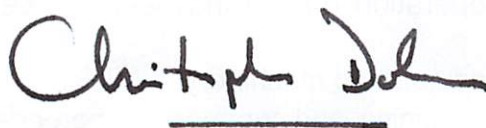


## St John's College, Cambridge Health and Safety Policy Statement

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 1999 (and all other relevant legislation), it is College policy to meet all statutory requirements relating to health and safety. The College will apply the appropriate standards to ensure the health, safety and welfare of all College Fellows, junior members, staff, visitors, contractors and members of the public who are, or may be, affected by our activities.
2. The College recognises its duty to ensure the safety and welfare of the choristers and probationers whilst in the care of the College in accordance with current statutory requirements in force for the care of children whilst in an educational establishment.
3. The Council of the College bears the legal responsibility for all matters of health, safety and welfare within the 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 Domestic Bursar as the Health and Safety Officer. It is a core management function and must be integrated into all other management policies and practices, including planning.
4. 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 Health and Safety Committee, in conjunction with the monitoring of policy implementation, and consultation on all matters affecting the health and safety of Fellows, junior members and staff.
5. The management of Health and Safety is an integral part of good management at all levels of College organisation. This includes the provision of:
  - Safe and healthy working conditions.
  - Arrangements for the operation, design and maintenance of safe systems of work.
  - Properly maintained and guarded machinery.
  - Information, instruction, training, and supervision appropriate to College activities.
  - Arrangements for consultation with Fellows, junior members and staff and their representation on relevant committees dealing with health and safety matters.
  - Arrangements for the management of visitors and outside contractors

6. Heads of Department are responsible for the proper implementation of health and safety practices, procedures and risk assessments. Heads of Department are responsible for compliance with College and statutory requirements in the management and control of risk. Health and Safety audits will be undertaken on an annual basis in line with the updating of risk assessments or as determined by the Health and Safety Committee.
7. By assessing capabilities and providing training as appropriate, the College will ensure 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.
8. 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 in line with College policy.
9. All junior members will receive written guidance on health and safety matters and will receive specific instruction as appropriate.
10. All junior members 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. Accidents and incidents must be reported to a member of staff who will take immediate action if possible to mitigate the risk and then ensure the matter is reported, recorded and investigated as per College policy.
11. This policy statement will be subject to periodic review in the light of experience and developments in national health and safety legislation and needs to be read in conjunction with the College's Health and Safety policy.

Signed:



Professor CM Dobson  
Master

Date:

19 / 6 / 18