



CHURCHILL COLLEGE  
CAMBRIDGE CB3 0DS

## Health, Safety and Fire Policy

<b>Policy Name</b>	Health, Safety and Fire Policy
<b>Purpose</b>	To state how Churchill College complies with its legal and moral obligations relating to the health and safety of its Fellows, staff, students, visitors and any other person who may be affected by its undertakings.
<b>Owner</b>	Head of Safety and Compliance
<b>Contact</b>	Head of Safety and Compliance (John Moore)
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# **CHURCHILL COLLEGE HEALTH, SAFETY & FIRE POLICY**

## **(Regulation 27)**

### **I. INTRODUCTION**

#### **I.1 Purpose**

To state how Churchill College complies with its legal and moral obligations relating to the health and safety of its Fellows, staff, students, visitors and any other person who may be affected by its undertakings.

#### **I.2 Aims**

The College is committed to meeting its statutory health and safety responsibilities and to creating a culture that is both proactive and collaborative in supporting the health and safety of all its members.

The principal aims of this Policy are to reduce the risk to people and property to enable the College to operate effectively; to manage the College's work in such a way as to allow Fellows, staff, students, contractors, visitors and others who might be affected by its undertakings, to carry out their activities without detriment to their health and safety whilst embedding health and safety as a core value in everything we do; to ensure that the College has governance arrangements in place that enables it to demonstrate compliance with health and safety, and fire safety, legislation; and the development of a health and safety management framework.

#### **I.3 Objectives**

To achieve these aims the College has the following objectives:

- (a) to assess work activities by identification of hazards and evaluation of risks
- (b) to minimise risk to health through the provision and maintenance of suitable plant, buildings, facilities, equipment and the provision of safe systems of work
- (c) to minimise unavoidable risks by the use of physical control measures and issue of personal protective equipment
- (d) to provide safe arrangements for the use, handling, storage and transport of articles and substances
- (e) to provide necessary information, instruction, training and supervision to ensure the health and safety of staff and others
- (f) to consult with employees' representatives on health and safety matters
- (g) to provide access to a comprehensive and effective Occupational Health service, including health surveillance where appropriate
- (h) to implement a monitoring, inspection and audit process to ensure effective management of health and safety and fire throughout the College

- (i) to co-ordinate, co-operate and exchange relevant information with organisations providing support and facilities to College employees, students and Fellows
- (j) to co-ordinate, co-operate and exchange relevant information with contractors and visitors
- (k) to integrate health and safety responsibilities into everyday working practices and managerial responsibilities.

#### **1.4 Health, Safety & Fire Policy Statement**

- (a) Churchill College regards the health & safety of its employees, residents and visitors as a high priority, while it acknowledges it cannot provide a risk-free environment it does aim to be accident-free.
- (b) The College Council has overall responsibility for the health & safety including fire of all those working in, visiting or resident on the site of Churchill College and its offsite student accommodation and has set up procedures and reporting lines to ensure safe working practices to monitor health & safety.
- (c) The College appoints a responsible person as Head of Safety and Compliance who reports via the Director of Estates and Operations to the Bursar.
- (d) All College staff have access to the health, safety & fire policy and will be taken through it at induction and must follow it. Mandatory training on health, safety & fire in the workplace is provided on an individual and Departmental basis and training needs are reviewed annually.
- (e) All staff and College Members have a duty to report to their Department Head or to the Head of Safety and Compliance anything they believe may be hazardous and any accident or incident which they experience.
- (f) The College has a Health & Safety Committee to aid the checking and monitoring of procedures. It is chaired by the Bursar and the membership is a mix of senior management, Fellows, students, and staff, including at least one GMB union representative. A Fellow is elected to serve on the Committee, and elected representatives from the JCR and MCR Committees are co-opted
- (g) The College will ensure there are sufficient fire marshals and first aiders on site following best practice.
- (h) The College will investigate all fire alarms to look for patterns or problems
- (i) Individual personal emergency evacuation plans (PEEP) will be written for all that require one.
- (j) Fire safety notices will be placed by call points and in each bedroom
- (k) Health and safety posters will be displayed in the Maintenance staff room, loading bay and grounds and gardens compound
- (l) The College strives to meet the highest standards in terms of the management of health & safety, and fire management having due regard to legal obligations and best practice.
- (m) The College acknowledges the good practice guidance contained in Managing Health & Safety in Colleges prepared by the Education Service Advisory Committee of the Health & Safety Commission.

- (n) This Health, Safety and Fire Policy illustrates the sustained commitment and interest of the College which it considers essential for successful health, safety and fire management.

## **1.5 Health and Safety Policy**

- 1.5.1** The College recognises that under the Health and Safety at Work etc Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, and that it has certain duties towards Fellows, students, contractors the public and people who use the premises of the College from time to time, these duties being implicit in the above Act. Also of importance are the Occupier Liability Acts of 1957 and 1984.
- 1.5.2** The College accepts these duties, and it will continue to be its policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and the Management of Health and Safety at Work Regulations 1999 and its Approved Codes of Practice. It is considered by the College that health and safety is a responsibility at least equal in importance to that of any other function of the College.
- 1.5.3** The College will take all such steps as are reasonably practicable to meet its health and safety objectives, which are: -
- 1.5.3.1.1** an organisational structure and a positive health and safety culture which supports risk control at all levels within the College, particularly at Senior Management level.
  - 1.5.3.1.2** to systematically identify and control risk as an effective approach to injury, ill-health, and loss prevention.
  - 1.5.3.1.3** to maintain safe and healthy working places and systems of work and to protect all employees, Fellows, students and others including the public insofar as they come into contact with foreseeable work hazards.
  - 1.5.3.1.4** to provide and maintain a safe and healthy environment for all employees, Fellows and students with adequate facilities and arrangements for their welfare.
  - 1.5.3.1.5** to provide all employees, Fellows and students with the information, instruction, training and supervision required to work safely and efficiently.
  - 1.5.3.1.6** to develop an understanding of risk control and safety awareness amongst all employees, Fellows and students and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change.
  - 1.5.3.1.7** to provide a safe environment for all visitors to the College's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the College's environment.
  - 1.5.3.1.8** to control effectively the activity of all outside contractors when on the College's premises. It is the intention of the College that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies, risk assessments, method statements and insurance at the Tender stage.
  - 1.5.3.1.9** to consult with staff and encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the College and the committees already existing.

- 1.5.3.1.10** To use health and safety to preserve and develop human and physical resources and hence contribute to the College's performance.
- 1.5.3.1.11** to ensure that this Policy is used as a practical working document and that its contents are publicised fully.
- 1.5.3.1.12** to constantly monitor and review processes particularly the details of this Policy so that the College learns from experience and keeps in line with changes in current legislation.
- 1.5.4** The College is committed to providing adequate resources to ensure that its health and safety objectives and this Policy are met.
- 1.5.6** The College will provide and maintain written Risk & COSHH (Control of Substances Hazardous to Health) Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected. If required Health Surveillance will be carried out following consultation with suitably qualified and competent persons.
- 1.5.7** The College considers that this Health and Safety Policy is an integral element of the overall operations and policies of the College.
- 1.5.8** This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

## **1.6 Fire Policy**

- 1.6.1** The College recognises that under the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021, it has a legal duty to ensure, so far as is reasonably practicable, the safety of all its employees, Fellows, students, contractors the public and people who use the premises of the College from time to time, these duties being implicit in the above Reform and Act.
- 1.6.2** The College accepts these duties and it will continue to be its policy to promote standards of fire safety that comply fully with the terms and requirements of the above regulatory reform and Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the College that fire safety is a responsibility at least equal in importance to that of any other function of the College;
- 1.6.3** The College will take all such steps as are reasonably practicable to meet its fire safety objectives, which are: -
  - 1.6.3.1** the creation of an organisational structure and a positive fire safety culture which supports risk control at all levels within the College, particularly at Senior Management level.
  - 1.6.3.2** to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention.
  - 1.6.3.3** to provide and maintain a safe and healthy environment for all employees, Fellows and students through Statutory testing of fire detection, fire extinguishers and the electrical system and appliances. The conducting of fire drills at least annually.

- 1.6.3.4** to provide all employees, Fellows and students with the information, instruction, training and supervision required to work and live safely and efficiently; to include a written PEEP for all that will require assistance in an emergency.
- 1.6.3.5** to develop an understanding of risk control and safety awareness amongst all employees, Fellows and students and, as a result of this, create individual responsibility for fire safety at all levels and be responsive to internal and external change.
- 1.6.3.6** to provide a safe environment for all visitors to the College's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the College's environment and English might not be a first language. Individual PEEP will be written for anyone who requires one.
- 1.6.3.7** to control effectively the activity of all outside contractors when on the College's premises. It is the intention of the College that, apart from routine fire induction, supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies, risk assessments, method statements and insurance at the Tender stage along with the use of hot works permits where necessary.
- 1.6.3.8** to consult with employees, encourage full and effective two-way consultation on fire safety matters by utilising the management structure of the College and the committees already existing.
- 1.6.3.9** to ensure that this Policy is used as a practical working document and that its contents are publicised fully.
- 1.6.3.10** to constantly scrutinise and review performance and the details of this Policy so that the College learns from experience and keeps in line with changes in current legislation.
- 1.6.4** The College is committed to providing adequate resources to ensure that its fire safety objectives and this Policy are met, including having sufficient provision of fire detection equipment, firefighting equipment and signage in appropriate language.
- 1.6.5** The College will contract an external specialist to conduct the written Fire Risk Assessment of all buildings, as required by the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021. This will be updated at recommended intervals and after any structural changes or changes of use.
- 1.6.6** The College considers that this Fire Policy is an integral element of the overall operations and policies of the College.
- 1.6.7** This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

## **2. STRUCTURE**

### **2.1. The Master, Fellows and Scholars of Churchill College in Cambridge**

- 2.1.1.** Churchill College accepts full responsibility for health and safety within its premises.
- 2.1.2.** The College considers that one of its primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.3.** The College recognises its responsibility to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for students, Fellows and all other people who visit the premises.
- 2.1.4.** The College Council is committed to ensure that it operates in accordance with current legislation. It is not, however, content to merely conform to minimum acceptable standards but is determined to ensure the best possible standards are met.
- 2.1.5.** The College Council on behalf of the College will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary, working through the Health and Safety Committee.

### **2.2. Bursar**

The Bursar will be responsible to the College for the safe functioning of all College activities. The Bursar will:

- 2.2.1.** constantly monitor the effectiveness of the Policy as regards both academic and non-academic activity and report back to the College Council as appropriate.
- 2.2.2** ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.2.3** establish an information gathering and reporting procedure so that decision-making on health and safety is soundly based and is current.
- 2.2.4** consult with the nominated Head of Safety and Compliance.
- 2.2.5** be responsible for ensuring that the College Officers, Senior Leadership Team, Heads of Department, clerical and other support staff fully understand their responsibilities and are given the time, training and the encouragement to pursue them
- 2.2.6** with the Senior Tutor, be responsible for safe working of all academic staff.
- 2.2.7** chair the College's Health and Safety Committee.

### **2.3 Director of Estates and Operations:**

Take responsibility for both strategic and operational matters relating to health, safety, compliance and fire planning and management within the estate;

- 2.3.1** recommend changes in the Safety and Fire Policy in the light of experience.
- 2.3.2** promote, develop and establish a positive health and safety culture within the College.
- 2.3.3** ensure the co-operation of all staff at all levels as regards working to this Policy.
- 2.3.4** work with the Head of Safety and Compliance to ensure the College's compliance requirements are identified and addressed.
- 2.3.5** take steps to ensure that any changes in systems of work are considered for their health and safety implications.

### **2.4 Head of Safety and Compliance**

Responsible for keeping policies up to date, obtaining, interpreting, and disseminating all relevant health and safety information including fire to the College via the normal line management structure. Delegate some of these listed responsibilities to subordinate staff or colleagues as deemed appropriate. The list of responsible persons in each department is listed in Appendix 2.

The Head of Safety and Compliance's duties include:

- 2.4.1.** with the Head of Buildings and Capital Projects, ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the College functions are fully used and kept up to date; Legionella, asbestos, fixed wire testing, gas testing, pressure tests, lifts, working at height equipment and lightning conductors. This list is representative but not exhaustive.
- 2.4.2** where individual employees in the various non-academic and academic departments are given posts of intermediate responsibility, a duty to identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given.
- 2.4.3** oversee a system for the reporting back of all accidents, incidents near misses and damage to College property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the College's Health and Safety Committee and reported to College Council and to the Senior Leadership Team, Heads of Departments where appropriate. Reporting accidents under RIDDOR to the Health & Safety Executive.
- 2.4.4** in conjunction with the Head Catering and Conferencing, liaise with outside bodies who may from time to time use the facilities of the College, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the College procedures and that the College itself is appropriately indemnified.
- 2.4.5** with the Head of Buildings and Capital Projects, assist as required the selection of outside maintenance contractors and the monitoring of all activities on the College premises, and in this context liaise fully with the College architects.

- 2.4.6** a duty to oversee the co-ordination of the College's preparation of statutorily required Risk Assessments, Manual Handling Assessments, Personal Protective Equipment Assessments, Hand and Arm vibration assessments, COSHH assessments and Display Screen Equipment Workstation Assessments, Noise Assessments.
- 2.4.7** with the College nurse, ensure that suitable number of staff are trained as First Aiders in the workplace, that their training is maintained and that first aid boxes and the defibrillator are regularly checked.
- 2.4.8** with the Human Resources Manager, ensure that staff receive adequate mandatory H&S training including fire risk management and emergency procedures.
- 2.4.9** with the Facilities Manager ensure fire alarms are tested weekly, and the smoke detectors, fire extinguishers and fire alarm systems are serviced and maintained in accordance with statutory requirements.
- 2.4.10** with the Facilities Manager ensure PEEP are carried out and mandatory fire drills.
- 2.4.11** with the Facilities Manager and HR Manager ensure that suitable numbers of staff are trained as fire marshals and that their training is maintained.
- 2.4.12** oversee the external fire risk assessments and ensure they are checked annually or after an incident, change of use or alteration. Disseminate the information from the reports to the appropriate people and for any works required.
- 2.4.13** be responsible for preparing the College's Health and Safety Committee agenda.
- 2.4.14** be responsible for H&S inspections of all College areas, and the statutory testing carried out by the Safety Officer.

## **2.5 Senior Leadership Team**

This section refers to the Directors who manage Estates and Operations, the Archives Centre, HR and Governance, Development, Tutorial, and Finance.

The Directors will be responsible to the Bursar for the safe running of their departments. They will provide leadership of health & safety, ensuring that their areas of control and responsibility meet statutory and College safety policies and standards.

## **2.6 Heads of Department**

This section refers to the Heads of Department who managed Buildings and Capital Projects, Events and Accommodation, Grounds and Gardens, Catering and Facilities (as well as the Directors above, who are also Heads of Department).

They will be responsible for ensuring the health, safety and fire policy is followed within their areas of control and reporting upwards any concerns or problems they cannot resolve:

- 2.6.1** Be responsible for ensuring adequate supervision of all activities through their managers/ supervisors so that the work proceeds according to standards laid down in this Policy.
- 2.6.2** Keep and maintain records for health and safety activities, set up and manage health surveillance if required
- 2.6.3** Write risk and COSHH assessments for their department's activities using the college forms.
- 2.6.4** Maintain good housekeeping of potentially flammable materials keeping areas tidy and emergency escape routes clear.
- 2.6.5** They will be responsible for ensuring that staff have appropriate training according to the needs of their work and keep adequate records;
- 2.6.6** They will undertake the necessary training pursuant upon completion of work under the COSHH Regulations.
- 2.6.7** They will be responsible for ensuring that all agreed systems of work are followed.
- 2.6.8** Where they come across matters that they feel are not within their competence to deal with, they should refer the matter to their director or the Head of Safety and Compliance.
- 2.6.9** They will be responsible for investigating any accident or incident of a type specified by the Head of Safety and Compliance and reporting accordingly.
- 2.6.10** They will ensure all items listed on a H&S inspection of their area is completed and communicated to the Head of Safety and Compliance. If it is a long-term problem then a deadline must be set.

## **2.7 Employees and Fellows**

- 2.7.1** The employees and Fellows of the College have a responsibility to ensure their own health and safety, and to ensure others are not put at risk by their acts or omissions at work, under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974. Likewise, every employee is empowered to stop their work, or the work of others should they feel the work is being carried out in an unsafe manner.
- 2.7.2** They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities as laid out in the Personal Protective Equipment Regulations 2022.
- 2.7.3** They must read and sign all risk and COSHH assessments and will observe all Safety Rules and Regulations both statutory and College and conform to any safe systems of work that may be developed.
- 2.7.4** They must undertake any safety training deemed necessary for their job.
- 2.7.5** Employees must report all accidents, incidents and damage to their immediate superior, who will then submit a report to the Head of Safety and Compliance.

**2.7.6** Fellows should report all accidents, incidents and damage to the Bursar.

## **2.8 Students**

**2.8.1.** Students of the College must take reasonable care as regards themselves and other persons who may be affected by their actions;

**2.8.2.** In the event of an accident involving injury or possible injury to any student on or off the premises, a report should be made as soon as possible to the Porters' Lodge, who will ensure that the Head of Safety and Compliance is informed as soon as possible, and inform the student's tutor and College nurse as appropriate;

**2.8.3** In view of the turnover in students annually, the Head Porter will brief Freshers on Health, Safety and Fire procedures at the start of Michaelmas Term. This briefing will be additional to any instruction given by University Departments;

Some student events or activities may require risk assessments and these must be completed by the organiser and be sent to the College Head of Safety and Compliance

## **2.9 Contractors**

**2.9.1** Contractors will be required to sign an agreement when undertaking work for the College acknowledging their responsibility to exercise safe working practices and certifying that they have adequate qualification and insurance for the work they are doing, including third party liability.

**2.9.2** Contractors will be given a copy of the College's Health and Safety Policy and will be required to inform the Head of Department to whom they are working, of any potential hazards. Permits to work for certain jobs must be obtained before starting work. Fire safety instructions will be given by the responsible Head of Department.

**2.9.3** Any accident, injury or damage involving a contractor must be reported to the Head of Department to whom they are working, who should inform Head of Safety and Compliance, and complete an accident report form.

## **2.10 Visitors**

**2.10.1.** Any member of the College who has a guest on College premises, or in the case of conference visitors, bed and breakfast the duty Porter or appropriate contact, must brief that visitor on fire escape routes etc.

**2.10.2** The College member is responsible for ensuring that the visitor does not breach the College's Health and Safety Policy, and behaves in a responsible manner while on College property.

**2.10.3** Any accident, injury or damage involving a visitor must be reported to the Porters' Lodge, who should inform the Head of Safety and Compliance. An accident form must be completed by the Head of Catering and Conferencing in the case of conference visitors, or by the host in the case of any other visitor.

## **2.11 The Møller Institute**

The Møller Institute will maintain its own Health, Safety and Fire Policy and manage it through its own Safety Officer. The Board of the Møller Institute will have ultimate responsibility.

## **2.12 All Employees, Fellows and Students are Responsible for:**

- (a) switching off electrical appliances when leaving a room including battery charging
- (b) No staff to charge lithium batteries overnight.
- (c) visually checking their equipment to spot obvious damage.
- (d) keeping escape routes clear
- (e) keeping their areas tidy and not allowing a buildup of potentially flammable material
- (f) smoking only in designated areas
- (g) reporting potential hazards to their HoD, Porters' Lodge or the College Head of Safety and Compliance
- (h) reporting accidents to their HoD College Head of Safety and Compliance or the Porters' Lodge.

Date for review of policy Nov 2024.

## Appendix I- List of Responsible People

Position	Responsibilities
Bursar	Responsible Person
Senior Tutor	Student safety
Director of Estates & Operations	Executive responsibility
Head of Safety and Compliance	Overall operational responsibility
Senior Management Team Director of Estates & Operations Director of Archives Director of HR and Governance Director of Development Director of Finance	Departmental H&S, fire, risk and COSHH
Heads of Department Head of Safety and Compliance Facilities Manager Head of Buildings and Capital Projects Head of Catering and Conferencing Head of Grounds & Gardens Librarian Head of Computing	Departmental H&S, fire, risk and COSHH
Facilities Manager	Statutory tests (Fire)
Head of Buildings & Capital Projects	Statutory tests e.g. fixed wiring, gas, asbestos, legionella
Safety and Compliance Officer	Statutory testing and inspections
Head Porter & Deputy Facilities Manager	Departmental H&S, risk and COSHH. Fire safety
College Nurse	First aid across the College
Head Housekeeper	Departmental H&S, risk and COSHH
Conservator	Disaster planning for Archives
GMB H&S Rep	Represents GMB members
Staff H&S Reps	Attend H&S meetings and represent the staff
First aiders	Administering emergency first aid
Fire Marshals	Checking and helping evacuate allocated buildings
College staff	To follow all H&S/ Fire policies and to be responsible for their own acts and omissions
College Fellows and Students	To follow all H&S/ Fire policies and to be responsible for their own acts and omissions