GREENE'S COLLEGE OXFORD

Health and Safety Policy

This policy was adopted in August 2026.

This policy is due to be reviewed in August 2027.

The person responsible for the implementation of this policy is the Bursar.

It is the responsibility of the Governing Body to ensure that this policy is reviewed and updated annually.

Introduction

Greene's is committed to ensuring the health, safety and welfare of its staff, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of all staff to familiarise themselves, and comply with, Greene's procedures and systems on health and safety.

Whilst Greene's takes all reasonable steps to ensure the health and safety of its staff, health and safety at work is also the responsibility of the staff themselves. It is the duty of each member of staff to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

If a member of staff is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the staff member's duty to report this as soon as possible to the Bursar.

Nearly a quarter of all electrical accidents reported to the Health and Safety Executive (HSE) involve portable electrical equipment. A major cause of the accidents reported to the HSE is due to the failure to inspect, safety test and/or maintain the equipment concerned.

This policy includes the requirement for all portable electrical equipment to be visually inspected and/or inspected and safety tested on a routine basis, and after any major repair or modification. This applies to portable electrical equipment in use within Greene's premises.

Disciplinary action may be taken against any member of staff who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation.

Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the staff member concerned liable to summary dismissal.

Greene's endeavours to provide and maintain a healthy and safe working environment to minimise the number of occupational accidents and illnesses.

Greene's pays attention to:

- maintaining the working environment in a safe condition and providing adequate facilities for staff welfare
- providing a safe means of entry to and exit from Greene's buildings

- the provision and maintenance of equipment and ways of working that are safe
- arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- the provision of adequate information and training to ensure the health and safety at work of its employees and other persons.

Greene's also recognises its duty to protect the health and safety of visitors to Greene's, including parents, students, tutors and other contractors and temporary workers, as well as any other members of the public who might be affected by Greene's operations.

Organisation

The Managing Director has overall responsibility for health and safety at Greene's and the Bursar is the health and safety officer with responsibility for overseeing, implementing and monitoring health and safety procedures in Greene's and for reporting back to the Managing Director on health and safety matters. The Bursar also conducts or arranges for the completion and at least annual review of risk assessments, inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

Training

Safety training is an integral part of an effective health and safety programme and all staff are trained in safe working practices, including the use of equipment, and the procedures applicable to their job.

Employees at special risk

Greene's recognises that some staff may from time to time be at increased risk of injury or ill-health resulting from their work activities. Greene's therefore requires that all staff advise the Bursar if they become aware of any change in their personal circumstances that could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and/or pregnancy.

First aid and reporting accidents at work

First aid boxes are maintained by the Bursar and all staff are shown their location as well as being given the names of the designated first aid personnel. This information is also displayed on noticeboards. All injuries sustained at Greene's are reported to the Bursar and recorded in the accident book. Greene's may investigate and report on accidents and recommend any action that should be taken to prevent a recurrence of the injury.

Fire

Fire is always a risk within Greene's. All staff have a duty to conduct their operations in such a way as to minimize the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as a faulty electric cable or loose connections. Staff should never attempt to repair or interfere with electrical equipment or wiring themselves. The Bursar is responsible for the maintenance and testing of fire-fighting, prevention and detection equipment.

If a smoke detector sounds or a fire is discovered, it is the responsibility of any member of staff present to raise the alarm and to initiate evacuation of the building. Fire extinguishers are located at strategic points throughout the workplace. Staff are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the staff should activate the fire alarm and evacuate the building immediately.

Fire exits are located at strategic points throughout the workplace. Fire exit doors must never be locked or blocked. All members of staff must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted to ensure staff familiarity with emergency evacuation procedures.

College safety rules

General

- all staff should be aware of, and adhere to, Greene's rules and procedures on health and safety;
- all staff must immediately report any unsafe working practices or conditions to the Bursar. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden;

- any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person;
- staff must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job description;
- all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other staff;
- no member of staff should undertake a job which appears to be unsafe;
- no member of staff should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task;
- all injuries must be reported to the Bursar;
- work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately;
- staff should use handrails, where available, when going up and down stairs, should never read or use their mobile phone while walking, must close cupboards and drawers when not in use and must keep floor areas free of obstruction;
- entry to and exit from walkways and passageways must be kept clear and free from obstructions at all times;
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately;
- trailing cables should not be left in any passageway; and
- where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway.

Tools and equipment

- College tools and equipment are only to be used by qualified and authorised personnel;
- it is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to the Bursar;

- all equipment must be properly and safely stored when not in use; and
- staff are prohibited from using any piece of equipment for any purpose other than its intended purpose.

Manual handling

- lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand;
- the load to be lifted or moved must be inspected for sharp edges and wet patches;
- when lifting or moving a load with sharp or splintered edges, gloves must be worn;
- the route over which the load is to be lifted should be inspected to ensure it is free of obstructions;
- staff should not attempt to lift or move a load which is too heavy to manage comfortably. Staff should ask for assistance if there is any danger of strain;
- when lifting an object off the ground, staff should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back; and
- employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Staff should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Portable electrical equipment

Portable electrical equipment includes electrical equipment that can be moved from place to place and can be connected to an electrical supply via a flexible lead and plug and socket arrangement. This covers a wide range of appliances and electronic equipment such as laptop computers, mobile telephones, tablets and other electric appliances such as kettles and domestic white goods.

Whilst there are legal duties on manufacturers and suppliers of portable electrical equipment covering the initial integrity (safety) of new electrical equipment the ongoing integrity (safety) of portable electrical equipment rests with the employer. This requires a programme of formal visual inspection and safety testing.

All portable electrical equipment, owned or used by Greene's, is inspected and tested on a regular basis to ensure that no person is put at risk from the use of such equipment.

Personal equipment brought into Greene's:

- Staff are discouraged from bringing personal items of electrical equipment to work (e.g. radios, kettles and microwaves). However, there may be circumstances when this is approved by the Bursar, in which case this equipment must be inspected and tested before use and then at regular intervals.
- Where electrical equipment is brought into Greene's by tutors or students for their personal use (e.g. laptops and mobile phone chargers) then these do not need to be tested. It is, however, important that these personal items of electrical equipment are in good condition and electrically safe. Tutors therefore need to be made aware of this as part of their training; and students as part of their induction.
- Where electrical equipment is brought into Greene's by contractors, their company is responsible for the testing and maintenance.

Equipment that is brought into Greene's by tutors, students or contractors may be subject to testing should the Bursar decide to do so.

Equipment that fails any inspection or testing must be removed from Greene's premises until it is safe.

Co-operation of every member of staff is encouraged and complying with electrical safety procedures should be regarded as a basic duty by all staff and an essential obligation for all staff with management responsibility. There is also a legal responsibility on all staff, tutors, students, visitors and contractor to co-operate fully with this policy.

The frequency of visual inspection and/or safety testing is determined by the annual risk assessment review. The frequency of inspection and testing of a range of electrical equipment used in offices and other low risk environments is less than for equipment used in laboratories or in outdoor situations.

Guidance from the HSE's publication Maintaining Portable and Transportable Electrical Equipment (HSG 107) is also followed.

The Bursar ensures that the persons undertaking PAT work are competent for the work they will be required to carry out.

Further information on portable electrical equipment is available from:

Health and Safety Executive:

1. Maintaining Portable and Transportable Electrical Equipment. (HSG 107)
2. Maintaining Portable Electrical Equipment in Offices and other Low-Risk Environments (INDG 236)
3. Maintaining Portable Electrical Equipment in Hotels and Tourist Accommodation (INDG 237)

The Institution of Electrical Engineers:

4. Code of Practice for the In-Service Inspection and Testing of Electrical Equipment (ISBN 0 85 29676 4).