

STAFF SAFETY HANDBOOK

This Safety Handbook has been produced to provide staff (academic and non-academic staff) with Health and Safety information. It also includes information about your duties as a member of staff and it will help you to understand Health and Safety issues which affect you at Christ Church.

It contains the following:

- General Policy
- Organisation and responsibilities
- Staff responsibilities, rules and procedures

WHAT THE LAW REQUIRES

- Christ Church, under current legislation, has to have a written Health and Safety General Policy statement for the protection of all staff and others who may be affected by work activities. The Christ Church Health and Safety Policy and arrangements reflect its commitment to the provision of a safe working environment. We are legally required to identify the duties and responsibilities for staff who have a specific role in managing health and safety in our workplace.

We also have a responsibility and duty to ensure that staff are:

- aware of and understand the *Health and Safety General Policy*;
- aware of and understand the health and safety rules relating to their work;
- provided with adequate information, instruction, training and supervision;
- made aware of the significant risks associated with work activities and how they may affect others;
- provided with safe systems of work;
- provided with a safe and healthy working environment.

The policy is reviewed at regular intervals.

Staff are expected to sign a statement that they have read, understood, accepted and will follow all rules in this Safety Handbook and that they will keep themselves aware of any changes that might occur to working practices and/or the working environment. In addition to training and instruction to help staff to carry out work safely, other documents containing relevant health and safety information, will be provided as appropriate.

HEALTH AND SAFETY GENERAL POLICY STATEMENT

The Governing Body (GB) and the Dean and Chapter of Christ Church recognise that they have statutory obligations to ensure, as far as is reasonably practicable, that measures are taken to safeguard and promote the health and safety of staff, and that persons not in their employment are not exposed to risks which may arise from Christ Church's activities.

The GB and the Dean and Chapter of Christ Church resolve to: (i) provide and maintain equipment and systems of work which, as far as is reasonably practicable, are safe; (ii) provide such information, training and supervision as is necessary to achieve objectives and (iii) will provide such resources as may be necessary to enable all staff to meet their health and safety responsibilities.

For the satisfactory implementation of this policy, the commitment of all staff at Christ Church is necessary. It is a condition of employment that all staff cooperate by:

(a) following instructions as set out in the Safety Handbook and/or notices displayed on Christ Church premises;

(b) complying with any code of practice, guidance or instruction which may apply to working processes or the workplace;

(c) taking reasonable care for the health and safety of themselves and of persons who may be affected by their acts or omissions at work.

The GB and the Dean and Chapter stress their commitment to health and safety to the extent that, where disregard of safe working practice by a senior member or member of staff puts the health and safety of him/herself or any other person seriously at risk, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

This policy has been approved by GB and signed by the Dean. It is reviewed on a regular basis.

Key Personnel Health and Safety Responsibilities

Introduction

Health and safety legislation places specific duties on employers to make arrangements to protect the health, safety and welfare of their staff and others (such as visitors and contractors) that might be affected by their undertakings.

To help comply with these duties Christ Church has assigned specific health and safety responsibilities to key personnel (college officers, managers and supervisors). In addition, we have a Health and Safety management system that includes:

- the Christ Church Health and Safety Policy;
- safety responsibilities for key personnel;
- safety arrangements to deal with health and safety issues in the Christ Church workplace;
- risk assessments;
- procedures to deal with emergencies;
- staff safety rules;
- additional information such as documented safe systems of work. Specific safety rules and fire precautions are also provided.

Other information provided to help staff with health and safety issues includes:

- the health and safety law poster (displayed on notice boards);
- the employer's liability insurance certificate (displayed on notice boards);
- health and safety literature and information leaflets;
- appropriate safety information and the significant findings of risk assessments;
- information relating to safe systems of work.

LEGAL RESPONSIBILITIES FOR STAFF OF CHRIST CHURCH

This section of the Safety Handbook outlines some of the general health and safety rules. There may be other more specific procedures about how to carry out specific tasks and working practices for which training and instruction will be provided.

As a member of staff at Christ Church you have a legal duty to take reasonable care of yourself and others and to co-operate with those who manage all aspects of health and safety.

It should be remembered that a breach of health and safety legislation by staff may constitute a criminal offence and action may be taken by the Enforcing Authority.

Staff must:

1. Co-operate with and follow all emergency arrangements.
2. Report all accidents, near misses or damage to equipment and property as soon as possible.
3. Co-operate and assist with any accident/ incident investigations when asked.
4. Refrain from deliberate interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of equipment safety guards or safety devices and unauthorised alteration or repair of equipment.
5. Carry out tasks in a safe manner and follow any instructions or safe systems of work provided by supervisors, managers and/or college officers.
6. Report any hazard or hazardous situation to the person in charge as soon as possible.
7. Ensure that any personal protective equipment that is provided is worn as directed, kept clean, maintained and stored in the correct manner.
8. Attend relevant health and safety training;
9. Only undertake tasks (including manual handling tasks), operate equipment or use hazardous substances for which training and authorisation have been given;
10. Use the correct tools provided at work;
11. Use all work equipment, including the cleaning of equipment, in accordance with the training and instructions provided;
12. Ensure that all equipment used is in a safe condition and report any fault, damage, defect or malfunction in any equipment to the appropriate supervisor, manager or college officer immediately or as soon as reasonably practicable;
13. Not undertake repairs to any work equipment unless trained and authorised to do so;
14. Not leave equipment, for example, catering, gardening or building equipment switched on without someone in control of the equipment;
15. Use any hazardous substance in accordance with written assessments and instructions;
16. Store all hazardous, inflammable or explosive substances, that are not in use, correctly in their designated safe storage areas;
17. Wear Personal Protective Equipment(PPE) as specified where appropriate;
18. Not enter unauthorised areas;

19. Maintain good housekeeping at all times, keeping all areas clean and tidy; spillages within work areas must be cleared up as soon as possible and any hazardous conditions that exist must be reported to the appropriate supervisor, manager or college officer;
20. Not allow hazardous substances to enter drains or sewers;
21. Dispose of all rubbish and waste materials as instructed and dispose of, in a safe and approved manner., waste hazardous substances (such as broken fluorescent light bulbs and needles);
22. Report all accidents, incidents, hazards and near misses to the person in charge as soon as possible after an incident;
23. Not obstruct pedestrian or vehicle traffic routes;
24. Not smoke in the workplace;
25. Abide by the 'Drugs and Alcohol Policy'.

Staff under 18 years old must not operate or clean certain dangerous machinery unless under direct supervision.

HAZARD REPORTING

Christ Church has implemented arrangements to encourage staff to report to the person in charge, hazards, unsafe conditions and practices that may affect them or others in order to reduce the possibility of injury or illness at work.

Hazards should be reported to the appropriate supervisor, manager or college officer. Christ Church encourages participation, so that defects or hazards can be quickly identified and remedied.

CONSULTATION

To encourage staff involvement in the health and safety of the organization, Christ Church provides opportunities for consultation with its staff through various channels. If you have any health and safety concerns please raise them with the appropriate supervisor, manager or college officer.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- risk assessments and subsequent safe systems of work;
- workplace hazards;
- emergency procedures;
- new working practices or new equipment;
- workplace welfare issues

OCCUPATIONAL HEALTH

Hazards that have the potential to harm staff, or anyone connected with Christ Church's operations, are identified in risk assessments.

Where appropriate, occupational health needs will be identified through the risk assessment process. Suitable control measures will be implemented and, where necessary, occupational health services will be provided. Staff will be informed of any requirement to take part in health monitoring. Christ Church anticipates that staff will cooperate by attending for health monitoring should this be deemed necessary. Results of such monitoring will be confidential.

RISK ASSESSMENTS

Christ Church carries out risk assessments to reduce the risk of injury and ill health, and identify:

- significant hazards to which staff may be exposed;
- who could be harmed and how;
- identifying existing control measures;
- the likelihood of someone being harmed by the hazard;
- what (if any) further actions are required;
- appropriate safe systems of work and necessary training.

For further information on the completion of risk assessments and to view those relevant to specific roles please speak to the appropriate manager or college officer.

SAFETY RECORDS

Christ Church keeps records of health and safety management actions and of inspections of plant and equipment as required by law; Staff may see records by asking the appropriate manager or college officer.

Accident Procedures

Staff are expected to report to the appropriate supervisor, manager or college officer:

1. all injuries suffered at work (however minor) and enter details in the Accident Book.
2. all accidents, incidents, near misses and dangerous occurrences immediately.
3. all instances of damage to any property or articles immediately.

Fire Precautions

Staff must:

1. report any use or misuse of fire-fighting equipment to the appropriate supervisor, manager or college officer.
2. not attempt to fight fires unless trained to do so.
3. comply with all established emergency procedures.

4. not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.
5. not interfere with or misuse any fire equipment provided.
6. keep fire doors closed at all times, unless fitted with an automatic release device.

Health

Staff must:

1. report to an appropriate manager or college officer any medical condition or use of medication which could affect their safety or the safety of others.
2. cooperate with Christ Church's health monitoring provisions.
3. inform the appropriate manager or college officer, as soon as possible, if they are pregnant.
4. report to the appropriate manager or college officer any instances of illness that could compromise food safety and or other people's wellbeing. This includes;
 - diarrhoea, sickness (vomiting) and other stomach disorders
 - any discharge from the eyes, ears or nose or a sore throat
 - any septic skin condition such as sores, boils, septic cuts etc.
 - any other infection.
5. not attend work under the influence of either alcohol or illegal drugs.

Hygiene

Staff must:

1. maintain high standards of personal hygiene at all times when at work.
2. protect all open wounds with a suitable dressing, whilst at work.
3. not consume food or drinks in a place where they may become contaminated.

Hazard and Warning Signs and Notices

Staff must comply with all workplace warning signs and notices displayed.

Vehicles

Staff have a responsibility to ensure that:

1. regular safety checks are carried out on all work vehicles.
2. work vehicles are only driven or operated with prior approval.
3. unauthorised passengers are not permitted in work vehicles.
4. work vehicles are not used for unauthorised purposes.
5. work vehicles are not overloaded.
6. any medical condition that could affect their ability to drive is reported immediately to the relevant manager or college officer.

7. mobile telephones are not used whilst driving.
8. The following documents are provided when using their own vehicles on college business:-
 - a full current EU driving licence
 - proof the vehicle is taxed and insured for business use
 - proof the vehicle has been properly serviced and has a valid MOT.

Protective Clothing and Equipment

Staff must:

1. use all personal protective equipment as instructed.
2. not damage or misuse personal protective equipment.
3. store personal protective equipment correctly.
4. inform the appropriate manager or college officer of any personal protective equipment defects or loss.

Gross Misconduct

Staff will be liable to summary dismissal if they are found to have acted in either of the following ways:

- serious breaches of these health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
- interference with or misuse of any equipment for use at work, such that it may cause harm.

STAFF SAFETY HANDBOOK - RECEIPT AND UNDERTAKING

Please read the notes below and then sign and date this form

Information

We have developed a Health and Safety Policy for Christ Church and a Staff' Safety Handbook setting out information about how the safety policy and arrangements affect staff.

Please sign this page and hand it to the appropriate manager or college officer to confirm that you have read and understood the details within the handbook as they affect you.

The complete Health and Safety Policy is available should you wish to examine it. Managers and/or college officers will arrange for it to be made available on request.

Acknowledgement of receipt

I have read the Christ Church Staff Safety Handbook and understand the contents. I accept and will comply with the requirements so forming part of my contract of employment. I will keep myself aware of its contents and any updates of which I am made aware.

Signature:

Name:

Date:

Department:

Note: By law, an Employer must make available to staff relevant health and safety information regarding policies, procedures and safe working systems. Staff are obliged, by law, to follow safety rules, procedures and instructions and should confirm that they understand these matters. In the event of refusal to sign this document, arrangements will be made to have the contents read to you and a confirmation of this will be signed and dated by the appropriate manager or college officer.