

# St Cuthbert's Society Junior Common Room (1168134)

## Health and Safety Policy

### POL017

<b>Approved/issue</b>	October 2018	<b>Locations</b>	Website Trustee Share Drive Executive Share Drive
<b>Review Cycle</b>	Annual		
<b>Next review due by</b>	October 2019	<b>Circulation details</b>	Executive Committee Trustees
<b>Review by</b>	Trustee Legal Committee		

## **1. Introduction**

- 1.1. This policy is intended to outline the official approach that St Cuthbert's Society Junior Common Room ("the JCR") shall take in regard to Health and Safety.
- 1.2. The JCR is fully committed to providing a high standard of health, safety and welfare for all volunteers, employees and members who may be affected by our undertakings.
- 1.3. The JCR's health & safety policy applies to people working or volunteering for the JCR.

## **2. Memorandum of Agreement**

- 2.1. The JCR's approach to Health and Safety is underpinned by agreements with Durham University as outlined in the Memorandum of Agreement between the two bodies. The Memorandum states:
  - 2.1.1. The Common Room, through its trustees, as an employer and occupier of premises, is responsible for the management of risks to persons and the environment arising from its undertaking and therefore for compliance with all applicable health, safety and environmental legislation. The University retains responsibility for any health, safety and environmental legal requirements where the duty holder is the owner of the premises.
  - 2.1.2. It is the responsibility of the Common Room to comply with the requirements of the Management of Health and Safety at Work Regulations to appoint one or more competent persons to assist them in complying with their health and safety obligations. The Common Room will appoint Durham University to fulfil this role.
  - 2.1.3. The Common Room, its employees, trustees and others acting on its behalf agree to co-operate fully and openly with the University in relation to health and safety matters.
  - 2.1.4. The first tier of Health and Safety advice and assistance under this arrangement will be the College management and, in particular, the College Health & Safety Coordinator, who has access to the University Health & Safety Service for further advice where necessary.
  - 2.1.5. The Common Room agrees to participate fully in the University and College health and safety arrangements and systems, and match or exceed for all of its activities the standards set in the University's Health and Safety Manual. For the avoidance of doubt the University's Health and Safety Manual is available on the University's Health and Safety Service web site (access to the website and the Health and Safety manual is acknowledged by the Common Room.)
  - 2.1.6. The Common Room is responsible for carrying out a suitable and sufficient assessment of the risks to health and safety arising from its activities, irrespective of whether said activities take place on or off University premises, and in accordance with the Management of Health and Safety at Work Regulations.
  - 2.1.7. The Common Room agrees not to carry out any activities either on or off the University's premises unless the need for a written risk assessment has been first discussed with the College Health and Safety Co-ordinator. Where a written risk assessment is required, the Common Room agrees not to carry out the activity until a suitable and sufficient risk assessment has been completed, agreed with the College Health and Safety Coordinator, and approved by the College Head.
  - 2.1.8. The University,

- 2.1.8.1. in connection with its own obligations to any of its employees or students who may from time to time be affected by the activities of Common Room, and,
- 2.1.8.2. in order to protect against reputational damage that may result from any failure of Common Room to adequately manage health and safety risks arising from its activities,
- 2.1.8.3. shall have the right to carry out such audits, inspections, investigations or other enquiries that the College Head or the Director of the University Health and Safety Service deems appropriate.
- 2.1.9. The Common Room agrees:-
  - 2.1.9.1. to provide access to equipment, documentation, records and staff;
  - 2.1.9.2. to co-operate at all times with the staff of the College and of the University Health and Safety Service;
  - 2.1.9.3. to promptly act upon any health and safety recommendations made by the College or University Health and Safety Service.
- 2.1.10 The University reserves the right to review its support to Common Room if, in the reasonable opinion of the Director of the University Health and Safety Service, health and safety management and performance falls to a standard that compromises the health, safety or welfare of its staff, students and/or the University's reputation.

### **3. Responsibilities**

- 3.1. The Board of Trustees recognises and accepts its responsibilities in providing a safe and healthy environment for all its employees.
- 3.2. The Board of Trustees delegates day to day responsibility for this to the JCR President who will provide volunteers with appropriate, support and advice and be responsible for reporting any serious incidents to the appropriate authority.
- 3.3. The JCR President is responsible for health and safety training, safe working practices and an annual review of risk assessments.
- 3.4. The St Cuthbert Society Facilities Manager is responsible for the health and safety of JCR activities held on site.
- 3.5. All members must conform to this policy and carry out their responsibilities, reporting any potential hazards accordingly.

### **4. Statement of Policy**

- 4.1. The JCR is committed to:
  - Providing adequate control of the health and safety risks arising from our work and activities;
  - Consulting with volunteers and employees on matters affecting their health and safety;
  - Providing and maintaining safe plant and equipment;
  - Ensuring safe handling and use of substances;
  - Providing information, instruction and supervision for employees;
  - Ensuring all volunteers and employees are competent to undertake their tasks, and provide them with adequate training;
  - Preventing accidents and cases of work-related ill health;
  - Maintaining safe and healthy working conditions; and
  - Reviewing and revising this policy as necessary at regular intervals.

### **5. Training**

- 5.1. The JCR is committed to ensuring that volunteers and employees receive appropriate training in health and safety matters to ensure that they are able to fulfil their responsibilities.
- 5.2. Supervisors will ascertain the training needs of their volunteers and this will be delivered in a timely fashion.
- 5.3. Durham University's Health and Safety Department and Durham Student's Union will be the preferred training provider wherever possible although other training providers will be used where necessary.

## **6. Reporting Accidents, Incidents and Near Misses**

- 6.1. Reports can be made by contacting St Cuthbert's Society's Facilities Manager and requesting a form, which should then be completed.
- 6.2. The form should be completed by the injured or affected person or person who witnessed the accident/incident/near-miss.
- 6.3. The JCR President or St Cuthbert's Society Facilities Manager will investigate each incident to establish the cause and put preventative measures in place, if necessary, to stop any reoccurrence.

## **7. First Aid**

- 7.1. First aid facilities and trained staff are available in college. Members should contact a porter to find out which trained staff are on site.

## **8. Manual Handling**

- 8.1. The Manual Handling Operations Regulations 1992 require that hazardous manual handling be avoided whenever it is reasonably practicable to do so. Where not possible, the regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest practicable level.
- 8.2. In order to reduce the risk of injury from manual handling, volunteers and employees must:
  - Identify manual handling operations that present a risk of injury;
  - Where practicable, avoid manual handling operations that present a risk of injury;
  - Report all incidents that result in musculoskeletal injury to volunteers and employees to Saint Cuthbert's Society and review risk assessments and systems of work in the light of such incidents;
  - Provide suitable information, manual handling training and supervision for all employees and volunteers engaged in manual handling tasks. All such training will be recorded, monitored, evaluated and reviewed.
  - Inform their supervisor if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
  - Not undertake any manual handling operation that they believe is beyond their capability.

## **9. Electrical Safety**

- 9.1. When using electrical equipment, volunteers and employees must:
  - Comply with the manufacturer's instructions;
  - Take care not to overload circuits;
  - Avoid the use of wall-mounted adapters because of the danger of damage to wall sockets caused by the weight of a "tree" of adapter(s) and plugs. If an adapter is required, a fused and switched strip adapter should be obtained;
  - Prevent trailing cables from becoming a hazard; they should be tucked away, lifted above or taped down;
  - Take care to avoid obstructing any air grill or fan outlet;

- Switch off all equipment at the appliance itself and at the wall socket at the end of the working day (unless designed to be left on permanently);
- All portable electrical equipment will be inspected and PAT tested annually by a college porter.

## **10. The Gyms**

- 10.1. All JCR members wishing to use the gyms must have completed health and safety training.
- 10.2. Members may only use the gym if more than one member is present at any one time.
- 10.3. The Gym Manager is responsible for regularly checking the gym equipment, ensuring that it is fit and safe for use. If there is no Gym Manager the JCR Facilities Manager will fulfil this function.

## **11. Drugs and Alcohol**

- 11.1. Drug and/or alcohol misuse can cause serious health problems and drug or alcohol abusers can be a hazard to themselves and others in the workplace.
- 11.2. The use of non-prescription drugs and/or alcohol whilst an employee or volunteer is at work is not permitted. An volunteer or employee found to be consuming alcohol or taking non-prescription drugs whilst at work could face disciplinary action under the JCR's disciplinary procedures.
- 11.3. Volunteers and employees should make themselves aware of the length of time that alcohol and/or drugs remain in a person's blood stream after consumption, and ensure that they are not under the influence of alcohol or drugs when they come into work.

## **12. Lone Working**

- 12.1. There are areas within St Cuthbert's Society where volunteers and employees may be required to work in isolation.
- 12.2. In the majority of cases this will be without significant risk (e.g. persons working alone in offices where appropriate safety precautions are in place).
- 12.3. However, there will be occasions when this is not so.
- 12.4. Working alone can introduce or accentuate hazards (e.g. lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, failure of services and supplies, etc.).
- 12.5. Lone working is intended to cover all work proposed to be undertaken alone where the risk to the lone worker may be increased either by the work itself, or by the lack of on-hand support should something go wrong.
- 12.6. Supervisors shall ensure that all lone working activities are formally identified and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise risks, as far as reasonably practicable.

## **13. Risk Assessments**

- 13.1. Risk assessments must be carried out when required or reasonably requested by the Saint Cuthbert's Society Facilities Manager.
- 13.2. The JCR president and Social Chair are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace or work practices are implemented.

## **14. Events and Entertainments**

14.1. Whilst the JCR does not operate a large entertainments venue, there are a number of large-scale events throughout the year, which the JCR is responsible for.

14.2. To ensure the health and safety of attendees to any such events the JCR will:

- Ensure that an adequate risk assessment is in place;
- Ensure that any external contractors provide details of their public liability insurance, PAT certificates and risk assessments for any activities and/or equipment they bring on site as well as completing a Service Provider or Mobile Catering Questionnaire as appropriate;
- Ensure that an emergency evacuation plan is in place for the event;
- Ensure that all necessary staff are involved in planning meetings regarding the event;
- Ensure that an appropriate number of trained staff are available at the event, i.e. first aid, security etc. These functions can be performed by JCR volunteers and employees, or by externally sourced providers;
- Ensure the Durham University Health and Safety Regulations are adhered to.

**This Health and Safety Policy has been approved by the JCR President and Trustee Board.**

Signed Tim Chapman

Signed Amy Kuner

Dated June 29<sup>th</sup> 2019

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**Chair, JCR Trust 2018-2019**

**JCR President 2018-19**