

GOODENOUGH COLLEGE

HEALTH AND SAFETY POLICY

The establishment of a sound health and safety culture is dependent on the active involvement of all those who live and work at Goodenough College.

Goodenough College is committed to providing and maintaining a working environment for all staff, members and visitors that is safe and free of risk to health. We regard implementing best practice on health and safety as a vital underpinning to our charitable, educational and business objectives.

Goodenough College will work to:

- provide and maintain a working environment for College members, staff and contractors that is, so far as is reasonably practicable, safe, without risk to health, and offers suitable physical facilities and arrangements for welfare;
- maintain, so far as is reasonably practicable, any place of work under College control in a condition that is safe and without risk to health. This includes the provision and maintenance of means of access to and from College buildings that are safe and without risk;
- provide and maintain plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
- make arrangements to ensure, so far as is reasonably practicable, the safety and absence of health risks in the use, handling, storage and transport of articles and substances;
- provide sufficient information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety at work of College members, staff and others, such as contractors and visitors.

Goodenough College will provide sufficient and appropriate resources and endeavour to carry out all reasonable and necessary measures to fulfil its duties under the Health and Safety at Work Act (1974). Compliance will be reviewed on an annual basis or as required by a change in the law.

In line with the Act, all staff are reminded that they are subject to the following obligations whilst at work:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- to co-operate with the College to enable it to meet statutory health and safety requirements;
- not to misuse or interfere with anything provided by the College in the interests of health and safety.

Arrangements for Health and Safety

Hazards and Risks

The College will remove hazards or risks known to be present within the estate, in line with the Management of Health and Safety at Work Regulations 1999.

Risk assessments will be carried out in order to:

- assess the risks to the health and safety of staff to which they are exposed whilst they are at work;
- assess the risks to health and safety of persons not employed by the College arising out of or in connection with the work of the College;
- record significant findings of the risk assessments, to include suitable and sufficient control measures.

Following an Accident or Serious Incident

Accidents, near misses and serious incidents involving all visitors, members, directly-employed staff and contracted persons working under the College's control will be reported by the Head of Estates and Facilities Management in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013), which require that the relevant enforcing authority is notified *by the quickest possible means*.

Details of all injuries, however minor, incurred at work must be entered on an Accident/Incident Log held at Reception.

In the event of an accident, serious incident or dangerous occurrence, as specified in the Regulations, those present are required to report to the Head of Estates and Facilities Management (or another senior member of staff in his absence) without delay. If an ambulance is called outside normal working hours, the Senior Duty Officer must be informed.

An official F2508 report will be generated either by the enforcing authority or by the Head of Estates and Facilities Management, to include details of:

- the death of any person as a result of an incident arising out of or in connection with work at or for the College;
- any person at work suffering a specified major injury* as a result of an accident arising out of or in connection with work at or for the College;
- any person who is not at work suffering an injury as a result of an accident arising out of or in connection with work and where that person is taken from the site of the accident to a hospital for treatment in respect of that injury;
- any person who is not at work suffering a specified injury as a result of an accident arising out of or in connection with work at the College;
- where there has been a dangerous occurrence;
- incidents of non-consensual physical violence;
- where, as a result of an accident arising out, of or in connection with, work a person is absent from work for more than seven consecutive days.

The Head of Estates and Facilities Management must also report as soon as practicable (and in any case within ten days of the accident/incident), using the approved form, any situation where a person at work is incapacitated for work of a kind which they might reasonably be expected to do.

Notifications of infectious diseases.

The College will continue to follow public health and safety guidance and will manage the risk and reporting of infectious diseases.

Staff responsibilities

College staff with lead responsibility for health and safety matters are:

- Paul Emmanuel, Head of Estates and Facilities Management
- David Tingling, Hard FM Manager
- Honorata Xhika, Soft FM Manager

**A specified injury is defined as: fractures, other than to fingers, thumbs and toes, amputations, any injury likely to lead to permanent loss of sight or reduction in sight, any crush injury to the head or torso causing damage to the brain or internal organs, serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs, any scalping requiring hospital treatment any loss of consciousness caused by head injury or asphyxia, any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.*

Signed.....

Alice Walpole

College Director

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