



College of Humanities

COLLEGE HEALTH & SAFETY POLICY

A. Policy

The College Dean :-

1. Recognises and accepts his/her responsibility for providing a safe and healthy workplace and work environment for College staff and others* who may be affected by College activities.
2. Undertakes to comply with all statutory health and safety requirements.
3. Wishes to adopt all other reasonably practicable means to eliminate hazards and reduce the risk of injury to College staff and others* and the risk of damage to its property.
4. Will ensure that resources are made available, as far as is reasonably practicable, to provide:-
 - (a) plant, equipment and systems of work that are safe and without risks to health;
 - (b) safe arrangements for the use, handling, storage and transport of articles and substances;
 - (c) a safe place of work with safe access to it and safe egress from it;
 - (d) a healthy working environment;
 - (e) adequate welfare facilities and arrangements;
 - (f) sufficient information, instruction, training and supervision to ensure all College members are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards.

[* Others = students, contractors, visitors, and the public]

B. Arrangements

The College Dean will:-

1. Nominate staff within the College to carry out health & safety duties and responsibilities. (Appendix (a));
2. Delegate the duty to implement the College's health and safety policy and the

management of health and safety within the College, via the **College Manager** to the **Assistant College Manager (ACM, Infrastructure & Technical Services)**. (Appendix (b));

3. Establish Health and Safety Groups for Disciplines with *enhanced* health & safety hazards. (See Appendix (c)) :-

College of Engineering, Mathematics & Physical Science (CEMPS)

- Engineering, Computing Science and Mathematics
- Physics
- Camborne School of Mines

College of Life & Environmental Sciences (CLES)

- Biosciences
- Geography
- Psychology
- Sports & Health Science

College of Humanities

- Archaeology

4. Seek, receive and act on health and safety advice from the University Health & Safety Office and other members of the University (with health & safety responsibilities) as appropriate; and
5. Delegate any further health and safety tasks as may be necessary.

C. Health and safety responsibilities of other members of the College:

- (a) **Directors of Building** (see Appendix (e))

- (b) **Supervisory Staff**

Supervisors are responsible for statutory compliance in their areas of responsibility, eg of technical staff, students, etc.

- (c) **All Other Staff**

All other staff (including those with health and safety advisory responsibilities) have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety.

- (d) **Students**

Although students are not employees of the University, the University and the College has a duty of care towards them. Thus, they are offered the same health and safety protection as employees and are, in return, required to comply with the University's arrangements for health and safety.

- (e) **Contractors, Visitors and Members of the Public**

Similarly, the University and College owes a duty of care towards contractors, visitors and members of the public who may be affected by its activities. The University arrangements for health and safety will ensure that contractors, visitors and members of the public are exposed to the lowest reasonably practicable risk of injury.

Signed:- _____

Professor Nick Kaye

Dean of the College of Humanities

Appendices:-

- Appendix (a): Nominated staff with health and safety duties & responsibilities.
- Appendix (b): Duties of the Assistant College Manager (Infrastructure and Technical Services).
- Appendix (c): Discipline Health & Safety Groups
- Appendix (d): Duties of the Director of Building.
- Appendix (e) College Health and Safety Management

Appendix (a): Nominated staff with health and safety duties & responsibilities

Title	Name	Ext	e-mail address
Dean of College	Nick Kaye	4529	N.Kaye@
College Manager	Ariel Edge	2167	A.Edge@
Assistant College Manager (Infrastructure & Technical Services)	Gary Stringer	4279	G.B.Stringer@
HoD (Archaeology)	Alan Outram	4398	A.K.Outram@
Discipline H&S Coordinator	Mike Rouillard	4359	M.J.Rouillard@
Directors of Buildings			
Director of Queen's Bldg.	Gary Stringer	4279	G.B.Stringer@
Director of Thornlea Complex	Gary Stringer	4279	G.B.Stringer@
	Jon Primrose	4585	J.G.Primrose@
Director of Amory Building	Gary Stringer	4279	G.B.Stringer@
	<i>Joanna Lunnon (CSSIS)</i>	<i>4707</i>	<i>J.M.Lunnon@</i>
	<i>David Salway (CLES)</i>	<i>3798</i>	<i>D.M.Salway@</i>
Director of Laver Building	Gary Stringer	4279	G.B.Stringer@
	Alan Outram	4398	A.K.Outram@
First Aiders			
First Aider (<i>Queen's</i>)	Jill Collins	5300	J.M.Collins@
	Nela Kapelan	4341	N.Kapelan@
	Adam Austin	5304	A.Austin@
	Catherine Bell	5323	C.Bell@
	<i>Paul Adams (Safety)</i>	<i>5341</i>	<i>P.H.Adams@</i>
First Aider (<i>Amory</i>)	<i>Audrey Cowlard (CSSIS)</i>	<i>3301</i>	<i>A.J.Cowlard@</i>
	<i>Sharon Bellem (CSSIS)</i>	<i>2672</i>	<i>S.J.Bellem@</i>
	<i>Angela Elliott (CLES)</i>	<i>3321</i>	<i>A.H.Elliott@</i>
	<i>Hilary Norris (AS)</i>	<i>3356</i>	<i>H.C.Norris@</i>
First Aider (<i>Thornlea</i>)	Jon Primrose	4585	J.G.Primrose@
	Andy Yarwood	4599	A.M.V.Yarwood@
	Chris Mearing	4599	C.J.Mearing@
First Aider (<i>Archaeology, Laver</i>)	* see note below		

Names in italics are not part of the College of Humanities

* A number of Archaeology academic and technical staff are trained in field first aid, training provided by ITC First Aid.

Appendix (b):

Duties of the Assistant College Manager (Infrastructure and Technical Services)*.

The ACM (I&TS) will:

- be familiar with both the University's and the College's health and safety policies;
- advise members of the College on matters of occupational health & safety;
- advise the College Dean on the formulation and revision of College health & safety policy and procedures;
- act with the delegated authority of the College Dean in h&s matters of urgency;
- liaise with the University Head of Health & Safety, members of the Health & Safety Office and other staff with health & safety responsibilities;
- be a member and attend meetings of the University Health & Safety Committee;
- Chair meetings of the Discipline Health and Safety Groups;
- ensure that accidents and incidents are reported and investigated;
- disseminate health and safety information to staff and students as appropriate;
- ensure that new members of the College receive adequate induction with respect to health & safety;
- identify members of the College for specific health and safety training and occupational health surveillance as appropriate;
- monitor the College such that:
 - a high standard of housekeeping is maintained;
 - adequate precautions are taken regarding any existing or new hazard;
 - plant, equipment and processes are maintained as required by statutory provisions;
 - staff and students are suitably instructed and trained;
 - adequate health and safety records are maintained;
 - written assessments of risk are carried out and reviewed as required by relevant statutory provision (eg the Control of Substances Hazardous to Health Regulations (1999));
 - personal protective equipment needs are assessed and suitable equipment is available and used;
 - emergency safety equipment (eg first aid boxes, fire extinguishers) are in place and maintained; and
- carry out any other health and safety duties that may be assigned by the College Dean.
- report back to the College Manager

Appendix (c): Discipline Health & Safety Groups

Colleges with disciplines that include enhanced hazards have Discipline Health & Safety Groups.

Discipline H&S Group	College of Engineering, Mathematics & Physical Sciences
One	Engineering, Computing Science & Mathematics
Two	Physics
Three	Camborne School of Mines ⁽¹⁾
	Life & Environmental Sciences
Four	Biosciences ⁽²⁾
<i>Sub Group Four</i>	<i>Genetic Modification Safety</i>
Five	Geography
Six	Psychology
Seven	Sports & Health Science
	Humanities
Eight	Archaeology

Notes:- (1) CSM: H&S issues covered by the University of Exeter in Cornwall (UoEC) Safety Group

(2) Biosciences in Cornwall: H&S issues covered by the University of Exeter in Cornwall (UoEC) Safety Group

Terms of Reference

- To meet termly.
- To discuss health and safety matters within the discipline and, if necessary, forward these for consideration by College Risk Management Committee.
- Conduct or co-ordinate systematic health and safety inspections and accident investigations to identify unsafe or unhealthy working conditions or work practices, and monitor to ensure that preventative action is recommended and pursued.

Membership

Chair: Assistant College Manager (Infrastructure and Technical Services)
Mr. Gary Stringer

Discipline Health & Safety Co-ordinator
Mr. Mike Rouillard

Academic staff representative
Prof. Alan Outram

Technical Staff representative
(Mr. Mike Rouillard)

Student representative
TBA

Appendix (d): Duties of the Director of Building.

The University appoints a Director of Building for each of its buildings. Where a building is used wholly by a single College, the Director of Building is normally the Head of Discipline.

Where the building is shared by more than one College the Director of Building is normally a third party and is responsible solely for communal areas of the building. These areas are agreed with the appropriate College Deans:

Directors of Building will ensure that:

- no activities are carried out in the building which expose the occupants to an enhanced risk of injury;
- structural defects are promptly reported thereby reducing the risk of damage or injury;
- the fire safety measures are in place and any defects are promptly reported; and
- a fire evacuation drill is carried out on an annual basis.

