St Peter's College

Statement of Safety Organisation

As Master of St Peter’s College, I am responsible for ensuring compliance with the Health & Safety at Work Act. My responsibilities are set out in Annex A; some of these responsibilities have been delegated to others as set out below.

1. PREAMBLE

This statement of safety organisation covers the following elements of St Peter’s College:

- The main site on New Inn Hall Street, Oxford.
- The student accommodation annex at St George’s Gate.
- The student accommodation annex at St Thomas’ Street.
- The student accommodation annex at Paradise Street.
- The offices located in the Old Probate Office Building, New Road, Oxford.
- The accommodation store situated at Stone Barn (aka Mattingley Barn), Stratton Audley, Bicester.

From time to time, the College will support groups of students working off-site. This excludes those whose other place of work is in one of the University’s departments eg science laboratories where health and safety is a departmental responsibility. Separate provision will be put in place for those groups working off-site to reflect the College’s duty of care towards those individuals.

The College will also have a duty of care towards all visitors, contractors, temporary occupants of College accommodation (bed & breakfast) and those using College accommodation as part of additional educational activity eg conferences and summer schools.

2. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities. The responsibilities listed in Annex A are delegated to supervisors for areas under their control; the duties of supervisors are to be found at Annex B.

As it is my duty to ensure adherence to the Health and Safety at Work Act, I instruct every employee with a supervisory role to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Bursar of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me or the Bursar and such employees and other persons as are affected. Deputising arrangements must be in accordance with College Policy.

The following employees have executive responsibility throughout the College for ensuring compliance with the relevant part of the College’s Safety Policy:
Overall responsibility

Mr James Graham  Bursar

Management responsibility

All College accommodation  Domestic Bursar
Kitchens and Catering including
environmental health in those areas  Mr C Purvis
Managing Chef

Fire safety  Ms Lidia Hemmings
Pressure vessels  Ms Lidia Hemmings

H&S Training Courses  Mrs Ann Lodge
Display Screen Equipment (DSE) assessment  Bursar
Portable Appliance Testing (PAT)  Bursar
Housekeeping (Scouts)  Ms Tracey Pullen

3. ADVISORY RESPONSIBILITY FOR SAFETY

The College makes use of the following advisory services:

General Safety

a. University Safety Office either directly to one of the specialist advisers or to the website where a number of University health and safety policy statements can be found.

b. Peninsula Business Services Ltd, contact Mr Colin Beall, Business Safety Consultant Tel 0789 603 6298 (m) or 0844 892 2773 (l).

Fire Safety

Colleges’ Fire Adviser  Mr Stuart Smith  0781 200 5054

College Safety Working Group

In addition to the above arrangements I have set up a College Safety Working Group, whose functions are set out in its Terms of Reference at Annex C.

4. OTHER SAFETY FUNCTIONS

First Aid

Members of staff or the College trained in first aid and the locations of first aid facilities are listed at Annex D.

Accident and Incident Reporting

Mrs Ann Lodge is responsible for keeping completed accident/incident report forms and for ensuring accidents are reported promptly to the Bursar or me. Accident report forms are kept in the College Lodge.
Display Screen Assessments

College employees who are categorised as users of DSE (and see the College’s policy for DSE) are advised to undertake self-assessment.

Manual Handling Assessor

Mr Roger Hall is appointed as the manual handling assessor for the College.

5. INDIVIDUAL RESPONSIBILITY

All College employees, all students and all other persons entering onto the College's premises, or who are involved in College activities, have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of the College’s Health and Safety Policy.

Individuals must, where and when applicable

(a) Make sure that their work is carried out in accordance with College Safety Policy.

(b) Protect themselves and others by properly using any safety equipment or devices provided.

(c) Protect themselves by wearing any personal protective equipment that is required correctly.

(d) Obey all instructions emanating from the Master of the College, or his delegated representative, in respect of health and safety.

(e) Warn me and the Bursar, Mr James Graham, of any significant new hazards to be introduced to the College, or of newly identified significant risks found on the premises or in existing procedures.

(f) Ensure that their visitors, including contractors, have a named contact within the College with whom to liaise.

(g) Attend training where managers identify it as necessary for health and safety.

(h) Register and attend for health surveillance with the Occupational Health Service when required by College Safety Policy.

(i) Report all fires, incidents, and accidents immediately to Mr Christopher Scotcher or Mrs Ann Lodge in his absence.

(j) Familiarise themselves with the location of fire fighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should:

(a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.

(b) Offer any advice and suggestions that they think may improve health and safety.
(c) Note that University Policy Statements, which are useful guides, are available on the web at http://www.admin.ox.ac.uk/safety/policy-statements/.

6 SPECIFIC SIGNIFICANT RISKS

None have been identified as at the date of signature.

Mr Mark Damazer CBE
Master
St Peter’s College

Date: 20/9/13

11 September 2013

Annexes:

A. Master of St Peter’s College – Responsibilities with respect to Health & Safety.
B. Duties of Supervisors.
C. St Peter’s College Safety Working Group – Terms of Reference.
D. Qualified First Aiders at St Peter’s College
Master of St Peter’s College – Responsibilities with Respect to Health & Safety

It is my responsibility, as Master of St Peter’s College, directly or through written delegation:

1. To ensure adherence to the College’s Health and Safety Policy and to ensure that sufficient resources are made available for this.

2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for employees, students, contractors, and other visitors, and to strive for continuous improvements in performance.

3. To carry out general and specific risk assessments as required by health and safety legislation.

4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.

5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.

6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.

7. To ensure all appropriate action is taken before any significant hazards are introduced or when significant hazards are newly identified.
Duties of Supervisors

General

Be conversant with relevant College safety policies and local rules.

Consider the health and safety implications of any new work.

Ensure that staff are registered with the Occupational Health Service where necessary and that they attend health surveillance appointments when required.

Ensure proper and timely disposal of waste materials and equipment.

Ensure compliance with College policy regarding the handover of workspace to other parties.

Training and supervision

Ensure that staff, students or visiting workers for whom they are responsible receive suitable induction training and information about emergency procedures.

Ensure that those under supervision have received training appropriate to their needs; ensure that safety considerations are integrated into this training and that records are kept of this training.

Ensure that visitors are suitably supervised.

Ensure that contractors are given appropriate safety induction and that their activities are monitored.

Risk assessment

Ensure that risk assessments have been made and the safety provisions relating to the work have been discussed with those doing it.

Monitoring and review

Monitor compliance with risk assessments and enforce the specified control measures.

Review risk assessments and control measures to ensure that they remain valid and ensure that relevant safety documentation is readily available for reference.

Monitor the work environment, identify and correct hazardous conditions, and ensure that equipment is safe and well maintained, and any necessary repairs are undertaken promptly.

Investigate accidents or incidents and revise risk assessments where necessary.

Ensure that the necessary actions arising from inspections, reviews or accident/incident investigations are implemented promptly.
St Peter’s College Safety Working Group
Terms of Reference

1. The College will have a Safety Working Group comprising the following members of staff:

   Members
   Bursar
   Domestic Bursar
   Facilities Officer
   HR Officer
   Chairman
   Deputy Chairman
   Secretary (pro tem)

   Representatives
   IT Manager
   Managing Chef
   Fellows’ Secretary
   Hall Supervisor
   Head of Maintenance
   Head Housekeeper
   Lodge Supervisor
   President JCR
   President MCR

2. Purpose. The purpose of the WG is to receive and discuss issues of health and safety as they affect the daily activities of the College, direct actions as appropriate and note such matters as changes in policy, information on incidents and accidents, taking action as required.

3. Frequency of Meetings. The WG is to meet regularly once a term as convened by the Bursar; the Members may meet during the summer break if a situation dictates.

4. Agenda. As follows:
   Apologies
   Minutes of the previous meeting
   Matters Arising and Unfinished Business
   Accidents and Incidents since the last meeting
   New Hazards
   Reports:
       General Safety
       Fire officer
       PAT
       DSE
   Any Other Business
   Date of the next meeting

5. Review. These terms of reference are to be reviewed annually.
QUALIFIED FIRST AIDERS WITHIN ST PETER’S COLLEGE

College Nurse:- Term time (St.1V/Surgery)
Mon/Thurs/Fri 11.00 to 13.00; Tues/Weds 13.00-15.00
Tel:  (2) 78887

Paul Irons, Lodge Supervisor (Lodge)
Tel:  (2) 78900

Ernie Crawford, Lodge Porter (Lodge)
Tel:  (2) 78900

Lee Garvey, Lodge Porter (Lodge)
Tel:  (2) 78900

Neville Pimm, Lodge Porter (Lodge)
Tel:  (2) 78900

Andrew Shell, Lodge Porter (Lodge)
Tel:  (2) 78900

Alice Wilby, Schools Liaison Officer (Besse)
Tel:  (6) 14699

Slawomir Kisiel, Hall Supervisor (Hall)
Tel:  (2) 88525

Grant Heaver, Team Leader (Hall)
Tel:  (2) 28520

Wendy Jones, Senior Assistant (Hall)
Tel:  (2) 28520

Hugh Marques, Second Chef (Kitchen)
Tel:  (2) 78854

Juan Ferreira, Kitchen Assistant (Kitchen)
Tel:  (2) 78854

Martin Townsend, Storeman (Kitchen)
Tel:  (2) 78854

Gareth Hathaway, Maintenance Assistant (Besse Basement)
Tel:  07816 278122
Tracey Pullen, Housekeeper (Besse Basement)
Tel 07836 686885

Natasha Simonsen, Junior Dean (IV/18)
Tel: (2) 78904 or 07789 602836

Richard Stebbing, Assistant Junior Dean (New building 43/44)
Tel: (2) 78903 or 07826 436792

Chris Jones, Senior Welfare Officer (IV/16)
Tel: (2) 78892 or 07969 508472

Roosmarijn de Geus, Junior Welfare Officer (IV/17)
Tel: (2) 78944 or 07969 508490

Calvin Fereday, Warden St Georges Gate
Tel: 07986 039841
Ryan Kemp, Warden St Thomas Street
Tel: 07900 354656

Samuel Lecacheur, Warden Paradise Street
Tel: 07732 185027