitchen Block K3 First Floor Kitchen Block K4 First Floor Kitchen Block K5 Second Floor Kitchen Block K6 Second Floor Kitchen Block M1 Ground Floor Kitchen Block M2 First Floor Kitchen Block M3 Second Floor Kitchen Block R Ground Floor Kitchen
Sports Ground	Main Hall
Boat House	Upper Floor Kitchen

Frieze Farm	Ground Floor Kitchen
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The names of First Aiders are displayed in the following locations:

Exeter College Site	Porters' Lodge Staircases 1-15 Hall Undercroft Bar Library Palmers Tower Crowther-Hunt Undercroft Bursary Laundry Room Maintenance
Iffley Road Sites	Reception – Stapeldon House 224 – Hallway 226 – Hallway 228 – Hallway 230 – Hallway 235 – Hallway Block A – Staircase Block K – Kitchens 1-6 Block M – Kitchens 1-3 Block R – Kitchen
Sports Ground Site	Main Hall
Boat House Site	Upper Floor Kitchen
Frieze Farm	Ground Floor Kitchen

All accidents at work, no matter how minor, should be reported in the Accident Book, which can be found in the Porters' Lodge.

Exeter College
October 2013