

DARWIN COLLEGE

EMPLOYEE HANDBOOK **FOR HEALTH AND** **SAFETY**

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AMENDMENT LIST

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INTRODUCTION

1. This manual is published for the information of all Darwin College employees in pursuance of the duty imposed by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. It is the responsibility of management to know and understand its contents so that they may implement College policy.
2. The manual details individual responsibilities, safety rules, emergency procedures and monitoring to measure the overall effectiveness of the policy.
3. CQMS carry out serious accident investigation, update all Health and Safety documentation on procedures as necessary and carry out Risk Assessments and Health and Safety Training as required by Darwin College.
4. CQMS have been appointed to assist the College in meeting its statutory obligations under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to provide guidance and advice on Health and Safety issues, and the following personnel are authorised to contact CQMS at anytime:

Mr. M. Edwards	–	Domestic Bursar
Mr. P. Waterson	–	Clerk of Works (Fire Marshal)
Ms A.M MacDougall	–	Secretary to the Bursars
Mr. D. Scott	–	Head Porter (Appointed Person for First Aid)

STATEMENT OF INTENT

1. Darwin College is part of the University of Cambridge and was established in 1963. The college provides Halls of Residence, Research Library and Welfare facilities to over 500 post Graduate and Undergraduate Students.
2. The Board of Darwin College believes that its employees are its most important asset and that a happy, successful and quality organisation is one in which health and safety is effectively managed. The cost of incidents and accidents in terms of human pain and suffering, lost production, dissatisfied customers, damaged equipment and fines is such that accident prevention is an essential part of a professional manager's operational judgment and decision making. It is recognised that the development of a health and safety culture, which is supportive and pro-active, is essential to achieve adequate control over risks. This culture will be achieved by the active participation of the Domestic Bursar, Managers and Employees in a systematic dialogue to identify risks and eliminate or reduce them.
3. Consequently, as part of its strategy, the College intends to:
 - a) Develop a culture which recognises the importance of Health, Safety and the Environment to the success of its business, and exercise its responsibilities in a manner that reflects this.
 - b) Ensure that only the highest standards are achieved and adhered to in all our undertakings.
 - c) Operate facilities in a manner that minimises risk to employees, the Environment and the community at large.
 - d) Continually improve our performance in Health, Safety and the Environment through the participation, commitment and support of all our employees.

HEALTH AND SAFETY POLICY STATEMENT

1. It is the Policy of Darwin College to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all our employees. Equally, we accept a similar responsibility for the Health and Safety of other persons who may be affected by our activities. Every employee has a moral and legal responsibility to see that their actions, or lack of them, do not place other employees or fellow workers in jeopardy from an accident or health hazard.
2. We regard the legal Health and Safety requirements as a **minimum standard** and expect managerial targets to be achieved without compromising Health and Safety criteria.
3. We acknowledge that the key to successful Health and Safety management requires an effective policy, organisation and arrangements that reflect the commitment of senior management to improving Health and Safety. To sustain that commitment we will continually measure, monitor and improve our performance in Health and Safety matters and will prepare and revise where necessary an annual plan to ensure that Health and Safety standards are adequate.
4. We will provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees.
5. We will ensure that all Risk Assessments as required by relevant legislation are completed, their recommendations implemented and that all employees are provided with sufficient information regarding those assessments.
6. We will provide such information, training and supervision as necessary to enable our employees to develop and maintain essential Health and Safety skills and will encourage the growth of a positive Health and Safety culture.
7. We will ensure continued consultation with our workforce to enable all viewpoints and recommendations to be discussed at meetings between the employees, safety committee and management at regular intervals.
8. We will be proactive in both the selection and disposal of recyclable material and products.

College
Stamp

Signature

Name

Mr. M. Edwards

Position

Domestic Bursar

Date

17 May 2017

ENVIRONMENTAL POLICY STATEMENT

Darwin College acknowledges the impact of its activities on the environment in a number of ways. Darwin College therefore seeks solutions to environmental problems by adopting sound principles and best practice according to the principles of sustainable development.

1. The development and implementation of this policy is a commitment of Darwin College's management and a shared responsibility with its employees.
2. Integrate environmental management into each aspect of our day to day business operation to ensure environmental issues are addressed.
3. To comply with environmental and health and safety laws and regulations, to the extent that practical implementation aims to exceed government requirements.
4. Seek to reduce wastage of natural resources such as energy, water and raw materials, and maximise efficient use of such resources, reuse and recycle rather than dispose of such materials.
5. Ensure all employees have an understanding and are trained in their responsibilities in relation to the environmental policy and management system.
6. Ensure that suppliers and contractors minimise the impact of their operations on the environment and actively support our environmental programmes through an environmentally sound purchasing policy.
7. Monitor progress on a regular basis to identify strengths and areas for improvement and highlight actions required.
8. Environmental performance will be reported annually.

In particular, in order to implement this policy we will address a comprehensive set of objectives and targets identified as a result of our environmental review, which relate to our environmental impacts of our organisation.

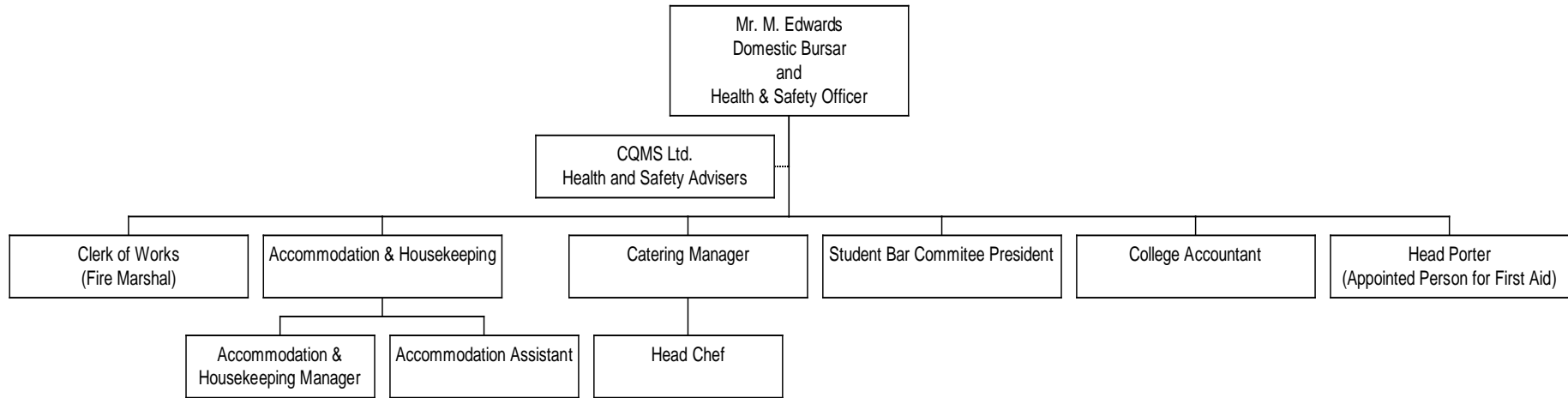
We intend to reduce our environmental impacts through improvements in:

- Energy use.
- Waste reduction, including disposal of goods.
- Contamination management.
- Recycling, including office paper.
- Business travel.
- Purchasing.
- Staff training.

Aim to establish a system which meets the standard of ISO 14001.

College Stamp	
Signature	
Name	Mr. M. Edwards
Position	Domestic Bursar
Date	17 May 2017

COLLEGE HEALTH & SAFETY MANAGEMENT STRUCTURE



HEALTH & SAFETY RESPONSIBILITIES

1. It is the policy of Darwin College that all levels of management and employees meet their legal obligations under the Health and Safety at Work etc. Act 1974 and all other legislation relevant to its activities.
2. In order to achieve this, Darwin College has delegated specific Health and Safety responsibilities to nominated individuals. Furthermore, health and safety training is integral in achieving Darwin College's culture and ensuring nominated individuals have the knowledge to discharge their duties.

ENVIRONMENTAL RESPONSIBILITIES

1. It is the policy of Darwin College that all levels of management and employees meet their legal obligations under the Environmental Protection Act 1990 and all other legislation relevant to its activities.
2. It is Darwin College's policy to ensure so far as is reasonably practicable and within the scope of known technology, to carry out its undertakings in such a manner so as to eliminate or reduce to the lowest possible level any actions that may lead to environmental damage.
3. Darwin College accepts its moral responsibilities and that the actions that it takes today may affect the environment of tomorrow. Therefore it is the College's policy to initiate good environmental working practices amongst its workforce.

REVIEW AND MONITORING PROCEDURES

Measurement is an essential aspect of maintaining and improving Health and Safety performance. Monitoring provides vital feedback on performance and therefore all our managers are authorised to monitor the achievement of our clearly defined objectives comparing compliance with standards.

Monitoring includes:

1. Periodic examination of records and documents to establish that standards relating to the promotion of the safety culture are complied with i.e., suitable objectives have been established and reviewed, that all training needs have been assessed and recorded and that these training needs are being met.
2. Systematic inspection of premises, plant and equipment by supervisors, maintenance staff or a joint team of management, safety representatives and external consultants to ensure the continued effective operation of controls.
3. Direct observation of work and behaviour by supervisors to assess compliance with procedures/rules/systems particularly when directly concerned with risk control.

EMPLOYEES' DUTIES

The Health and Safety at Work Etc Act 1974 stipulates that you have specific duties while at work.

A SIMPLE INTERPRETATION OF YOUR DUTIES WHILE AT WORK ARE TO:

1. Take reasonable care of your own Health and Safety ensuring that you do not put the Health and Safety of any other person at risk.
2. Co-operate with your employer, or any other person, with duties relating to Health and Safety.
3. Do not interfere with or misuse anything provided for your Health, Safety or Welfare.

To comply with your duties, you are required to:

- > Attend all required training courses and follow instruction given when working with company plant and equipment.
- > Wear and utilise all PPE provided by Darwin College reporting any defects to your line manager.
- > Comply with Darwin College's Health, Safety and Environmental Policy.
- > Never operate any item of plant or equipment unless trained and authorised to do so.
- > Observe all safety rules and emergency procedures in place throughout the Company.
- > Comply with the safety regulations or safe working procedures relating to the task you are performing and use the correct protective clothing, tools or equipment provided for use when undertaking the task.
- > Ensure all tools, appliances and equipment are maintained and used only for their designated purpose.
- > Report defects in plant or equipment to your line manager without delay.
- > Report any activity, procedure or situation which you consider to be a potential hazard without delay to your line manager.
- > Report all accidents or near misses at work to your line manager whether injury is sustained or not.
- > Assist with the investigation of accidents, near misses or dangerous occurrences at work when necessary.
- > Ensure that access routes, corridors, fire lanes etc. are kept clear from obstruction.
- > Maintain a clean and tidy workplace.
- > Avoid improvisation which invokes unnecessary risks.
- > Not bring, consume or take alcohol, drugs or any other illegal substances onto Company premises or endanger yourself or others whilst under the influence of alcohol and/or drugs while at your place of work.

FAILURE TO COMPLY WITH THESE RULES COULD LEAD TO DISCIPLINARY ACTION IN ACCORDANCE WITH DARWIN COLLEGE POLICY AND IN THE WORST CASE COULD LEAD TO DISMISSAL AND/OR CRIMINAL PROSECUTION UNDER THE RELEVANT HEALTH AND SAFETY LEGISLATION.

SPECIFIC COMPANY SAFETY RULES

1 ACCIDENTS AND ACCIDENT PREVENTION

- 1.1 All accidents, incidents and work-related ill-health must be reported to the Domestic Bursar as soon as practicable and the accident book completed.
- 1.2 Darwin College is required to report certain injuries and incidents to the HSE. In order for Darwin College to comply with this requirement, you must notify the Domestic Bursar immediately of the following:
 - Accidents to any employee, including minor injuries,
 - Accidents involving third parties, i.e. visitors, contractors etc,
 - Dangerous occurrences i.e. fires, gas leaks or explosions, chemical spillages, failure or collapse of lifting equipment etc,
 - Near Misses i.e. an incident which could have resulted in injury or damage to plant and / or equipment.
 - Work-related illness i.e. dermatitis, occupational asthma, tendonitis etc.
- 1.3 All employees are required by legislation to cooperate with accident / incident investigations to assist Darwin College determine the underlying causes and appropriate measures to prevent reoccurrence.
- 1.4 **If in doubt contact the Domestic Bursar without delay.**

2 ALCOHOL AND DRUGS

- 2.1 Darwin College has a general duty under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of our employees.
- 2.2 As an employee, you are required to take reasonable care of yourself and others who could be affected by your actions.
- 2.3 Darwin College takes the view that the effects of taking, or being under the influence of alcohol or illegal substances at work constitutes an unacceptable Health and Safety hazard both to the individual and others who may be affected by their actions. It is therefore against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs and employees who breach this rule will be subject to disciplinary action.
- 2.4 If you are taking a prescribed or proprietary drug which may affect your performance at work, you must report this to your line manager before the start of any work. Failure to do so may result in you being subject to disciplinary action.
- 2.5 Under the Misuse of Drugs Act 1971, Darwin College is committing an offence if we allow the supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on company premises. Please be aware that Darwin College will report all instances of drug misuse to the Police.

3 ASBESTOS

- 3.1 No employee is to intentionally disturb or work with asbestos containing materials.
- 3.2 Furthermore should you suspect, or locate, any material which may contain any asbestos materials, and have not been previously notified, you should stop work immediately and report your findings to your line manager and ALSO the relevant person on site; no work should continue until told is safe to do so. Under no circumstances should you knowingly work with any asbestos containing material.
- 3.3 The company premises may contain asbestos.
- 3.4 Darwin College has a legal duty to manage the risk from asbestos and provide information to anyone who is to work in any areas that may contain asbestos.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 3.5 In conjunction with an Asbestos Management Plan all asbestos will be monitored and regularly reviewed.
- 3.6 Darwin College does not currently work with asbestos.
- 3.7 Darwin College will monitor all works undertaken and implement additional measures if necessary.
- 3.8 Darwin College will ensure that any employee who may come into contact with asbestos during the course of their work will have undertaken suitable training in accordance with current legislation.

4 BATTERIES**CHARGING**

- 4.1 During and after charging, batteries give off hydrogen gas, an easily ignited and explosive gas. Connecting or disconnecting batteries or charger connections to battery terminals when batteries are gassing creates incentive sparks. If the sparks ignite the hydrogen gas the battery may explode spraying those near with acid.
- 4.2 Metal finger and wrist jewellery should never be worn when working with batteries. Metal in contact with battery terminals causes burns and flash injuries. Always charge batteries in well ventilated areas and follow the manufacturer's guidance for rate of charging.

DRY CELL

- 4.3 In normal use dry cell batteries should provide no hazard, but you can help prevent any misuse or danger by following this safety advice.
- 4.4 Avoid touching dry cell battery contacts with your fingers or metal tweezers because this may discharge the battery. Use the outer edge as this will prevent you from discharging the battery.
- 4.5 Never heat, or dispose of the battery in a fire – this may cause leakage, a burst battery or fire.
- 4.6 Charge batteries only with the specified charger.
- 4.7 Batteries are to be stored in a cool dry place, with the ambient temperature around 25°C for best performance. Do not use, store in or expose the battery to a high ambient temperature, such as direct sunlight, inside Company vehicles during hot weather, in front of a heater, etc.
- 4.8 Inspect battery compartments every few months to be sure that the batteries are not leaking.
- 4.9 Only use batteries as intended and instructed by the manufacturer and also the equipment manufacturer's instructions. If in doubt, consult your line manager.

5 COMPRESSED AIR

- 5.1 When changing tools connected to air compressor lines, you must ensure adequate means of isolation is provided and used, i.e. flow valve in OFF position.
- 5.2 When using air driven equipment, you must wear the appropriate personal protective equipment provided.
- 5.3 The use of air lines for personal cleaning down purposes is forbidden.
- 5.4 Compressed air used for air fed hoods must be checked for quality of breathing air at least every 28 days and before use on mobile compressors.
- 5.5 You should report all defects immediately to your line manager and ensure defects are rectified prior to its further use.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 5.6 No employee should use compressed air systems unless trained to do so. Do not misuse compressed air systems in any way.

6 CONFINED SPACES

- 6.1 A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).
- 6.2 Where work in confined spaces is required then adequate means of control must be in place. In all cases, a permit to work system must be in place and all operatives involved must be trained in accordance with the Confined Spaces Regulations 1997.

7 CONSULTATION & COMMUNICATION

- 7.1 You must notify your line manager of any near miss, dangerous occurrence or any unsafe condition regarding yourself or others in the workplace.
- 7.2 All supervisors must advise their line manager of the problem raised if they cannot effectively eliminate the hazard.
- 7.3 Line managers must ensure that the unsafe condition/hazard is entered in the hazard record.
- 7.4 All actions taken to alleviate the hazard must be reported to the originator of the hazard sheet.
- 7.5 The Domestic Bursar must ensure that all relevant information which may affect the Health and Safety of employees is made available and all proposed changes to our Health and Safety Policy is promulgated.
- 7.6 The Domestic Bursar will obtain and provide any reasonable information required for Health and Safety requested by any employee or relevant outside body.
- 7.7 Darwin College's Health and Safety Policy, Risk Assessments and Safe Systems of Work (Method Statements) will be readily available.
- 7.8 Darwin College is committed to involving the workforce on health and safety matters, and we strive to provide current and relevant information in the form of inductions, notice boards, posters, tool box talks etc. All feedback is welcomed and will allow the Company to continually improve.
- 7.9 Darwin College operates an 'open door' policy and you are encouraged to bring any queries and/or concerns to the attention of The Domestic Bursar or your line manager at any time, in confidence if necessary.

8 DISPLAY SCREEN EQUIPMENT

- 8.1 Darwin College will, in consultation with employees, carry out an assessment of each workstation taking into account the display screen equipment, the furniture, the working environment and the worker.
- 8.2 Employees who habitually use display screen equipment as a significant part of their normal day to day work are entitled to have their eye test paid for by Darwin College. Please contact The Domestic Bursar or your line manager for details.
- 8.3 Where problems arise in the use of display screen equipment, you must inform your line manager immediately.
- 8.4 Additional information is available in **Part 4, Occupational Health**.

SPECIFIC COMPANY SAFETY RULES CONTINUED**9 DRIVING AT WORK****DRIVING POLICY**

- 9.1 Darwin College as a pro-active employer, recognises its responsibility to the health and safety of both employees and members of the public resulting from necessary driving on Darwin College's business.
- 9.2 Darwin College has a specific Driving Policy in place and Darwin College has produced a risk assessment which will be reviewed alongside the Company Driving Safely Policy.
- 9.3 It is your responsibility to inform your line manager of any health/fitness reasons which may affect your safety whilst driving on the organisation's business including any prescribed or proprietary drug which may affect your performance.
- 9.4 Darwin College employees shall only drive vehicles for which they hold the appropriate licence and insurance. Any changes in circumstances affecting either the drivers' licences and/or insurance must be immediately reported to your line manager.
- 9.5 It is the responsibility of the vehicle driver to ensure that the vehicle is in a safe, roadworthy condition, that the vehicle has sufficient oil, water and that the tyre pressures are correct. Any problems should be reported immediately to your line manager.
- 9.6 Darwin College has a specific policy on the use of mobile telecommunication equipment and usage in vehicles i.e. hands-free kits, no-answering policy.
- 9.7 Darwin College operates a no smoking policy. **Drivers and occupants are not permitted to smoke in Company vehicles at any time.**

TRANSPORT AND VEHICLE HANDLING

- 9.8 Various vehicles are used throughout the Company as part of our day-to-day operations.
- 9.9 The following safety rules must be observed to allow Darwin College to carry out these operations in a safe manner.
- 9.10 A vehicle must not be used:
- For any purpose for which it was not designed,
 - In contravention of any Statute or Regulations e.g. in respect of tyres, seatbelts, etc.
 - For any business other than the Company's.
- 9.11 The vehicle is to be driven in a safe manner at all times - due regard to be given to the requirements of the Road Traffic Act 1972 and the current version of the Highway Code. Courtesy and consideration is to be given to other road users at all times. The vehicle must not be overloaded beyond its stated capacity.
- 9.12 No unauthorised passengers are to be carried without permission.
- 9.13 No person under the influence of alcohol or drugs is to drive a Company vehicle.
- 9.14 Unless a course of treatment has been prescribed by a medical practitioner, drugs should not be taken by any driver of a Company vehicle (except those of a minor nature such as aspirin etc.). In the event a drug being prescribed and the employee continuing at work, permission must be obtained from your doctor prior to driving a Company vehicle. Any employee unsure of their position in these matters should consult the Domestic Bursar for advice.
- 9.15 When reversing from a blind exit, help should be sought to enable the manoeuvre to be completed safely.
- 9.16 Do not approach or walk near any reversing vehicle when the reversing audio alarm or lights are in operation or activated.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 9.17 The driver is responsible for ensuring all loads are carried in a safe and secure manner. Sheeting **must be** provided and secured where necessary.
- 9.18 The driver is responsible for ensuring the vehicle is securely locked when left unattended.
- 9.19 Darwin College undertakes inspections and maintenance to ensure all company vehicles are kept in a fully roadworthy and safe mechanical condition.
- 9.20 Vehicle inspection forms are available from your line manager and you should ensure that these have been completed prior to using a company vehicle to ensure the safe operation of the vehicle.
- 9.21 If you have any doubt as to the condition of any vehicle you should contact your line manager immediately.
- 9.22 In the event of an accident, you should inform your line manager without delay.

10 ELECTRICITY / GAS / SERVICES**10.1 ELECTRICITY**

- > You should ensure that any electrical equipment or appliances that you use are electrically safe and that they have been inspected and tested as required by their maintenance cycle. Details of inspection regime frequencies are contained within **Part 4, Electrical Safety**.
- > Handle all tools, switches, sockets, plugs and cables with care. If you discover any defects with electrical equipment or appliances, attach a label to show the nature of the defect, remove the item from use and inform your line manager without delay. All electrical repairs and installation work must be carried out by a competent person.
- > Do not allow trailing cables to lie in water or in a position where they may be damaged by vehicles or sharp edges. Wherever possible tie the cables up out of harms way and protect the cables where they must pass across vehicle routes.
- > Do not carry out any repairs or fit electrical plugs/connections unless authorised your line manager in charge.
- > No appliance may be connected to any electrical system by any means other than the correct plug or connections
- > Do not interfere with or open any electrical appliance.
- > All hand tools are to be operated through 110 volt transformers or provided with appropriate cut-off devices.
- > Employees should not use any items of electrical equipment that have not been supplied by the company; all electrical equipment used on company premises should hold suitable inspection records i.e. Portable Appliance Testing records.

10.2 GAS

- > If you suspect a leak :
 - don't smoke
 - don't light matches or cigarette lighters
 - don't turn light switches or anything electrical on or off.
 - put out any naked flames such as candles
 - open all the doors and windows
 - turn off your gas supply at the meter (and leave it switched off until you're sure it's safe to turn it back on again).

SPECIFIC COMPANY SAFETY RULES CONTINUED

- Inform your line manager immediately
- Do not enter any confined space where dangerous or explosive gases may be present until proven safe to enter. If in doubt, consult your line manager.

10.3 GAS CYLINDERS

- > Ensure that all cylinders are kept away from any source of heat and that adequate ventilation is provided.
- > Cylinders must not be stored inside any hut, store or vehicle, when not in use they should be secured in an open outside cage or compound.
- > Do not store oxygen cylinders with LPG cylinders.
- > LPG cylinders must be clearly marked Highly Flammable, never remove or obscure official labelling on cylinders and **always** check the identity of gas before use.
- > Handle all cylinders with care - never slide or roll cylinders and never lift by means of the valve. In use, ensure they are secure in an upright position preferably in a properly designed cage or stand.
- > Keep oils and grease away from oxygen cylinders as contact with oxygen can cause spontaneous ignition.
- > Do not attempt to repair or modify cylinder valves or safety relief devices. Report all damaged valves immediately to your line manager.

10.4 SERVICES

- > Working near services, either underground or overhead, can be fatal if the correct precautions are not taken.
- > Damage to services, particularly electricity or gas, may result in fire or explosions which can lead to severe injury or even fatality to operatives nearby. It could also lead to the loss of vital services to nearby business etc., e.g. hospitals.
- > Prior to any work near, or adjacent to overhead or underground services, a safe system of work (method statement) and risk assessment must be produced by the Company.
- > The safe system of work (method statement) shall identify and detail the Company's working procedures when working near or adjacent to services in accordance with HSE Publications HSG47 "Avoiding Danger from Underground Services," or GS6 "Avoidance of Danger from Overhead Electric Powerlines."
- > If, during the course of normal activities an unknown service is identified then works **must** stop and your line manager informed.

11 EMERGENCIES

11.1 Darwin College has identified the following as an emergency situation

- > Fire,
- > Floods,
- > Explosion,
- > Chemical release, or
- > Bomb threat.

11.2 All employees must comply with Darwin College emergency procedures, as detailed in Part 4.

SPECIFIC COMPANY SAFETY RULES CONTINUED**12 ENVIRONMENTAL PROTECTION**

- 12.1 All waste is to be disposed of in the relevant distinctly marked waste receptacle.
- 12.2 To prevent waste being spilled or wind blown, waste containers should not be overfilled.
- 12.3 Leaking or corroded containers shall not be used and should be reported to your line manager.
- 12.4 All waste shall be handled so as to prevent safety or health risks, having particular regard to accumulated waste.
- 12.5 Never allow hazardous substances to enter into water courses, drains etc. If a problem occurs report it immediately.
- 12.6 All waste should be transferred only to a registered waste centre or by a registered waste carrier.
- 12.7 Where practicable, potential waste shall be minimised through:
 - > The re-use of packaging and containers,
 - > Consultation with suppliers regarding their packaging systems,
 - > The careful control of 'spillage' whilst handling liquids, e.g. cleaning materials, acid, engine oil and fuel oils,
 - > Lighting and electrical appliances to be switched off when not operationally required,
 - > Bulk fuel installations should be regularly inspected to ensure their continuing integrity.

13 FITNESS TO WORK

- 13.1 You should advise your line manager of any condition, illness, medication etc which may affect your ability to safely do your job, operate machinery and / or vehicles.
- 13.2 If you have been off work for over seven days, a Statement of Fitness for Work ('Fit Note') from your GP must be given to Darwin College upon your return to work. This will confirm the nature of the illness suffered and also whether you are able to return to normal duties at work, or if adjustments are required for a period of time until full fitness is regained.
- 13.3 Following a period of sickness you may also be required to attend a return to work interview / meeting to discuss the reasons for absence and confirm fitness to work. This return to work interview may indicate a review of Risk Assessments and / or Safe Systems of Work, Darwin College will liaise with you, and where necessary your line manager, to ensure all tasks are suitable and explained to you prior to work recommencing.
- 13.4 If you are suffering from any illness or disability, long or short term, which may affect your ability to work safely or which may affect the safety of other employees, sub-contractors or the public, you should notify your line manager. Such notification will be in confidence.
- 13.5 If you are receiving long or short term medical treatment or medication upon which you are dependent to carry out your duties, you should advise your line manager. Such notification will be in confidence.

14 GROSS MISCONDUCT

- 14.1 You may be liable to summary dismissal if you are found to have acted in any of the following ways:
 - > Serious or wilful breach of Darwin College Safety Rules,
 - > Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work,
 - > Being under the influence of alcohol or drugs in or at the workplace.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- > Unauthorised removal or interference with any guard or protective device,
- > Unauthorised operation and use of any item of plant or equipment,
- > Not complying with mandatory personal protective equipment requirements,
- > Unauthorised removal of any item of first aid equipment,
- > Unauthorised removal or defacing of any label, sign or warning device,
- > Misuse of chemicals, inflammable or hazardous substances or toxic substances,
- > Smoking in any designated NO SMOKING area,
- > Smoking whilst handling flammable substances,
- > Horseplay or practical jokes which could cause accidents,
- > Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence,
- > Deliberate misuse of any item of plant or equipment.

15 HAZARDOUS SUBSTANCES

- 15.1 In the course of your job you may have to handle materials and substances that can be harmful and may damage your skin. You should ensure you are fully aware of any materials/substance being handled and always read instructions before handling and/or using them.
- 15.2 You should identify the substance by carefully reading the instructions on the container, safety data sheet and COSHH assessment.
- 15.3 You should ensure the personal protective clothing and equipment provided is worn as detailed on the COSHH Assessment.
- 15.4 You should ensure that you fully understand the instructions given by your line manager and follow any advice relating to the use, handling and storage of chemicals.
- 15.5 It is important to ensure you maintain a high level of personal hygiene by regular and thorough washing, particularly after handling materials and substances that may be harmful.
- 15.6 You should not eat, drink or use the toilet whilst using or handling materials or substances which may be hazardous without first thoroughly washing your hands.
- 15.7 You should change your workwear if it becomes contaminated with hazardous substances, particularly mineral oils.
- 15.8 Chemicals must not be decanted into different labelled containers, and **NEVER** into soft drink bottles.
- 15.9 All hazardous substances not for immediate use must be removed from the workplace and placed in the designated storage area away from extremes of temperature and environment.
- 15.10 You should report immediately to your line manager if you feel unwell, any rash develops or if the sensation of burning or irritation to the skin, throat or eyes occurs.
- 15.11 In the event of accidental skin or eye contact, refer to the First Aid Measures detailed on the safety data sheet and seek advice from a first aider.
- 15.12 Some dusts and fumes may permanently damage your lungs. When working in atmospheres where hazardous dust or fumes are present, ensure a suitable and sufficient risk assessment is in place and you are aware of the control measures required i.e. respiratory protection.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 15.13 If you suspect that harmful dusts or fumes are present, immediately inform your line manager.
- > Both hardwood and softwood dusts have a Workplace Exposure Limit (WEL) of 5mg/m³ which must not be exceeded.
 - > Cutting paving slabs, kerb stones or other concrete or stone products produces enormous amounts of dust. This dust will contain some very fine dust called respirable crystalline silica (RCS). Exposure to RCS dust can cause serious health problems which may eventually prove to be fatal.
- 15.14 **No substance shall be used by the Company unless a COSHH Assessment has been completed and safety data sheets are available.**

16 HEALTH MONITORING SURVEILLANCE

- 16.1 The object of surveillance is to detect adverse effects of ill health at an early stage, thus preventing further harm. Additionally, the effectiveness of control measures can be checked, as well as the accuracy of the risk assessment.
- 16.2 An Occupational Health Questionnaire is to be completed by all employees on commencement of employment which will then be reviewed determined by company activities. Where specific risk assessments indicate more in depth surveillance the Domestic Bursar will liaise with CQMS Ltd for further guidance.
- 16.3 The Domestic Bursar will identify and keep records of any substance or process that may be hazardous to health. They will arrange for employees considered to be at risk to receive instruction/training in an acknowledged safe system of work and provide health monitoring periodically.
- 16.4 It is particularly important that if you suspect or become aware of the early symptoms of respiratory sensitisation or any other ill health effects, you inform your line manager immediately.

17 HOT / COLD/ INCLEMENT WEATHER WORKING

- 17.1 Darwin College will monitor thermal comfort of all employees and will aim to maintain the temperature to provide reasonable comfort.
- 17.2 The HSE previously defined thermal comfort in the workplace, as: *'An acceptable zone of thermal comfort for most people in the UK lies roughly between 13°C (56°F) and 30°C (86°F), with acceptable temperatures for more strenuous work activities concentrated towards the bottom end of the range, and more sedentary activities towards the higher end.'*
- 17.3 Where the temperature in a workroom would otherwise be uncomfortably high, for example because of hot processes or the design of the building, all reasonable steps will be taken to achieve a reasonably comfortable temperature, for example by:
- > Insulating hot plants or pipes
 - > Providing air-cooling plant
 - > Shading windows
 - > Siting workstations away from places subject to radiant heat
- 17.4 Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local cooling should be provided. In extremely hot weather fans and increased ventilation may be used instead of local cooling.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 17.5 Working outside in excessively hot weather can lead to severe effects i.e. sunburn, sunstroke, heat exhaustion. You must not remove items of close skin covering for the purposes of tanning and should take sufficient breaks in shaded areas, drinking regular amounts of liquid. Do not drink alcohol. Note: During all loading/unloading operations, shorts must not be worn and all loose clothing must be secured to minimise the chances of chain hooks and other projections catching on clothing which could result in severe injuries.
- 17.6 When working in cold or inclement weather the Company shall undertake a suitable risk assessment to ensure that safe working is maintained. The assessment and control measures shall be communicated to all relevant personnel. This may take the form of specific workwear, PPE or alteration to work patterns to ensure your safety.

18 HOUSEKEEPING

- 18.1 Poor housekeeping is the underlying cause of the majority of accidents involving slips, trips and falls.
- 18.2 The presence of lubricants, water and oil and general waste on the floor increases the risk significantly. Consequently, the correct control technique is to prevent such substances and articles from reaching the floor. Additionally ensure that all surplus oil and lubricants are removed from the workshop floor to help prevent slips and falls.
- 18.3 You must tidy up your own waste and keep your work area clean. Remember, accumulated waste is a fire risk and a trip hazard.
- 18.4 Do not leave tools and equipment where they will be a hazard for others.
- 18.5 Keep all access ways, working platforms, stairs and corridors free from materials, waste and other obstructions.
- 18.6 Keep changing rooms and rest areas tidy.
- 18.7 Toilets and washing facilities are provided for your convenience and comfort. Help to keep them clean and sanitary.
- 18.8 Make proper use of all equipment and facilities provided to control working conditions/environment.

19 HYGIENE

- 19.1 It is important that you are aware of the various rules on hygiene. Most of them are common sense and some of them are backed up with legal powers.
- 19.2 Good standards of personal hygiene are important; regular washing of hands particularly prior to eating and drinking, and after using sanitary conveniences, will help to prevent the spread of illnesses. Maintaining high standards of personal hygiene is also commonly a noted control measure for reducing the risks associated with the use of hazardous substances.

REPORTING ILLNESS, INFECTION OR INJURY

- 19.3 You shall report the following to your immediate line manager;
- > Any infection of the stomach or bowel accompanied by diarrhoea, vomiting or feverishness, or, if you have been in contact with anyone so suffering.
 - > Any septic cuts, sores, boils, whitlows or other skin infections.
 - > If you are suffering from a severe sore throat or have been in contact with anyone suffering from scarlet fever.
- 19.4 The immediate superior shall not allow staff to continue to handle any food or food equipment until medical advice has been sought. You will only resume normal duties when you have a medical certificate to clear you.

SPECIFIC COMPANY SAFETY RULES CONTINUED

PERSONAL HYGIENE

- 19.5 It is your responsibility to ensure that you have washed your hands and forearms (if exposed) when;
- > You commence work after a break
 - > After touching raw meat or fish and before handling other food
 - > After using the lavatory. Management will ensure there is a notice to this effect displayed in the lavatory and that there is a nail brush, soap and an available, suitable means of drying the hands. (Hands should be dried using towels).
 - > After using a handkerchief.
 - > Regularly throughout the day.
 - > Touching hair, nose or lips should be avoided when handling food and nail biting is to be especially discouraged.
 - > Personal clothing shall be clean and tidy and not offensive to the general public. Any personal clothing or footwear that is removed shall be kept in an approved locker or cupboard provided for that purpose.
- 19.6 Cover all cuts and wounds with a waterproof dressing - blue plasters are to be used by any person that handles open food.
- 19.7 Employees with long hair must keep it fastened back away from the face.
- 19.8 Eating food, drinking or smoking is only to be done in an approved area.
- 19.9 Nails should be kept clean and short. Employees serving or preparing provisions, fresh meat or garden produce must NOT wear nail varnish.
- 19.10 Employees who work in the butchery department should ensure that their overalls/uniform are changed daily.

UNIFORM / CLOTHING

- 19.11 You must wear suitable footwear.
- 19.12 Company uniform or overalls should be worn at all times, when provided. If the uniform/overall becomes damaged, it should be replaced.
- 19.13 Overalls or coats that do not fasten correctly are not to be worn.

20 INSPECTIONS

- 20.1 **Workplace inspections** should be carried out at a frequency determined based upon on the nature of the work. Inspections may be less often, for example, if the work environment is low risk like in a predominantly administrative office. But if there are certain areas of a workplace or specific activities that are high risk or changing rapidly, more frequent inspection may be justified, for example on a construction project.
- 20.2 **Incident Inspections** should be carried out after an accident causing a fatality, injury, or near miss, which could have resulted in an injury, or case of ill health and has been reported to the health and safety enforcing authority.
- 20.3 **Equipment:** Inspections of all work equipment should be carried out at suitable intervals and each time exceptional circumstances occur. The person undertaking the inspections should be competent and a record kept.
- 20.4 **Employees are responsible for undertaking a pre-use check of equipment to ensure there are no visible defects or problems before the equipment is used. Any defects or queries should be immediately reported to your line manager and the equipment quarantined until repaired.**

SPECIFIC COMPANY SAFETY RULES CONTINUED**21 LEGIONELLA**

- 21.1 Legionnaire's disease is a type of pneumonia that is caused by naturally occurring bacteria. The bacteria proliferate in water at temperatures between 20 and 40 degrees centigrade with optimum growth taking place at 37 degrees centigrade. The bacteria are also known to colonise warm components and fittings used in water systems. Infection is caused by inhalation of contaminated airborne water droplets.
- 21.2 It is the responsibility of the persons in control of premises to ensure:
- > That all systems are regularly cleaned, disinfected and maintained by a competent person,
 - > That in the event of having wet cooling towers or evaporated coolers at the facility they must be registered with the local authority.
 - > Current records of maintenance must be readily available for inspection by informing authorities.
 - > The symptoms of Legionnaires' disease usually begin 6 – 7 days after exposure to the initial infection (however could be any time from 2 to 19 days) and usually include:
 - > Headaches,
 - > Muscle pain,
 - > High temperature (38°C or above),
 - > Chills,
 - > Tiredness,
 - > Persistent cough,
 - > Shortness of breath,
 - > Feeling / being sick,
 - > Loss of appetite.
- 21.3 If you develop the above symptoms following potential exposure, you should see your GP immediately and inform your line manager as soon as possible.

22 LEPTOSPIROSIS

- 22.1 Two types of leptospirosis infection can affect workers in the UK.
- > **Weil's disease:** This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.
 - > **The Hardjo form of leptospirosis:** This is transmitted from cattle to humans.
- 22.2 Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.
- 22.3 Persons working on plant and equipment which may have had contact with rats urine, or water contaminated by rats may contract Leptospirosis (or Weils disease). The infection can enter the body via damaged skin or accidental ingestion through the nose or mouth.
- 22.4 If you are working on plant and/or equipment which is likely to have been contaminated, you should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with raw water the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking and you should also avoid rubbing your nose, mouth or eyes during work.

SPECIFIC COMPANY SAFETY RULES CONTINUED

22.5 Leptospirosis cards will be issued to all employees at risk and this should be shown whenever you attend your doctor or hospital.

23 LOADING/UNLOADING AND LOAD SECURITY

23.1 Drivers must ensure all loads are correctly positioned and fastened down.

23.2 During loading/unloading operations no employee is to mount the rear of a vehicle without adequate fall protection in place.

23.3 If you have any doubt as to the condition of any vehicle you should contact your line manager immediately.

24 LOCAL EXHAUST VENTILATION (LEV)

24.1 Darwin College will provide Local Exhaust Ventilation (LEV) in the workplace where required to carry away any harmful dust, mist, fumes or gas in the air.

24.2 To protect your health:

- > It needs to be the right type for the job.
- > It needs installing properly in the first place.
- > It needs regular checking and maintenance throughout the year.
- > It needs testing thoroughly at least once every year.
- > If you move LEV, make sure it still works.
- > It needs an indicator to show it's working properly.
- > You need to check that it works properly every time you use it.
- > You need to use it properly.
- > Check for yourself to see how effective the LEV is where you work.

24.3 Daily checklist for LEV

- > Does the indicator show the LEV is working properly?
- > Is it taking away all the harmful dust, mist, fumes and gas? Remember, some of these may be invisible.
- > Are you close enough to it so it can do its job properly?
- > Are there any signs it is not working properly, like smells or settled dust?
- > Are there any unusual noises or vibration coming from it?
- > Has it been thoroughly tested, with a 'tested' label that is within date?
- > Have you told your line manager about anything you think may be wrong?

25 LONE WORKING

25.1 Darwin College is anxious to ensure that procedures for lone workers, and a safe and effective system of work, are in place at all times. You are therefore required to draw to the attention of your line manager any amendments or additions that you feel may become necessary from time to time.

25.2 All employees have a responsibility to act in such a way as not to put themselves or their colleagues at risk. If you work alone, the Company places even greater trust in you to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.

25.3 You must remain in regular contact with your line manager and suitable supervision and monitoring will be ensured at all times.

SPECIFIC COMPANY SAFETY RULES CONTINUED

25.4 Supervision and monitoring will be provided to all lone workers in the form of regular visits.

25.5 Increased levels of supervision will be provided where employees are:

- > New to a job,
- > Undergoing training,
- > Doing a job which presents special risks, or
- > Dealing with new situations.

25.6 The Domestic Bursar will regularly review the systems of work and ensure that refresher training or training in new working surroundings is provided.

25.7 The following work should not be carried out by lone workers:

- > Electrical installation, repair or testing,
- > Working at height,
- > Excavations,
- > Work on machinery and plant,
- > Welding or cutting,
- > Entry into confined spaces.

25.8 If you have any medical conditions which may make you unsuitable for working alone, you must inform Darwin College so they can assess the risks.

25.9 Darwin College will establish and communicate procedures for emergencies so that the alarm can be raised and prompt medical attention provided if there is an accident.

25.10 **In all cases where doubt exists, or where any safety concern arises, you must contact the Domestic Bursar for advice on working alone.**

26 MANUAL HANDLING

26.1 Darwin College will ensure Manual Handling Risk Assessments are carried out for any manual handling tasks which cannot be avoided.

26.2 Reduce the chances of manual handling injuries by:

- > Seeking mechanical means of lifting, i.e. cranes, fork lift truck, pallet trucks, etc to reduce the amount of manual handling to a minimum,
- > Not attempting to lift and/or move any object without first assessing whether it is in your capability to do so. Assess it for size and weight and also where you are going to move it to. Check the conditions in which you are working e.g. weather, ground conditions, wind, rain, above or below ground level and working alone etc. Information on the weight of items should be available from the Domestic Bursar,
- > Where possible, breaking down the load into smaller, more manageable portions,
- > Utilising safe lifting techniques; Darwin College will provide manual handling instruction as required.
- > Getting someone to help you lift heavy loads.

26.3 You should check for rough or sharp edges.

26.4 Always wear appropriate protective clothing including gloves.

26.5 **IF IN DOUBT, ASK YOUR LINE MANAGER.**

SPECIFIC COMPANY SAFETY RULES CONTINUED**27 MOBILE TELECOMMUNICATIONS EQUIPMENT**

27.1 You must **NOT** use mobile telecommunications equipment whilst operating plant or machinery, working at height, using highly flammable substances i.e. petrol. or in any place where you may cause a danger to yourself or others.

28 NOISE

28.1 All Darwin College employees shall wear hearing protection in hearing protection zones; signage will be displayed advising relevant zones / areas.

28.2 Exposure to relatively high noise levels for long periods causes permanent damage to hearing. Even exposure for short periods can have a damaging effect if it is repeated often enough.

28.3 You must follow the Company's safe working procedure to minimise ill health from noise exposure.

28.4 As a guideline to noise levels, if you have to shout to make yourself understood at 2 metres, the noise is about 85dB. If you have to shout at 1 metre, the noise is about 90dB. Darwin College will ensure suitable hearing protection is available if noise levels exceed 80dB(A) and designate mandatory hearing protection zones where noise levels exceed 85dB(A).

28.5 You must report to your line manager if you have any concerns regarding noise levels in the workplace.

29 OFFICES/ADMINISTRATION AREAS

29.1 All walkways (corridors, stairs and open office spaces) are to be kept clear of slip and trip hazards and other obstructions. In particular:

- > Computer and telephone cables should not lie across the floor,
- > Floor power sockets shall be closed with the covers in position,
- > Loose floor coverings, stairs and handrails, worn treads, etc., shall be reported to your line manager for immediate action,
- > Equipment should be in sound condition and suitable for the task,
- > Spillages of liquids or substances should be cleaned up immediately,
- > Take care when walking upon polished or wet floors and observe warning signs.
- > Wear appropriate shoes, suitable and sufficient for the task.

29.2 Filing cabinets should not be overloaded and only used for the purpose intended.

29.3 Ensure sufficient lighting is available to carry out work in a safe and proper manner

29.4 Pointed objects including drawing pins should be boxed separately

29.5 Maintenance of office equipment, including computers, word processors, communication systems and electrics etc. should only be carried out by competent personnel.

30 PERMIT TO WORK SYSTEMS

30.1 All employees working within confined spaces, excavations, or undertaking hot works, work at height, on electrical system or in the vicinity of asbestos should check with their line manager to establish permit to work requirements before proceeding.

30.2 Until the permit is cancelled, it supersedes all other instructions,

SPECIFIC COMPANY SAFETY RULES CONTINUED**31 PERSONAL PROTECTIVE EQUIPMENT**

- 31.1 For your protection, Darwin College supplies various items of PPE depending on the type of work. Look after this equipment and see that it is in good condition before use.
- 31.2 ALL EMPLOYEES MUST USE ALL ITEMS OF PPE PROVIDED AS INSTRUCTED.
- 31.3 You must ensure that your PPE is stored and maintained in the correct manner.
- 31.4 You must report all damaged/lost or unsuitable PPE to your line manager.

32 RISK ASSESSMENT

- 32.1 Darwin College will take all reasonably practicable measures to ensure that risks are reduced to an acceptable level by carrying out risk assessments of plant and processes, detailing the range of hazards present and working to implement remedial measures where necessary.
- 32.2 If you discover a hazard during working operations, you should report the hazard to your line manager so that necessary remedial action may be taken.
- 32.3 If you suspect the risk assessment may no longer be suitable, inform your line manager immediately.

33 SAFE SYSTEMS OF WORK (METHOD STATEMENT)

- 33.1 Darwin College will ensure that suitable safe systems of work (method statements) are available for all company operatives.
- 33.2 Employees are actively encouraged to provide feedback to line managers on any aspect of Darwin College's risk assessments or method statements to ensure they are suitable for the nature of the tasks undertaken.
- 33.3 You must not deviate from the method of work contained within method statements without first consulting your line manager.
- 33.4 **You should read and sign Darwin College method statements to confirm understanding of the contents therein.**

34 SAFETY SIGNS/NOTICES

- 34.1 All employees must comply with all safety/hazard warning signs and notices displayed.

35 SECURITY

- 35.1 Darwin College will ensure safe access to, and egress from, the workplace. This will include the security of the premises to prevent access by unauthorised personnel.
- You are required to adhere to Darwin College's security procedures and immediately report any breaches to your line manager.

36 SMOKING AT WORK

- 36.1 **Darwin College operates a specific No Smoking Policy in all areas.**

37 STORAGE RACKING

- 37.1 Static storage systems should be subject to regular inspection to check:
- > Racking is fitted in accordance with manufacturers instructions,
 - > All footings are securely bolted to the floor,
 - > The integrity and tightness of all joint connections,
 - > That vertical and horizontal members are in alignment (using a spirit level),
 - > For evidence particularly of fork truck damage to the bases of vertical members,

SPECIFIC COMPANY SAFETY RULES CONTINUED

- > The security of loads stored in the system,
 - > The cleanliness of aisles,
 - > That the racks are labelled with safe working load,
 - > The need for protective shields should be assessed.
- 37.2 Following the inspection a remedial procedure should be in place.
- 37.3 A record of all inspections should be kept for a minimum period of 12 months.
- 37.4 All employees should observe the safe working load of all storage racking ensuring it is not exceeded.
- 37.5 Any defects / structural instability observed should be reported immediately to your line manager.

38 TRAFFIC MANAGEMENT

- 38.1 Darwin College will carry out a traffic management plan within company premises to ensure protection for all persons who work near vehicle routes.
- 38.2 Employees should adhere to all designated walkways and avoid taking shortcuts through vehicle areas.

39 TRAINING

- 39.1 Health and safety training is of vital importance to all employees and Darwin College will provide the following:
- > Induction training for new employees,
 - > Refresher training for all employees,
 - > Task/equipment specific,
 - > Changes to job role,
 - > Bespoke training following an accident/incident,
 - > Tool box talks.
- 39.2 If you believe you need additional training in order to safety, or effectively, perform your duties you must bring this to the attention your line manager.

40 VIBRATION

- 40.1 Any damaged or defective equipment must be removed from use and your line manager advised immediately.
- 40.2 It is important to identify symptoms as early as possible, such as;
- > Tingling and numbness of the fingers,
 - > Not being able to feel/grasp things properly,
 - > Loss of strength in hands,
 - > Fingers going white (blanching) and becoming red and painful on recovery, especially in cold/wet weather. This usually only affects the finger tips initially.
- 40.3 If you are suffering with any of the above symptoms you should inform your line manager and seek advice from your GP immediately.
- 40.4 You should inform Darwin College Management of any previous use of hand-held vibrating tools and/or machines to ensure Darwin College can adequately assess risks associated with company activities.

SPECIFIC COMPANY SAFETY RULES CONTINUED**41 VISITORS AND THE PUBLIC**

- 41.1 If you receive visitors on the premises, you should ensure that they:
- > Must report to reception on arrival,
 - > Must comply with all emergency procedures and mandatory safety signs displayed,
 - > Must comply with all Company security procedures and arrangements currently in operation,
 - > Must not enter any part of the Company unless escorted by a member of staff,
 - > Will wear personal protective equipment where necessary within the Company. Visitors must not interfere with, or approach plant or machinery unless escorted by a nominated responsible member of staff,
 - > Must not interfere with, or approach, plant or machinery unless escorted by a nominated responsible member of staff.
- 41.2 When working in the vicinity of members of the public, you must ensure that your work is adequately segregated and/or suitably controlled to ensure public protection at all times.

42 VULNERABLE PERSONS

- 42.1 The HSE defines vulnerable workers as those who are at risk of having their workplace entitlements denied, and who lack the capacity or means to secure them. This can be further defined by:
- > Age,
 - > Race,
 - > Disabilities,
 - > Gender,
 - > New employees.
- 42.2 Darwin College Policy is to:
- > Carry out a risk assessment on vulnerable persons. Young people may have additional requirements due to their vulnerability and a lack of awareness of risk, experience or physical maturity.
 - > Ensure suitable communication procedures are in place for non-English speaking personnel.
 - > Treat all workers fairly and ensure 'reasonable adjustments' are if required.
 - > Understand the impact of gender (social) and sex (biological) differences on men's and women's occupational health and safety to help reduce inequality in the workplace.
 - > In all instances whereby the company considers a worker to be vulnerable a comprehensive risk assessment will be undertaken to establish any additional workplace controls or adjustments required.
 - > Note: New and Expectant Mothers must inform the Domestic Bursar as soon as practicable to ensure an individual risk assessment can be carried out.

43 WASTE DISPOSAL

- 43.1 Ensure that all waste is disposed of in accordance with local authority guidelines.
- 43.2 Darwin College will ensure all waste generated on sites is disposed of in accordance with the Waste Management Plan.

SPECIFIC COMPANY SAFETY RULES CONTINUED

43.3 If you are unsure as to the correct method of waste disposal, or receptacle to use, consult your line manager.

44 WELDING

44.1 Personal protective clothing including eye protection must be worn at all times during welding operations.

44.2 Check your equipment for damage before use, e.g. electrical cables and clips are sound, equipment and workpiece bonding is secure and purge gas hoses to avoid a blow back or ignition caused by a mixture of gases in the hose.

44.3 Ensure adequate and appropriate fire extinguishers are available in the welding area.

44.4 You must take measures to prevent injury to persons and damage to plant and equipment, especially items of a flammable nature from welding sparks and molten metal dripping. Report all fire hazards to your line manager.

44.5 All gas bottles should be fitted with flashback arrestors; flashback arrestors should be maintained and replaced on a 5 yearly basis.

44.6 Adequate screening is provided by the Company and must be used at all times during welding operations.

44.7 The welding bays/work area must be kept clean at all times.

44.8 Remove all gas cylinders not required for use to the gas storage area.

44.9 You should undertake a post-completion hot works check to ensure no fire risk remains.

45 WELFARE

45.1 Darwin College provides suitable and sufficient washing and toilet facilities at readily accessible places.

45.2 Darwin College will ensure an accessible seated area is available for staff to eat, with access to drinking water and hot drinks.

45.3 Darwin College will provide storage areas and changing facilities for employees who are required to wear special clothing.

45.4 You should ensure you leave the welfare facilities in a clean and tidy condition after use, and report any issues or damage to your line manager.

46 WINDY CONDITIONS

46.1 Working in strong winds can be very dangerous. Be aware of the limits when work should cease in windy conditions.

46.2 Beware of sudden gusts, even on relatively calm days.

46.3 Extreme care must be exercised when fixing or handling materials in severe wind conditions.

46.4 Wind direction can be influenced by surrounding buildings and trees. Secure all materials stored or being used.

46.5 Wind blown material can be lethal.

47 WORK EQUIPMENT

47.1 No person shall operate or use any piece of work equipment, or plant, unless **TRAINED, COMPETENT and AUTHORISED** to do so.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- 47.2 **Disciplinary action will be taken immediately by Darwin College against any unqualified person who uses any piece of work equipment or plant without authority.**
- 47.3 Operating unguarded or badly guarded plant and machinery could cost you your life, so use the guards properly.
- 47.4 Do not bypass safety mechanisms.
- 47.5 If under the age of 18 years, do not operate any item of plant or equipment unless authorised and under adequate supervision.
- 47.6 ***In addition to the above safety rules the following specific rules are given determined by the specific equipment utilised:***

47.7 **MACHINERY**

- > Before using any machinery, check:
- You know how to stop the machine before it is started, especially if fitted with an emergency stop control,
 - All guards are fitted correctly, and all mechanical guards are working, and any transparent guards are clean,
 - All materials to be used are clear of working parts of the machine,
 - The area around the machine is clean, tidy and free from obstruction,
 - The floor around the machine is in a good level condition,
 - Safety appliances such as 'push sticks' and 'jigs' are used to keep the hands in a safe position while maintaining full control of the workplace during cutting,
 - You are wearing appropriate protective clothing and equipment, e.g. safety glasses/boots/gloves/ear protection,
 - All materials being worked are secured in clamping devices before operations are undertaken.
- > Notify your line manager at once if you think the machine is not working correctly.
- > **NEVER:**
- Use a machine unless authorised and trained to do so,
 - Attempt to clean a machine whilst in motion, nor reach past guarding. Switch off the machine and isolate if appropriate,
 - Use a machine or appliance which has a 'DANGER' or 'DO NOT USE' sign attached. These signs may only be removed by an authorised person who is satisfied the machine is safe to use,
 - Wear dangling chains, loose clothing, gloves, rings or long hair which could get caught up in moving parts,
 - Distract people who are using machines,
 - Leave the machine in an unsafe condition,
 - Do not leave the machine in motion whilst unattended - unless authorised to do so,
 - Clean a machine whilst switched on,
 - Disable any safety features or guarding.

SPECIFIC COMPANY SAFETY RULES CONTINUED

- > On machinery fitted with interlocks, make sure that the interlocks work correctly. If you find any defect, report it to your line manager immediately.

47.8 HAND TOOLS

- > Many risks can be controlled by ensuring hand tools are properly used and maintained, for example:
 - **HAMMERS** - avoid split, broken or loose shafts and worn or chipped heads. Make sure the heads are properly secured to the shafts;
 - **FILES** - these should have a proper handle. Never use them as levers;
 - **CHISELS** - the cutting edge should be sharpened to the correct angle. Do not allow the head of cold chisels to spread to a mushroom shape - grind off the sides regularly;
 - **SCREWDRIVERS** - never use them as chisels and never use hammers on them. Split handles are dangerous;
 - **SPANNERS** - avoid splayed jaws. Scrap any which show signs of slipping. Have enough spanners of the right size. Do not improvise by using pipes etc as extension handles.

47.9 POWER TOOLS

- > Do not use or operate tools unless you know how to and are trained to do so.
- > All tools should be visually inspected prior to each use and any defective items reported.
- > All tools should be subject to regular portable appliance testing (PAT) and records held; the frequency of inspection and testing depends upon the type of equipment and the environment it is used in. For example, a power tool used on a construction site should be examined at least on a 3 monthly basis.
- > Always use the correct tool for the job. Portable electrical tools and equipment should be 110 volts or less or fitted with RCDs.
- > Keep tools clean and put them away after use.
- > If eye protection is needed, ensure certain you wear it at all times.
- > Keep safety guards in place on all tools, portable and fixed.
- > Check that plugs and sockets are undamaged, correctly wired and are earthed. Electrical transformers should be positioned close to the working location where possible.
- > Do not force or overload tools and equipment.
- > Always disconnect the power supply to a machine or tool that is being cleaned, repaired or adjusted.

47.10 ABRASIVE WHEELS

- > The Provision and Use of Work Equipment Regulations 1998 requires that anyone involved in mounting, dressing, setting or use of abrasive wheels is trained and competent.
- > It is company policy that no person shall operate, or replace abrasive wheels unless **TRAINED, COMPETENT and AUTHORISED** to do so.

SPECIFIC COMPANY SAFETY RULES CONTINUED**48 WORKING AT HEIGHT**

- 48.1 Working at height is defined as working at any height from which a fall could cause injury. The Work at Height Regulations 2005 are applicable to all industries and have replaced certain parts of other Regulations.
- 48.2 All Darwin College work at height should be planned, organised and carried out by competent persons. The selection of suitable access equipment should be arrived at through the process of a suitable and sufficient risk assessment and the application of the hierarchy of controls when considering work at height.
- 48.3 Employers have the following responsibilities:
- > Eliminate work at height if possible,
 - > Suitable and sufficient steps must be taken to prevent falls to persons,
 - > Guardrails, toe boards, barriers or other similar means of protection must be used,
 - > Where it is impracticable to provide the above, collective safeguards for arresting falls is required (nets, air bags, bean bags, etc.),
 - > Where it is impracticable to provide the above then personal fall protection systems will be required (harness or lanyard).
- 48.4 Access to high risk areas at height i.e. fragile roofs, storage silos, etc must ensure a suitable risk assessment has been carried out and the appropriate means of access determined prior to commencement and subject to a Permit to Work.
- 48.5 If you are working at height, beware of people working below. Let them know you are there and take steps to prevent things from falling, by the use of suitable guard rails, barriers, and the use of tool belts etc as appropriate. Always follow the relevant safe working procedure for each task.
- 48.6 Prior to any works at height a suitable and sufficient risk assessment and safe system of work shall be in place and communicated to all relevant personnel.
- 48.7 **Report any concerns regarding works at height to your line manager immediately.**
- 48.8 ***In addition to the above safety rules the following specific rules are given determined by the specific equipment utilised:***

48.9 LADDERS

- > Never take short cuts, for example, by climbing up where you are not supposed to, or standing on something unstable.
- > Work may only be carried out from a ladder when the job is of short duration and can be done safely.
- > Never over-reach at the working position.
- > Before using a ladder, inspect it to see that it is not damaged. Check for splits or cracks in the stiles and rungs. See that none are missing or loose.
- > Never attempt to repair damaged ladders.
- > Ladders should be set on a firm base, resting at an angle which is not too steep, and not too flat.
- > If the ladder cannot be tied at the top, it must be fixed at the bottom or a second person must foot the ladder before it is used.
- > Ensure your footwear is free from oil or grease before you climb any access equipment.

SPECIFIC COMPANY SAFETY RULES CONTINUED

48.10 **SCAFFOLDING**

- > Only trained and competent scaffolders should erect, alter or dismantle any scaffold.
- > Prior to using scaffold to gain access, ensure that it has been confirmed as safe to use. A handover certificate should be held by the Site Manager.
- > Any concerns regarding scaffold stability should be immediately reported to your line manager.

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ACCIDENT & INCIDENT PROCEDURES

<u>ACCIDENT INVESTIGATION AND REPORTING</u>		
THERE IS A STATUTORY REQUIREMENT TO NOTIFY AND REPORT INJURIES, DISEASES AND DANGEROUS OCCURRENCES UNDER THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013		
DEATH OR SPECIFIED INJURY	OVER SEVEN DAY INJURY	DANGEROUS OCCURRENCE
<p>[1] Contact emergency services,</p> <p>[2] Shut off area / plant / equipment where the incident occurred and secure area to prevent entry,</p> <p>[3] Notify Senior Management & CQMS Ltd who will inform the authorities,</p> <p>[4] Make entry into the Accident Book and commence Initial Investigation,</p> <p>[5] Ensure incident is reported to the Incident Reporting Centre via telephone 0845 3009923.</p> <p>Note: A telephone notification should be followed up with a written report within 40</p>	<p>[1] Notify Senior Management & CQMS Ltd for advice,</p> <p>[2] Ensure entry has been made into the Accident Book and Initial Investigation commenced,</p> <p>[3] Report incident to the Incident Reporting Centre via the HSE website.</p> <p>Note: The incident should be reported within 15 days of the date of the accident (excluding the day of the accident).</p>	<p>[1] Shut off area / plant / equipment where the incident occurred and secure area to prevent entry,</p> <p>[2] Notify Senior Management & CQMS Ltd,</p> <p>[3] Commence Initial Investigation, Notify the Incident Reporting Centre via the HSE website without delay.</p>
WORK RELATED ILLNESS	NEAR MISS	MINOR INJURY
<p>[1] Make entry into the Accident Book,</p> <p>[2] Notify Senior Management & CQMS Ltd for advice,</p> <p>[3] Notify the Incident Reporting Centre via the HSE website without delay.</p>	<p>[1] Inform your line manager who will commence a 'no fault' investigation.</p>	<p>[1] Notify your line manager,</p> <p>[2] Make entry into the Accident Book and commence Initial Investigation.</p>
FULL ACCIDENT / INCIDENT CLASSIFICATION IS DETAILED WITHIN REGULATIONS 4, 5, 8, 9 AND SCHEDULE 2 OF RIDDOR 2013		

ACCIDENT & INCIDENT PROCEDURES CONTINUED**ACCIDENT CHECKLIST**

TO HELP WITH THE INVESTIGATION, FIND OUT AND RECORD THE FOLLOWING:

1. Details of injured person(s).
2. Brief details of person(s) undertaking the investigation.
3. Details of injury, damage or loss.
4. The time, date and location of the accident/incident.
5. The names and addresses of any witnesses, including a brief account of what each one saw. Include statements for individuals who did not witness the incident but were in the area.
6. What the person(s) was/were doing at the time and why.
7. Whether the person(s) has authorisation to be in the location and to carry out the particular task.
8. Whether standards were in place for the premises, plant, substances, procedures involved.
9. Were they adequate? Were they followed?
10. Whether the person(s) was/were up to the job? Whether they were competent, trained and instructed?
11. What equipment was being used at the time (where relevant) including a description of its general condition.
12. Whether the activity was undertaken in the normal course of the injured person's work.
13. A description of events leading to the accident/incident.
14. An account of how the accident happened.
15. Remedial action taken to prevent recurrence.
16. Whether previous incidents or accidents have occurred to the person or others, in the immediate context of the accident? If so, why weren't the lessons learnt?
17. Most accidents/incidents have more than one cause so don't be too quick to blame individuals - try to deal with the root causes.
18. Photographs of the accident area should be taken, taking account of; Light, General conditions, Floor areas, Position of machinery, equipment, guards etc.
19. The more photographs taken of the area the better (note surplus photographs can be discarded later when using digital photography).

EMPLOYEE HANDBOOK FOR HEALTH AND SAFETY

Revision date: May 2017

I have read the Company's Employee Handbook and understand that its' contents form part of my contract of Employment with the Company.

I have read the Company's Employee Handbook and understand my responsibilities under Sections 7 and 8 of the Health and Safety at Work Act 1974. I agree to abide by its contents and fully observe all safety rules.

NAME	SIGNATURE	DATE

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