

# THE QUEEN'S COLLEGE

## Health and Safety General Policy Statement

The Queen's College recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through;

- ✔ the provision of health and safety leadership in identifying and controlling health and safety risks so identified;
- ✔ consultation with our employees on matters affecting their health and safety;
- ✔ the provision and maintenance of safe plant and equipment;
- ✔ ensuring the safe handling and use of substances;
- ✔ the provision of necessary information, instruction and training for our workforce, taking account of any who do not have English as a first language;
- ✔ making sure that all workers are competent to do their work, and giving them appropriate training;
- ✔ the prevention of accidents and cases of work related ill health;
- ✔ the active management and supervision of health and safety at work issues;
- ✔ having access to competent advice;
- ✔ the provision of the necessary resource required to make this policy and our health and safety arrangements effective;
- ✔ aiming for a continuous improvement in our health and safety performance and management through a process of regular audit and review; and
- ✔ reviewing this policy and associated arrangements on a periodic basis using findings from the audit process, staff consultations and incident investigation to guide change.

We also recognise;

- ✔ our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- ✔ our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our workforce recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each worker, which sets out their duties and includes our specific health and safety rules.

In support of this policy we have prepared a responsibility chart and specific arrangements.

Signature C H Gooz Date 31 May '22

Position Provost

## Fire Safety Policy

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire fighting and detection.

This policy expands on our general health and safety and environmental policies. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise. In jointly occupied premises our objective is to co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for all workers and building occupants, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

The Domestic Bursar has been appointed to take charge of fire safety in this business.

Signed. C H Gray ..... Position..... Provost .....

Date 31 May '22 .....