



**ST JOHN'S
COLLEGE**

Health and Safety Policy

St John's College, Durham

Approved by College Council

Document control

Version	Date	Summary of Change	Date of next review
2.1	16.12.2022	Reordering and redrafting previous H&S policy from 7 sections into 3 parts to reflect HSE advice (Prepare a health and safety policy: How to write your policy - HSE)	01.09.2023
2.2	01.12.2023	Amendment of role titles, inclusion of HR Manager. Removal of the personal names of Durham University staff. Amendment of responsibility for review of this policy and subsidiary policies. Amendment of annual to biennial external inspection.	07.10.2024
2.3	12.09.2024	Change of Finance Officer to Financial Controller and Deputy Warden to Dean of Anglican Formation. Clarification that the activities relating to research centres include on and off-site activities.	06.10.2025
2.4	05.12.2025	Change of policy location to the Health & Safety SharePoint site.	05.10.2026

Circulation

This Policy is made available to all staff and students via the St John's College website. An email notification will be sent following any update and provision of a hard copy will be made available to those without email access. The statement of intent will be displayed on the College's Health and Safety noticeboard. All new employees are provided with a copy during their induction, and this is recorded on the induction checklist.

Contents

Document control	1
Circulation	1
Part I: Statement of intent.....	3
Part II: Responsibilities for health and safety	3
II.1 Overall and final responsibility for health and safety	3
II.1.1 Health and Safety Committee.....	4
II.1.2 University advisory roles.....	5
II.1.3 Day-to-day responsibility for ensuring that this policy is put into practice.....	5
II.1. Individual responsibility	6
Part III: Arrangements for health and safety.....	7
Appendix A – Hazard based responsibility matrix.....	10
Appendix B – Specific Health and Safety Arrangements.....	12

Part I: Statement of intent

St John's College, Durham, will take all reasonably practicable steps to provide a healthy and safe place to work, study, reside, worship and visit. To that end, the College will meet all statutory requirements to ensure the health, safety and welfare of its students, staff, visitors, contractors and any other group who are, or may be, affected by its activities.

In line with Durham University, St John's College is committed to:

- Creating a safe and healthy working environment
- Preventing injury and work-related ill health
- Making resources available for health and safety including (but not limited to) protected time for role holders to undertake allocated responsibilities
- Complying with relevant health and safety legislation and University standards
- Improving health and safety performance using measures of performance, strategic plans and health and safety objectives
- Communicating and consulting with our staff and students on health, safety and welfare
- Cooperating with Durham University to achieve its health and safety objectives
- Actively sharing areas of best practice with others and adapting and adopting the best practice of others.

The support of the College community is vital if these goals are to be achieved. All College staff have a responsibility to take care of their own health and safety and that of others who could be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules and work safely in accordance with any instructions or training received. Likewise, students must play their part by following relevant policies, any instructions they may be given by staff and by being aware of the potential impact of their own behaviour on others. Staff have a duty and students a responsibility to bring to the attention of the College any potential failings in the arrangements made for health and safety by reporting accidents, dangerous occurrences and 'near-misses'. Central to the College's foundational Christian values is a care for its community and the Health & Safety policy is a demonstration of that commitment.

Part II: Responsibilities for health and safety

II.1 Overall and final responsibility for health and safety

College Council

The College Council has the overall responsibility and accountability for Health and Safety Management. Under the Health & Safety at Work Act, 1974 and The Management of Health and Safety at Work Regulations, 1999 (and all other relevant legislation) the College is

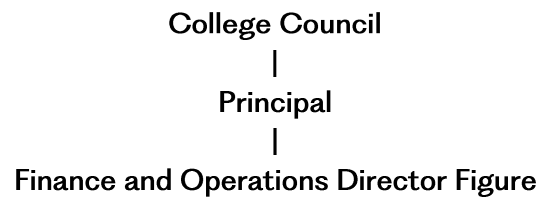
legally obliged to ensure the health and safety at work of its employees and that of any other person affected by its activities. College Council oversees the annual review of this Policy.

Principal

The Principal is accountable to the College Council for the overall implementation of all measures considered necessary by the College Council to ensure compliance with its health and safety duties and responsibilities.

Finance and Operations Director

The Principal has appointed the Finance and Operations Director as the College Officer to lead on the day-to-day implementation of the health and safety policy and to act as the Health and Safety Officer.



i. hierarchy of H&S management responsibility

II.1.1 Health and Safety Committee

The College Health and Safety Committee provides committee level overview of the implementation of the health and safety policy and meets three times a year. The committee reports into Audit Committee which is a constituent committee of College Council (see Fig. ii below).

The terms of reference are outlined in Health & Safety Committee Terms of Reference and the membership of the committee consists of: Finance and Operations Director (Chair), Catering Manager, Housekeeper, Facilities Manager, Residential Business Manager, GMB Union representative, CCR President, SJCR President, MCR President, Representative from the University H&S Service (as consultants).

The objective of the Health and Safety Committee is ‘the promotion of the health, safety and welfare of all persons when on college premises and of staff and students when engaged upon activities relevant to the College’s purposes.’ The Committee oversees the annual review of the College’s plans and policies associated with the specific Health & Safety arrangements, outlined in Appendix B.

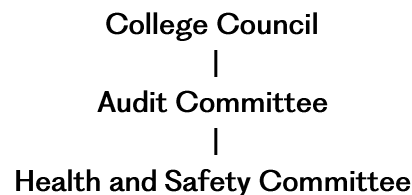


Figure ii. delegation of responsibility for H&S management

II.1.2 University advisory roles

Using the framework provided by the Memorandum of Understanding with Durham University it has been agreed, as of May 2022, that the Durham University *Health, Safety and Business Resilience team* will provide competent advice and guidance to St John's College, Durham. This involves a number of staff including, but not limited to:

- Health and Safety Business Partner, Durham University
- Senior Fire Safety Engineer, Durham University
- Senior Business Resilience Manager, Durham University

II.1.3 Day-to-day responsibility for ensuring that this policy is put into practice

A hazard-based responsibility matrix can be found in Appendix A. The list of hazards is based upon Durham University's register of hazards.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

College Officer level health and safety responsibilities

<i>Role</i>	<i>Area of responsibility</i>
<i>Principal</i>	College wide events including worship and research centres (on and off-site).
<i>Vice Principal</i>	John's Hall student support, student events, development and outreach activities.
<i>Warden of Cranmer Hall</i>	Cranmer Hall teaching, formational activities (on and off-site), student support and worship.
<i>Finance and Operations Director</i>	The College's estate including offices, teaching facilities, accommodation and meeting rooms, operational departments (Catering, Housekeeping, Maintenance, the Reception and Conference & Events) business continuity and external events and guests. Administrative and professional service staff and activities.

Managerial Level health and safety responsibilities

<i>Role</i>	<i>Area of responsibility</i>
<i>Facilities Manager</i>	Management of the college estate, maintenance team activities and contractors.
<i>Chef Manager</i>	The catering team and all college-based catering preparation and provision.
<i>Conference and Events Manager</i>	B&B, external events and conferences.
<i>Residential Business Manager</i>	The College Office team.
<i>HR Manager</i>	Review of staff training and on-boarding.
<i>Assistant Principal</i>	Student welfare, student support and resident tutors.
<i>Chaplain</i>	College Chapel and College Worship.
<i>Dean of Anglican Formation</i>	Cranmer Hall worship and formation.
<i>Academic Dean</i>	Cranmer Hall teaching.
<i>Bar Manager</i>	Operation of the bar and management of the bar team.
<i>All Line Managers</i>	The training, induction and specific H&S requirements of direct reports.

Supervisory level health and safety responsibilities

<i>Role</i>	<i>Area of responsibility</i>
<i>Maintenance Supervisors</i>	Management of contractors, delivery of maintenance activities and capital works projects.
<i>Catering Supervisors</i>	Duty catering staff, catering provision.

II.1. Individual responsibility

All individuals (this includes staff, students, visitors and contractors) have a personal responsibility to take reasonable care of their own health and safety and that of others who may be affected by their 'acts or omissions'.

Individuals are also obliged to co-operate with the College, including College supervisors and managers, so that it can comply with its legal duties. Individuals must not interfere or misuse anything provided in the interests of health or safety.

Any person who has a health or safety concern must report it to their line manager or other relevant person (for example, if a student, to a member of staff). That health or safety concern must be communicated to the Head of Department responsible for that business area to assess and, if appropriate, take action.

Part III: Arrangements for health and safety

Risk management and risk assessment

The College holds a Risk Management and Risk Assessment Register that tracks how risks are controlled. This is available at S:\HealthandSafety\Risk Assessments.

All staff or students who complete a risk assessment or standard/safe operating procedure for an ongoing activity must ensure that this is captured in the *Risk Management and Risk Assessment Register*. Updates should be reported to the *Compliance & Health and Safety Administrator*.

Information captured in the *Risk Management and Risk Assessment Register* is reported to the Health and Safety Committee on a termly basis.

The person who has overarching responsibility for a team, area, task, activity or event must ensure that a suitable risk assessment has been produced which considers the associated risks and mitigations prior to the event, task or activity taking place. The person preparing the risk assessment must, as a minimum, have completed **HS: An Introduction to Risk Assessment** training on Oracle.

This Risk Assessment must be produced in consultation with someone who will be part of the team, area, task, activity or event. It must then be reviewed by a supervisory manager, in most cases the Finance and Operations Director. Once finalised it must then be shared and be available to parties participating in the task, activity or event. Members of given departments will sign to acknowledge that they have read and understood the risk assessments that relate to their department or activities.

Health and safety training and competence

All members of staff must be competent to conduct the tasks that are required of them and understand the way the College manages health and safety risks.

As a minimum all staff must receive a department specific induction and complete the following training modules:

- HS: Health and Safety Induction
- HS: Fire Safety at Durham University
- HS: Workstation Assessment

Each head of department maintains the training records for their team members which includes additional specific training requirements for respective roles. A matrix of required courses for required departments can be found in the staff training records, here: S:\HR\Training.

Raising Health and Safety Concerns

Concerns should be raised at the first opportunity, ideally with the person in control of the activity, and the relevant holder of responsibility described in Part II. Concerns may also be raised with the Operations Director or a member of the Health and Safety committee. Near misses or other observations can be raised via the Durham University Governance, Risk and Compliance Exchange (GRaCE) system. The Health and Safety Committee serves to receive health and safety concerns as well as consult representatives of the staff and student bodies on H&S policy.

Accident procedures

All incidents of accident, injury, near miss or occupational ill-health involving a member of staff, student, visitor or contractor to the College must be recorded via the GRaCE system. This will automatically alert the relevant member of staff with supervisory responsibility for that area or team who will review the report and outline their findings.

This will in turn be reviewed by the *Finance and Operations Director and Durham University Health and Safety Business Partner*. Once reviewed, consideration will then be given to conducting a further investigation, a review of risk assessments and review of inspection records. Where necessary the incident will be shared with the Health and Safety Executive, if RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable, and the college insurers. All reported incidents will be shared with the termly meeting of the Health and Safety committee.

Safety inspections

Pro-active management of health and safety requires the identification of hazards and potential accidents before they can cause injury to people and damage to equipment, buildings and the environment.

Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

An internal safety inspection is carried out annually by *the Finance & Operations Director and Facilities Manager* and a *Health & Safety Self-Inspection and Review Report* compiled which is submitted to the Health & Safety Committee. An external safety inspection is carried out biennially by the *Durham University Health and Safety Business Partner*, the findings of which are reported to the *Health & Safety Committee*.

The Facilities Manager, Chef Manager, Housekeeper, Residential Business Manager, Conference and Events Manager, Assistant Principal, Chaplain, Dean of Anglican Formation, Academic Dean and Bar Manager will conduct a termly inspection of their respective areas of responsibility.

All responsible persons listed in Part II should conduct regular undocumented inspections of work areas and activities, rectifying or reporting potential hazards as part of their day-to-day activities.

Appendix A – Hazard based responsibility matrix

<i>Hazard</i>	<i>Responsibility</i>
Asbestos	Facilities Manager (Maintenance Supervisors)
Biological Hazards	Facilities Manager, Housekeeper, Chef Manager
Chemical Hazards	Facilities Manager, Housekeeper, Chef Manager
Confined Spaces	Facilities Manager
Construction Activities (including Maintenance)	Facilities Manager (Maintenance Supervisors)
Contractors	Facilities Manager, Office Manager (Maintenance Supervisors)
Chemical Hazards	Facilities Manager, Housekeeper, Chef Manager
Confined Spaces	Facilities Manager
Construction Activities (including	Facilities Manager (Maintenance Supervisors)
Contractors	Facilities Manager, Housekeeper, Chef Manager, Office Manager, Maintenance Supervisors
Display Screen Equipment	Finance and Operations Director, all line managers
Electricity	Facilities Manager (Maintenance Supervisors)
Events	Conference and Events Manager, Facilities Manager, Assistant Principal
Excavations	Facilities Manager (Maintenance Supervisors)
Fire and Explosion: Storage, Use and Disposal of Flammable and Explosive Substances	Facilities Manager (Maintenance Supervisors)
Fire (Workplace Precautions)	Finance and Operations Director, Facilities Manager
First Aid	Finance and Operations Director, Office Manager
Food Handling	Chef Manager, Bar Manager
Gas Systems and Appliances	Facilities Manager, Chef Manager
Gas (Compressed)	Facilities Manager, Bar Manager
Handling Money	Financial Controller
Hot Work	Facilities Manager (Maintenance Supervisors)
Individuals with Increased Risk	HR Manager, all line managers
Legionella	Facilities Manage
Lifting Equipment	Facilities Manager, Chef Manager
Lone Working	All line managers
Manual Handling	All line managers
Mechanical Handling	Facilities Manager, Chef Manager
Noise	Facilities Manager, Conference and Events Manager, Chaplain, Assistant Principal, Dean of Anglican Formation
Off-Site Activities	Principal, Vice Principal, Warden
Permit to Work	Facilities Manager
Personal Protective Equipment	Facilities Manager, Housekeeper, Chef Manager

<i>Pressure Systems</i>	Facilities Manager
<i>Sharps</i>	Facilities Manager, Housekeeper, Chef Manager, Bar Manager, Conference and Events Manager
<i>Slips and Trips</i>	All line managers
<i>Stress</i>	Finance and Operations Director, all line managers
<i>Student Activities (including Sport)</i>	Vice Principal, Assistant Principal
<i>Vibration (Hand Arm)</i>	Office Manager, Bar Manager, Assistant Principal
<i>Work Equipment (Fixed)</i>	Facilities Manager, Chef Manager
<i>Work Equipment (Portable)</i>	Facilities Manager, Chef Manager, Housekeeper
<i>Work at Height (Equipment)</i>	Facilities Manager, Housekeeper
<i>Work at Height (Other)</i>	Facilities Manager
<i>Work Conditions</i>	Finance and Operations Director, Facilities Manager, Housekeeper
<i>Workplace Transport</i>	Facilities Manager, Housekeeper, Warden
<i>Work-Related Upper Limb Disorders</i>	Facilities Manager, Chef Manager, Housekeeper, Finance and Operations Director, all line managers

Appendix B – Specific health and safety arrangements

The following information is available on the Health and Safety SharePoint site:

- 1) Asbestos Management Plan
- 2) Business Continuity Plan
- 3) College Regulations
- 4) Critical Incident Plan
- 5) Fire Safety Policy
- 6) First Aid Policy
- 7) Legionella Management Plan
- 8) Safeguarding from Radicalisation - Prevent Policy
- 9) Safeguarding Policy for Children, Young People and Vulnerable Adults
- 10) Security Policy
- 11) UUK Code of Compliance
- 12) Additional Arrangements
 - a) Contractors
 - b) COSHH
 - c) Display Screen Equipment Guidance
 - d) Events Guidance
 - e) Food Safety
 - f) Gas Safety
 - g) Manual Handling
 - h) Offsite Travel
 - i) Slips, Trips and Falls
 - j) Student Mental Health
 - k) Use of Ladders and Scaffolding Towers
 - l) Vehicle Use
 - m) Violence
 - n) Visitors