Selwyn College	Nov2026
Risk Management Procedure	RMP/1
Health and Safety Policy	

Statement of Intent	Selwyn College recognises and accepts its health and safety duties to provide a safe environment (as far as is reasonably practicable) for its staff, students, and all visitors to its premises under the Health and Safety at Work Act 1974, the Fire Safety Order 2005, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation and common law duties of care. The College is committed to maintaining high standards of health and safety and to continually improving the effectiveness of our health and safety management system and culture. The College expects all those who live or work at the College, including visitors and contractors, to comply with College policies and procedures, and understand that they too, have legal and moral obligations to themselves and to one another. The College intends to ensure the health and safety of all persons who may be affected by its activities by: a) Setting standards that comply with the relevant statutory requirements relating to health and safety of employees, students, contractors, visitors and the public; b) Safeguarding employees and others from reasonably foreseeable hazards connected with work activities; c) Implementing safe systems of work and controlling residual risks to health wherever practicable; d) Identifying hazards and conducting formal risk assessments when appropriate; e) Providing, managing and maintaining substances, plant and equipment so that they are safe, so far as reasonably practicable, and that risks to health are controlled; f) Providing sufficient information, instruction, training and supervision to ensure that staff are competent to undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them; g) Providing, managing and maintaining College properties so that they are safe, so far as reasonably practicable, and that risks to health are controlled; h) Providing adequate and appropriate facilities and arrangements for welfare at work; i) Promoting good health amongst employees concerning the prevention of occupational and non-occupational disorders and diseases; j) Promoting a positive health and safety culture and educating our college members and staff in health and safety;

k) Communicating and consulting with college members and staff on health and safety matters, and securing their co-operation in implementing the Health and Safety Policy;

l) Keeping up to date with best practice in relation to health and safety and complying with relevant legislation and authoritative guidance;

m) Undertaking inspection, audit and review activities to ensure that College objectives for health and safety are met.

The College governs its management of health and safety by:

a) Having in place a Health and Safety working group, which includes staff and student representatives, which reports formally to the Compliance Committee, which in turn reports to the College Council;

b) Having the College's Responsible Officer (the Bursar) chair both the Health and Safety working group and the Compliance Committee;

c) Setting out the detailed responsibilities of key individuals and groups for health and safety.

The College collects personal data to ensure the health and safety of its staff and others.

This policy has been prepared with the advice and direction of the Health and Safety Working Group, with the intention of supplying essential information and advice for the benefit of all staff and members of the College. It is displayed in all departments and available on the College website.

Jennifer Phillips, Bursar

Approved by College Council <u>on 17 November 2026</u>

Responsibilities and accountabilities for health and safety	All individuals are responsible for taking care of their own health and safety and that of others who may be affected by their actions. All those present on the College site are expected to follow all health and safety guidance and procedures. The College has assigned the following responsibilities for health and safety management:
College Council	The College Council has ultimate responsibility for the health and safety of college members, staff, and other people affected by the College's activities. They are advised through the Compliance Committee which in turn is informed by the Health and Safety Working Group.
Bursar	The Bursar has overall responsibility for College health and safety on behalf of the College Council, including building structures, services and facilities and is responsible for ensuring: • Sufficient resources are available to meet the requirements of this Policy, in terms of funding, staffing and facilities; • Adequate arrangements are in place to control health and safety risks including appropriate approaches to risk assessment, training, recording and reporting of relevant data such as accidents; and other premises related monitoring and maintenance activities; • Relevant contracts for major projects specify the safety precautions that must be taken during the execution of the contract; • The College's Health and Safety Policy is reviewed and submitted annually to College Council and compliance with its objectives policy reported on; • Staff are disciplined as appropriate following any wilful failure to comply with College health and safety policy and procedures. The Bursar chairs the Health and Safety Working Group and the Compliance Committee to which it reports. Safety concerns from any member, staff member or visitor on College premises may be reported to these oversight bodies.
Operations Manager	The Operations Manager is responsible for health and safety for all operational and estates areas, including but not limited to: ◎ Reviewing and updating the College's Risk Management Procedures, ensuring updated procedures are reported to Compliance Committee and College Council, and that compliance is monitored; ◎ Ensuring members of staff are advised of all relevant health and safety legislation; and overseeing appropriate training provision through HR processes or by heads of department; including record keeping thereof; ◎ Recommending and developing new policies and procedures as required; and overseeing their implementation; ◎ Oversight of any requirement for occupational health surveillance by Heads of Department staff in conjunction with the HR department

	• Providing advice and support to Heads of Departments on day-to-day health and safety issues; • Liaising with the Health and Safety Executive, and other relevant organisations on health and safety matters, including the reporting of dangerous occurrences (RIDDOR) if applicable; • Monitoring health and safety performance by carrying out routine six-monthly monitoring inspections; maintaining records of all inspections; • Oversight of the completion and review of risk assessments by the relevant heads of department, staff, students or Fellows; • Ensuring that all accidents and dangerous occurrences are investigated and, where necessary, reported to the relevant authorities; or otherwise taking any appropriate remedial action where safety concerns are raised. • Ensuring that first aid facilities are sufficient to meet need; • Seeking advice from the College's competent advisor for Health and Safety matters as necessary, or other appropriate bodies such as the University Safety Office.
Head of Buildings & Maintenance	The Head of Buildings and Maintenance has the following responsibilities: • To advise the Operations Manager on a suitable scheme of preventative maintenance, examination and testing necessary to maintain a high standard of safety, including regarding the resources required and the necessary level of competence to carry out such work; • To ensure that such preventative maintenance schemes are implemented and records are kept for building, plant and equipment, including all statutory inspections and servicing; • To ensure that safe maintenance working systems, procedures and where appropriate permits to work are devised and implemented for working on plant and equipment, including projects; • To notify the HSE of refurbishment and building works in line with the Construction (Design and Management) Regulations 2015 or subsequent amendments; • To maintain an accurate asbestos register and ensure it is systematically consulted by those working on the College buildings ahead of time • To inform relevant members of the College community of building and health and safety issues, unsafe conditions, and restricted access areas due to maintenance works; • To progress reported health and safety actions as identified in risk assessments, audits and inspections; • To ensure adequate procedures are in place to control health and safety risks arising out of the maintenance and repair of College premises and Plant.
Heads of Departments	Heads of departments have overall responsibility for health, safety and welfare within their respective departments and do this by: • Ensuring familiarity with the College's Health and Safety Policy and related risk management procedures across their department;

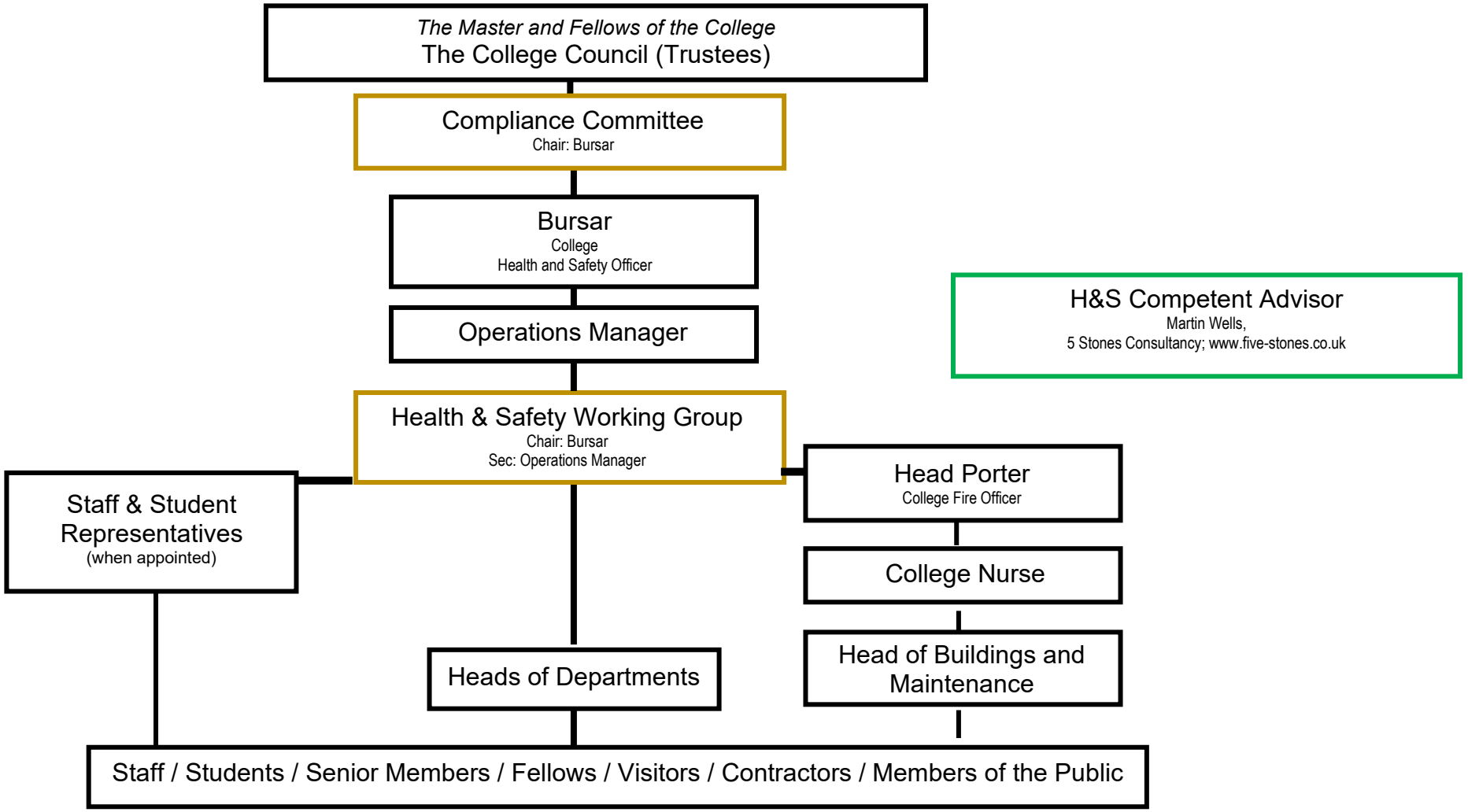
	• Where relevant, developing and implementing procedures and safety measures for managing safety within their departments; using a risk based approach; • Ensuring both they and their reporting staff receive training appropriate to their position and level of responsibility and complete all mandatory training; and keeping records of such training; • Ensuring the staff they supervise receive appropriate supervision, instruction, and information, to enable them to be competent to undertake safely the tasks assigned to them; • Carrying out formal risk assessments, manual handling assessments, and COSHH assessments and reviewing those assessments annually; as relevant; • Ensuring that staff have the essential tools, equipment and PPE for safe working operations; • Reporting accidents and near misses relating to staff within their departments; reporting serious incidents to the Bursar promptly and directly; • Ensuring all their members of staff are familiar with the fire evacuation procedures, know where fire equipment and exits are located, and take place in fire and emergency training; • Managing contractors and suppliers to ensure their activities are undertaken in a safe manner and safety procedures are followed; • Ensuring there is good communication within their team and there are opportunities for individuals to raise concerns about their work.

Fire Officer (Head Porter)	The Fire Officer is responsible for:
	• Fire safety management of all College properties to ensure compliance with the Fire Safety Order 2005. This includes:
	  o Completing and reviewing fire risk assessments;
	  o Organising contractors to test and service fire alarm systems and fire extinguishers;
	  o Conducting fire drills and fire alarm tests;
	  o Completing checks of fire extinguishers, fire blankets, fire doors and emergency exits, signage, and other fire safety arrangements.

HR Manager	The HR Manager is responsible for: • Reporting to the Health and Safety Working Group on occupational health related illness and absence; • Reflecting relevant health and safety responsibilities in job descriptions and person specifications; including the co-ordination of appointments of staff as first aiders; • Including reference to health and safety, and wellbeing competencies in job descriptions, performance and appraisal procedures; • Administering training provision and regularly updating Heads of Department on completion rates.

College Nurse	The College Nurse is responsible for: • Oversight of the first aid supply provision across the College; • The Supporting the HR Department in the appointment and training of first aiders within the College.
Employees	All employees, regardless of their position within the College, have the following legal responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. All employees must: • Familiarise themselves with the Health and Safety Policy, and such risk management procedures as are relevant across their department • Take reasonable care for the safety of themselves and others at work, who may be affected by their acts, omissions or behaviour; • Follow all health and safety instructions provided; • Understanding that wilful disregard of safety instructions will lead to disciplinary action; • Report accidents, incidents and near misses or equipment failure or damage to their supervisor or Head of Department immediately, or in the absence of these the Porters' Lodge; • Report any hazard to health and safety to their Head of Department or the Operations Manager so that action can be taken to remove, minimise or control it; • Understand and adhere to the College's arrangements and procedures for fire and other emergencies; • Notify their Head of Department if they experience ill health that they have reason to suspect may be work-related; • Ensure all personal protective clothing and equipment is well maintained and used for the purpose intended;

Students & Fellows	The College expects all students & fellows to co-operate with its efforts to protect their health, safety, and welfare. This includes: • Familiarising themselves with the Health and Safety Policy; • Taking reasonable care of their own safety and not placing others at risk by their actions; • Reporting accidents, incidents, near misses and unsafe situations to the Porters' Lodge immediately; • Adhering to the College's fire and emergency procedures and following all instructions given to them by the Porters (Fire Wardens); • Where relevant, taking responsibility for accurately risk assessing any activities they initiate within the College, seeking the support of the relevant head of department or the Operations Manager as required.
Visitors & contractors	The College expects all visitors and contractors to co-operate with its efforts to protect their health, safety, and welfare. This includes: • Following guidance provided to them both on or before arrival and whilst on site at the College; • Reporting accidents, incidents, near misses and unsafe situations to the relevant head of department or the Porters' Lodge immediately; and • Taking reasonable care of their own safety and not placing others at risk by their actions.
Monitoring and review of the health and safety policy	The Operations Manager, in conjunction with the Health and Safety Working Group and the Compliance Committee, will annually review the Health and Safety Policy and arrangements for health and safety. They will be amended as appropriate and may be supplemented by further statements, policies or procedures as necessary and submitted to College Council for approval.
Arrangements	The College's arrangements for health and safety are set out in a series of Risk Management Procedures, which are published on the College website.


The Master and Fellows of the College
The College Council (Trustees)
Compliance Committee
Chair: Bursar
Bursar
College
Health and Safety Officer
Operations Manager
H&S Competent Advisor
Martin Wells,
5 Stones Consultancy; www.five-stones.co.uk
Health & Safety Working Group
Chair: Bursar
Sec: Operations Manager
Staff & Student Representatives
(when appointed)
Head Porter
College Fire Officer
College Nurse
Head of Buildings and Maintenance
Heads of Departments
Staff / Students / Senior Members / Fellows / Visitors / Contractors / Members of the Public