

Corpus Christi College Health and Safety Policy Statement

1. In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations (and all other relevant legislation), it is **Corpus Christi College** policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College staff, students, visitors, contractors' staff and members of the public who are, or may be, affected by our activities.
2. The **Governing Body** of the College bears the legal responsibility for all matters of health, safety and welfare within College and ensures that statutory requirements are met and appropriate standards applied through specialist College officers. The executive authority for the development and implementation of the health and safety policy is delegated to **the Domus Bursar**. It is a core management function and must be integrated into all other management policies and practices, including planning.
3. The College will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with employee (and student) safety representatives. This function will be carried out by the **Executive Body**, in conjunction with the monitoring of policy implementation, and consultation on all matters affecting the health and safety of staff and students.
4. The management of Health and Safety is an integral part of good management at all levels of College organisation. This includes the provision of:
 - a. Safe and healthy working conditions.
 - b. Arrangement for the operation, design and maintenance of safe systems of work.
 - c. Properly maintained and guarded machinery.
 - d. Information, instruction, training, and supervision appropriate to College activities.
 - e. Arrangements for consultation with staff and their representation on relevant committees dealing with health and safety matters.
5. **Heads of Department are responsible through their College Officers to the Master** for the proper implementation of health and safety policies and procedures in their respective areas and compliance with College and statutory requirements and for achieving standards above the legal minimum acceptable level for risk management and control. Therefore, health and safety performance will be measured regularly by means of an auditing programme, to check that policies and practices are effective in driving progressive improvements in safety management.
6. By assessing capabilities and providing training as appropriate, the College will ensure that that all members of staff are competent to carry out their work without risk to themselves or others, and that those staff who manage or supervise others are aware of relevant legislation and good practices, in order to manage health and safety effectively.
7. All College employees have a responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules, and work safely in accordance with any instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to the appropriate managers without delay.

8. All students will receive written guidance on health and safety matters and will receive specific instruction as appropriate.

9. All students taking part in College controlled activities must take care of their own health and safety and that of others. They must comply with legislation, College policies and rules, and instructions from staff, and report hazards or dangerous situations to *the Duty Porter* who will inform the *Head Porter*.

10. Visitors (including contractors) are required to comply with legislation, and with College policy and rules, and report any problems to the **Duty Porter**. The **Duty Porter** will take any necessary immediate action and report the incident to the **Head Porter**.

Where a Contractor has been appointed by the College, they should also report the problem to the relevant Head of Department.

11. This policy statement is issued to all staff and students and will be subject to periodic review in the light of experience and developments in national health and safety legislation.

Approved by the Governing Body on 6 February 2023.