



Jesus College takes all reasonable steps to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. The College's objective is to minimise the number of instances of accidents and illnesses in College and to achieve an accident free workplace. All employees will be provided with the necessary safe and healthy working conditions, equipment and systems of work and adequate information, training, instruction and supervision to ensure this.

The College also undertakes to operate with due regard to the health and safety of students, visitors and contractors.

All reasonable steps will be taken to ensure that risks inherent with the workplace are identified and that all reasonable steps will be taken to eliminate them. In order to achieve this it is important that everyone takes a full part in the process of managing health and safety in the College. All college staff are expected to make themselves familiar with the health and safety policy and associated procedures. All supervisors or line managers have an additional responsibility to ensure that health and safety standards are maintained at all times in their areas of responsibility. Employees must take all reasonable steps to ensure that they are not endangering themselves or others through their activities.

This policy will be reviewed yearly or when any major changes are implemented and employees will be advised of any changes.

This policy was approved by the College Council on 09 Nov 2009.

Signed:            Signed on Original

Name:            Professor I. H. White

Position:        Master

Date:            11th November 2016



Ensuring the College complies with all health and safety legislation as far as is reasonably practicable.

Reporting major accidents or health and safety deficiencies to the College Council.

Liaising with external agencies such as the Health and Safety Executive (HSE) or City Council Officers (Fire Officer and Environmental Health Officer).

Submitting a report yearly to the College Council outlining accident statistics and the state of occupational health and safety in general.

Ensuring all staff receive appropriate health and safety training for their specific tasks and for emergency situations.

Ensuring that risk assessments are undertaken as appropriate by line managers.

Ensuring that suitable induction programmes are in place for all new members of staff.

Ensuring that the College has sufficient fire alarm detection and firefighting equipment and those systems are adequately maintained.

Ensuring that all accidents and near misses are reported and investigated promptly and correctly.

Submitting to the Domestic Bursar, yearly, a report outlining accident statistics and the state of health and safety in general.



Any member of the College community discovering a health or safety problem which they cannot correct must inform (as applicable) the Head Porter, their immediate superior or contact the appropriate responsible person named above. In cases where this is not convenient or a problem occurs outside normal office hours









Back Pain and Work Related Upper Limb Disorders

Accident Reporting Procedure

Working at Height

Visitors and Contractors

G. F. Appleby

November 2016