Heythrop College
Health and Safety
Policy and Procedures

May 2014

Contents

<u>Appendices</u>

HEYTHROP COLLEGE HEALTH AND SAFETY POLICY STATEMENT

Heythrop College is committed to providing a safe and healthy environment for its staff, students and visitors. This policy has been produced in order to outline the responsibilities for implementing health and safety procedures in the College.

In producing this document, the college has ensured that appropriate steps have been taken to comply with the Health and Safety at Work Act 1974, and the Health and Safety at Work Regulations 1992. The summary of the policy is therefore as follows:

a) The Principal accepts overall responsibility for all health, safety and welfare matters at the College, and is therefore accountable to the Governing Body for ensuring that all aspects of the policy are implemented.
b) Implementation of the policy will be done through the College's management structure.
c) The College will make financial, material and human resources available, where necessary, and as far as is reasonably practicable, to ensure that the health and safety of staff, students and visitors are not compromised in any way. This will include resources for training as well as equipment.
d) In order to ensure that all areas of operation carry out their duties safely, all staff, students, and visitors to the College will be given information, instruction and training when required.
e) Issues relating to health, safety and welfare will be adequately addressed by competent members of staff within the College; where this is necessary, assistance or consultation will be sought from specialists outside the College.
f) Health and safety is the responsibility of all staff working at the College: each individual has a legal obligation to take reasonable care of his or her own health and safety and that of others who may be affected by what he or she does or does not do. All staff must therefore co-operate with the College in order to ensure that all statutory duties are complied with.

The detailed arrangements for health and safety at the College are contained in the procedural section of the policy. Copies of the full policy document are also available to staff from the College's Health and Safety Officer.

The College's health and safety policy is regularly monitored in order to assess its effectiveness.

Signed…………………………………….
                        Principal

Date…………………

LEVELS OF RESPONSIBILITY

The Principal has overall responsibility for all health and safety matters in the College. The Director of Finance and Estates has been delegated some responsibility for health and safety, and is therefore the College's Health and Safety Officer.

The responsibilities of the Health and Safety Officer are as follows:

1. Formulate policy and procedures on health and safety.
2. Keep up-to-date with health and safety legislation, and update College policy and procedures accordingly.
3. Carry out risk assessments and reviews of risk assessments on a regular basis; record findings and take action as required.
4. Ensure that students are given adequate information, instruction and training on health, safety and welfare during their induction sessions.
5. Ensure that staff and visitors are informed and instructed on matters relating to health and safety.
6. Work closely with the College's Fire Warden to ensure that all fire safety procedures are carried out efficiently.
7. Deal with queries that may arise from staff, students or Heythrop College visitors which relate to health, safety or welfare.

The Head of External Relations is the College's Fire Warden and works with a team of Fire Marshals to ensure that procedures relating to fire safety are carried out effectively. Refer to *Organisational Arrangements,* Section II), for more details

The College shares this site with seven other agencies; they are:

- Sisters of the Assumption – Convent of the Assumption
- The Kensington Nursery School
- Fordham University London Centre
- Counselling in Companies (CIC)
- Dyslexia Teaching Centre
- Thomas's and Lady Eden's Day Schools
- Lokahi Foundation (from September 2011)

It is important that every employee cooperates so that the College can comply with all its statutory duties. The successful implementation of the College's policies and procedures requires total commitment from all who use the Centre, particularly members of staff.

HEALTH AND SAFETY SUB-COMMITTEE

Health and Safety Sub-Committee

Purpose

To ensure that the College's health, safety, welfare and security policies, procedures and practices are relevant and effective, and to assist in their implementation and review.

Membership 2013-14

Membership	2013-14	
Ex officio	Academic Member of Staff: Head of Department	**Dr Anna Abram (Chair)**
	Director of Finance and Estates, and Health and Safety Officer	Mr Martin Grundy
	Director of Administration	Mrs Elizabeth Thussu
	Fire Warden (Head of External Relations)	Ms Annabel Clarkson
	Campus and Services Manager	Mrs Judith Crimmins
	Maintenance Manager	Mr Sep Charlton
	Student Development Manager	Mr Dominic McLoughlin
Student Member	HSU Officer	HSU Officer
Co-opted members	Staff Representative(s)	Dr Martin Poulsom – Chair, UCU
	Health and Safety Consultant	Chris Mackay
Secretary	Human Resources Manager	Ms Shadé Olutobi

Quorum
Four members

Frequency of meetings
Three times a year

Reports to
Finance and General Purposes Committee

Terms of Reference

1. To promote a high standard of health and safety throughout the College.

2. To make recommendations regarding health and safety policies and procedures to the Governing Body via the Finance & General Purposes Committee, and to report generally to the Governing Body not less than annually.

3. To keep under regular review the College's policies and procedures with regard to health and safety.

4. To advise the Principal of any actions felt necessary to ensure compliance with the college's health and safety policies and procedures and with appropriate legislation.

5. To receive and consider regular reports from the Health & Safety Officer.

6. To consider reports on incidents, accidents and occupational health issues and to recommend appropriate follow up action.

7. To ensure the availability of appropriate health and safety training.

8. To ensure, in respect of policies, procedures and practices related to health, safety and welfare, that unlawful discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex, or sexual orientation, does not occur. It will ensure this by:

    a) monitoring appropriate data sets at suitable intervals, and

    b) explicitly considering the impact on equality issues of any new actions, policies or procedures which it initiates or approves.

KEY CONTACTS FOR HEALTH AND SAFETY MATTERS

Position	Name	Telephone Number
Principal	Rev Michael Holman	020 7795 4206
Vice-Principal - Academic	Prof Gwen Griffith-Dickson	020 7795 4212
Director of Finance and Estates & Health and Safety Officer	Martin Grundy	020 7795 4204
Human Resources Manager	Shadé Olutobi	020 7795 4205
Fire Warden	Annabel Clarkson	020 7795 4203
Receptionist	PCL Whitehall staff	020 7795 4260
	Switchboard	020 7795 6600
Maintenance Manager	Sep Charlton	020 7795 4177
Facilities and Services Manager	Judith Crimmins	020 7795 4207
Health and Safety Consultants: Universal Safety Consultants Ltd 7 Oliver Business Park Oliver Road Park Royal London NW10 7JB	Chris MacKay Lead Consultant C.MacKay@salveo.co.uk Kevin Ray Business Development Director K.Ray@salveo.co.uk	07734793371 07734793372 Head Office 020 8963 9761

Details of the other Heythrop College Fire Officers are found in the section, *Organisational Arrangements*, below.

ORGANISATIONAL ARRANGEMENTS

In order to ensure that due regard is given to the health, safety and welfare of staff, students and visitors to the College, the College has made the following arrangements:

I)   Risk Assessment

As a legal requirement, all organisations are required to carry out risk assessments. A risk assessment is 'a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent them.'[1]

The College's Health and Safety Officer will carry out risk assessments (or reviews of risk assessments) once every year, normally in July. However, where new machines, substances or procedures are introduced, a risk assessment will be carried out on them immediately. The Health and Safety Officer will produce a report of the findings and an action plan after the assessment or review has taken place.

As part of the risk assessment process, at least once a year, members of staff will be asked to fill in questionnaires about their work stations, the College and, in the case of academic staff, the lecture rooms they use.

II)   Fire Safety

Coordinating Instructions at the Heythrop College Campus

Background

1   These are the coordinating instructions for fire safety for the whole of the Heythrop College campus. They should be read in conjunction with current fire safety literature issued from time-to-time by the Dept for Communities and Local Government, and in particular, with any detailed instructions prepared by those agencies that are campus users.

2   The College's fire evacuation procedure is found in Appendix One below.

Coordinating Responsibility

3   Coordinating responsibility for fire safety within the campus has been adopted by Heythrop College staff, principally with the Director of Finance and Estates, Mr Martin Grundy, who has delegated that responsibility to the Maintenance Manager, Mr Sep Charlton, who would normally be the Incident Controller during a fire emergency situation. Agency staff and users of the campus will have their own responsibilities, the chief of which are noted below and the in the appendices.

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[1] Health and Safety Executive, *Five Steps to Risk Assessment*, 1998.

Fire Detection Equipment

4   This equipment is provided under arrangements made by Heythrop College. Every building has modern, electronic fire-detection systems.

Fire Fighting Equipment

5   This is provided under arrangements made by Heythrop staff and is charged to agencies under the service charge account. There are over 200 fire-extinguishers of the latest type positioned around the campus which are serviced routinely. It is no less crucial that these extinguishers are not covered up, not used as door-stops, and that their whereabouts is known to campus users.

Fire Alarm Tests

6   A functional test is carried out weekly under arrangements made by Heythrop College staff during the time that the buildings are occupied. These tests have two aims: first to ensure that the alarms work properly and can be heard in all appropriate areas, and secondly to allow those who live and work on the campus to recognise the alarms for what they are.

7   Alarms are tested as follows:
- Main Building – Friday 8.00 am
- Mary Ward Centre, St Andrew's Hall, Dyslexia Teaching Centre, CiC – Friday 8.20 am
- Theology Library, Copleston Wing, Alban Hall of Residence – Friday 8.30 am

8   Fire officers or their designated deputies, represent their agency when making their 'premises clear of people' report.

Areas of Responsibility

9   On hearing the fire alarm sounding in any building, agencies are responsible for checking their own leased areas and Heythrop College staff are to check all landlord's areas including the conference rooms and the Student Residence.

Fire Control Point

10   The normal Fire Control Point will be the College's reception desk in the main building (telephone 020 7795 6600 – dial 0 for the operator). However, in the event that the main building is evacuated, the Fire Control Point will normally be set up at the rear gate (a mobile phone will be available for use – 07503 994 235). In the event of either a real fire or a fire-practice (the procedures are identical) the Fire Control Point will be manned by Heythrop staff, who might make use of security company personnel.

General Duties of the Fire Officers

11   The Fire Warden and the Fire Marshals are to ensure that staff, students, and visitors to the College follow the fire evacuation procedures when required to do so.

12   During evacuation, the officers will go around the sites checking the areas that they have responsibility for, to ensure that the areas have been evacuated, ushering people out of the buildings and to the appropriate fire assembly points, as is necessary.

13   The Fire Warden (or the Deputy, in the absence of the Fire Warden) will liaise with the reception staff (at the Fire Control Point), to ensure that information about the fire, or about the practice evacuation drill, is passed on appropriately. The Fire Warden (or the Deputy) is then responsible for making the 'all clear' report (letting the reception staff know that the all areas are clear of personnel).

14   The fire officers, working with the Maintenance Team, will ensure that the fire procedure notices and the fire-fighting equipment are displayed and available when required.

15   Appendices 3, 4 and 5 below give details of the staff, within Heythrop and the Agencies, who have fire safety responsibilities within various parts of the campus and what their responsibilities are.

Information and Training

16   Fire safety training and/or information of the College's fire safety policy and procedures will be given to all members of staff working on the Heythrop Campus as appropriate. It is important that staff adhere to instructions from the Fire warden and the Fire Marshals during an evacuation – whether during a real fire or a practice fire drill.

Appendices for fire safety procedures

      1   Fire evacuation procedure
      2   Example of notice board fire procedures
      3   Responsibilities of Heythrop staff for fire safety
      4   Responsibilities of Agency staff for fire safety
      5   Responsibilities of Reception/Fire Control Point

Distribution

ABM
CiC
Dyslexia Teaching Centre
Fordham University
Heythrop Reception
Heythrop Students Union
Heythrop Intranet
Sisters of the Assumption – Kensington
Community
Sisters of the Assumption –
Ocean
Lokahi Foundation
The Kensington Nursery School

Appendix One – Fire evacuation

Fire Evacuation Procedure

1   On hearing the fire alarm, all staff, students and visitors will make their way to the nearest fire exits and then to one of the fire assembly points.

2   The College's Fire Warden and Marshals will wear high-visibility waistcoats / jackets to make it easier for staff, students and College visitors to identify them.

3   The Fire Warden and Marshals will ensure that all members of staff, students and visitors to the College are evacuated from the building as safely and as quickly as possible.

4   All Fire Marshals will go to the areas of the building which have been assigned to them and will check all rooms in the area, making sure that they have been evacuated. The Fire Marshals will then report to the Fire Warden that their designated area has been cleared.

5   The Fire Marshals will assist with ushering people who may be standing just outside the building to the appropriate fire assembly points, once they have delivered the 'all clear' message to the Fire Warden.

6   The receptionist on duty will ensure that any visitors in the waiting room are evacuated from the building and will direct them to one of the fire assembly points.

7   Once all Fire Marshals have reported the 'all clear' to the Fire Warden, the Fire Warden will report to the Incident Controller at the Fire Control point.

8   One of the Fire Officers will inform everyone at the Fire Assembly Points when it is safe to return to the buildings; until then, staff, students or visitors must not return to the buildings.

Fire Evacuation Drill

9   The procedure above will be followed during a fire evacuation drill, which usually take place twice a year.

10 All staff and agencies are expected to co-operate by evacuating the building swiftly and safely, and by going to one of the assembly points around the site.

Action to take on discovering a fire or on hearing a fire alarm:

a)   *On Discovering a Fire*

1   Operate one of the break-glass alarm buttons.

2   Inform the Fire Brigade of the location and extent of the fire; this can be done by telephoning them directly (999) or by informing the College's Reception (020 7795 6600, or 0 from a Heythrop College office phone), who will ring the Fire Brigade.

3   Where it is safe to do so, and you know how to operate a fire extinguisher, tackle the fire.
4   Leave the building and go to one of the designated fire assembly points (refer to Appendix Two for locations).
5   Do not re-enter the building until instructed to do so by one of the College's Fire Officers.

b)   *On Hearing the Fire Alarm*

1   Closing the door behind you, leave the building in a quiet and orderly manner.
2   Do not use a lift.
3   Go to the designated fire assembly point (refer to Appendix Two for details).
4   Do not re-enter the building until instructed to do so by one of the College's Fire Officers.

Appendix Two – Example of fire evacuation procedure notice

Heythrop College
The Specialist Philosophy and Theology College
of the University of London

Fire action

Any person discovering a fire

1. Sound the alarm
2. Dial 9-999 to call the fire brigade and tell reception
   or
   tell reception to call the fire brigade
3. Tackle the fire with a fire extinguisher if you know how and it is safe to do so

On hearing the fire alarm

1. Leave the building
2. Close all doors behind you
3. Report to one of the assembly points near the tennis court or on the corner of Kensington Square, shown X on the map

Kensington Square

Main building

Chapel
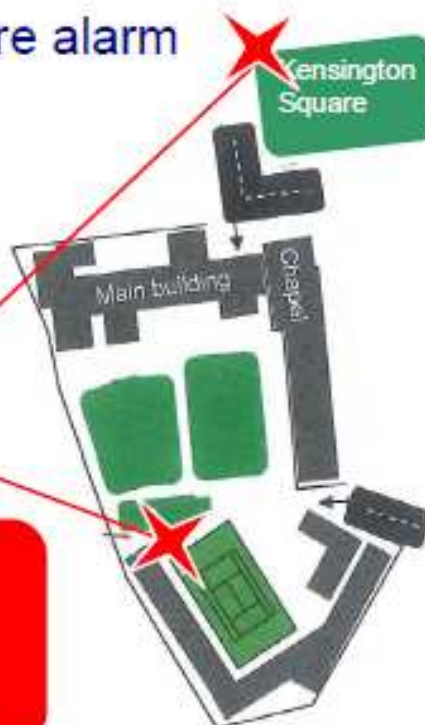
Do not take risks

Do not return to the building for any reason until authorised to do so

Do not use lifts

Appendix Three – Responsibilities of Heythrop College staff for fire safety

Heythrop College Fire Officers

1   The College's Fire Officers who have been assigned to specific parts of the premises are listed below:

Position	Name	Area of responsibility	Telephone number
Fire Warden	Annabel Clarkson	Main Building Coordinator	020 7795 4203
Fire Marshals	Saladin Rospigliosi (also Deputy Fire Warden)	Student Services Centre, Computer Suite, Principal's Suite, the Den, A44	020 7795 4202
	Dominic McLoughlin	Basement, Newman, Campion and Loyola Hall	020 7795 4145
	Vicky Rowley	Theology Library	020 7795 4254
	Larry Markey	Library staff offices / Copleston Wing	020 7795 4249
	Martina Jelinkova / Nevena Nancheva	Finance Office	020 7795 4241
	Resident Assistants Judith Crimmins & Pam Charlton	Alban Hall of Residence & St Catherine's House	020 7795 4251 020 7795 4207
	Tom Lowry & Michelle Hunter	Philosophy Library	020 7795 4250
	Shadé Olutobi	Third floor offices and lecture rooms	020 7795 4205
	Susan Lewis	Second floor offices and lecture rooms, Jericho	020 7795 4201
	Darren Shayler	Mary Warden Centre	07775 408481
	Chris Bainbridge Matthew Goldstone	Kitchen, Dining Room	Via 020 7795 6600 or 0 (internal)
	PCL Security Officer on duty	Waiting Room & Davey Room	020 7795 6600 or 0 (internal)

2   In the absence of any one of the Fire Marshals, the Fire Warden (or the Deputy Fire Warden) will arrange for cover by re-assigning the responsibilities to one of the other Fire Marshals, or by assigning responsibilities to one of the members of staff listed below:

Name	Area of responsibility	Telephone number
Michael Morgan	Theology Library / Library staff offices / Copleston Wing / Alban Hall of Residence / Mary Ward Building	020 7795 4252 020 7795 4249
Nadeem Ahmad	Main Building	020 7795 4213

3   The Fire Warden or Deputy Fire Warden will notify the staff when they are required to cover the duties of other fire wardens.

In the Event of Fire

4   **Fire Control Point**: in the event of a fire alarm being activated, the College will set up and main the Fire Control Point, to: co-ordinate in-house procedures, receive situation reports and log them, and in the event of a fire being reported, call out the Fire Brigade. The staff of the Fire Control Point will always be responsible for calling out the Fire Brigade, even if they have been told it has already happened.

5   **Incident Controller**: in event of a fire alert, the Maintenance Manager, Sep Charlton – 07775 408 482 – (or a senior member of staff), will be the designated the Incident Controller and will take charge of the incident. He will remain at the Fire Control Point (Main Building Reception/at the Fire Assembly Point at the rear gate if the Main Building is not accessible), and until relieved by the Officer-in-Charge of the Fire Service, will take all decisions affecting the control of the incident. The Receptionist will report to the Incident Controller any calls received from Disabled Refuge Points. Those identified at the refuge points will be informed by the Incident Controller once the emergency is over.

Responsibilities of Health and Safety Officer

6   **Coordinating instructions**: to issue instructions and keep them up-to-date.

7   **Notices**: to provide fire procedure notices and arrange their display.

8   **Contractors**: to ensure that all Heythrop's contractors are aware of their responsibilities for fire safety.

9   **Equipment**: to provide and maintain fire-fighting equipment (extinguishers and fire blankets) and fire detection and alarm equipment.

10   **Alarm tests**: to carry out alarm functional tests every week.

11   **Practice evacuation drills**: to arrange for the annual practice of evacuation drills.

12   **Training**: to arrange for the training of Heythrop staff in fire procedures, and also ensure that agency staff have adequate information/training about fire safety.

Alban Hall residents receive compulsory fire safety training at the beginning of their period of residence, organised by the Conference and Residence Office.

13   **Records**: to keep records of the following: equipment testing and servicing; alarm tests; fire evacuation drills; and any other fire-related training.

Appendix Four – Responsibilities of agency staff for fire safety

1   **Notices and equipment**: to ensure that the fire procedure notices are displayed correctly in their demised areas. Some agency staff have been given pagers to notify them of any fire alarms in parts of the building; agencies are to ensure that the pages are available at all time and are in good working order.

2   **Alarm tests**: to make staff, other users, visitors and contractors aware when tests are being carried out and report any short-comings in the test's efficacy.

3   **Fire Wardens and Fire Marshals**: to appoint Fire Wardens and/or Fire Marshals as appropriate. To arrange an appropriate system for checking the agency's area of responsibility in the event of the fire alarm sounding, and to keep the Fire Control Point informed of the situation. The current list of Fire Marshals within the agencies is below:

Name	Agency	Telephone number
Sabina Antal	Fordham University	020 7937 9160
Ann Kelly	CiC	020 7937 6224
Norma Silva/ Charlotte Morris	The Kensington Nursery School	020 7259 2151
Jo Petty	Dyslexic Teaching Centre	020 7361 4790
Mehmuda Mian	Lokahi Foundation	020 7795 4187

4   **Training/Information sessions**: for the Fire Wardens and Fire Marshals to attend any training/information sessions or meetings with Heythrop College Fire Officers as is necessary.

5   **Reporting 'Premises Clear of People'**: once the agency's area has been cleared of personnel, to report this to the Incident Controller.

6   **Control of staff, students, visitors and contractors**: to keep control of evacuated staff, students, visitors and contractors and to help ensure that they do not return to the building in which the alarm has sounded until such time as the Incident Control/Fire Officer gives the instruction that it is safe to return.

7   **Contractors**: to ensure that all their contractors are aware of their responsibilities for fire safety; this will include:

   a. What action to take if a fire is discovered;
   b. Where the fire assembly points are;
   c. Informing them that smoking not is allowed in any of the buildings.

Appendix Five – Responsibilities of Reception/Fire Control Point

General Points

1   These instructions are to be read and followed whenever a fire alarm sounds anywhere throughout Heythrop College campus.

2   The Receptionist/Security Guard will take the following actions until a senior member of staff/Incident Controller takes over

3   The Receptionist will ensure that visitors who are still in the waiting room when the fire alarm is sounded are evacuated from the building and directed to one of the fire assembly points.

ON HEARING THE ALARM IN THE MAIN BUILDING OR BEING NOTIFIED OF AN ALARM IN ANOTHER BUILDING

A.   Ring the Incident Controller. This is usually Sep Charlton – 07775 408 482. If he is not available, the Receptionist will ring a senior member of staff.

B.   Ring the Fire Warden/Deputy Fire Warden. It is expected that in the event of the fire alarm sounding, the Fire Warden or Deputy Fire Warden will report to the Incident Control Point; if this does not happen the Receptionist will contact her/him.

C.   Arrange for fire-incident notice to be placed on front door. Do not let anyone into the building except Heythrop Management, Fire Officers and Fire Services.

D.   Restrict phone calls. Do not put any in-coming calls through, other than those to do with the emergency.

E.   Inform Security Officer. If there is a Security Officer on site and not at the Reception desk when the fire alarm sounds, ensure that he/she knows about the fire alarm. He should be called on his official mobile number.

F.   Report and log. Receive reports of the alarm. Keep a written log of: reports, the reporter, and the time of the report (the log is laminated and kept at Reception).

G.   Inform Fire Brigade. If notified of a fire, dial 9-999.

H.   Fire Keys. These keys hang separately in Reception. They comprise of keys to the back gate, the hostel dry-riser and the lift express control. If necessary, arrange with a responsible person to unlock and open the back gate to allow in and to give guidance to the Fire Brigade.

I.   Alternative Fire Control Point. If the main Reception area becomes untenable because of a fire, the Receptionist/Security Officer should move by the safest possible route to the rear gate, *taking with them the following:*

i.   Reception keys – this bunch of keys, which hangs below the Reception desk, includes a spare pair of keys to the rear-gate.
ii.   Fire keys (see # G above).

iii.   The emergency log and pens.
iv.   The emergency mobile phone (07503 994 235).
v.   The torches from the Reception area.

ADDITIONAL INSTRUCTIONS FOR THE MAIN BUILDING FIRE ALARM

The following will <u>normally</u> be carried out by other members of Heythrop Staff, although Receptionists and Security Officers must be familiar with the drills in case the alarm sounds when they are alone.

A.   <u>Investigate Fire Control Panel.</u>

i.   **The LED**. Read the LED at the top middle of the Fire Control Panel to find out which room or area the alarm has been activated in.
ii.   **The Wall Chart**. Check the wall chart (found eight feet to the right of the Fire Control Panel) to find out precisely where the activated room is located.
iii.   **Investigate**. Send a helper to see if there really is a fire. If a fire is discovered, then do not delay, dial (9) 999 and report the fire.

B.   <u>If false alarm reported.</u>

i.   If you are certain that there never was a fire, then the alarm bell will need to be silenced and the fire alarm panel reset. In which case, proceed as per the instructions positioned by the fire alarm panel.

ii.   If the alarm has been set off by non-dangerous smoke (eg cigarette smoke), wait 15 minutes to clear the air before resetting the panel.

III)   First Aid

In accordance with the Health and Safety (First-Aid) Regulations 1981, the College will provide adequate and appropriate equipment, facilities and personnel to ensure that first aid is given to employees if they are injured or become ill at work. The College will also provide first aid to students and visitors when required to do so.

The College will therefore provide:

a)   A suitably stocked first-aid box

There are a number of first-aid boxes at the College:

- At Reception
- In the Senior Common Room
- In the Copleston Wing staff kitchen
- At the Student Services Centre enquiry desk
- With each qualified First Aider (see below).

The first-aid boxes are kept fully-stocked by the first-aiders and the Receptionists as appropriate. However, staff may contact the Health and Safety Officer if they cannot find an item which should be in one of the first-aid boxes.

b)   An appointed person to take charge of first-aid arrangements

The Human Resources Manager, Shadé Olutobi (020 7795 4205), is in charge of the first-aid arrangements. In the absence of the Health and Safety Officer, one of the following people will act as the appointed person for first-aid arrangements:

- Judith Crimmins   (020 7795 4207 – St Catherine's House)

Qualified First-Aid Personnel

The College's qualified first aiders are:

- Shade Olutobi   (020 7795 4205 – 2nd floor, Student Service Centre)
- Sep Charlton   (07775 408482 – Maintenance Manager)
- Darren Shayler   (07775 408 481 – Senior Maintenance Operative)
- Martina Jelinkova   (020 7795 4241 – 1st floor, Finance Office)
- Pam Charlton   (020 7795 4163 – St Catherine's House)
- Samuel English   (020 7795 4215 – Lower Ground Floor, Main Building)

Other Useful Contacts

Heythrop College Reception – 020 7795 6600

Procedure in the evident of a first aid emergency

a)   Unless trained or qualified to do so, staff, students or visitors should not attend to a person requiring first aid assistance; this will ensure that
b)   A qualified first aider or someone responsible for first aid should be notified; this can be by going directly to one of the members of staff mentioned above, or by going to alternatively, the College's Receptionist should be called and he/she will be notify a trained first aid person (either qualified or not);

IV)   Lone Working

Introduction to Lone Working

The College recognises its responsibilities to ensure the health, safety and welfare of its employees, and is committed to providing a safe working environment for its staff, students and visitors. It is also committed to ensuring the safety of staff whose duties entail working on their own.

The College is also committed to complying with the Health and Safety at Work etc Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999 and will therefore carry out regular risk assessments to ensure that any safety risks to staff who do work alone are identified, eliminated and/or managed.

Who are Lone Workers?

Lone workers are staff who work by themselves without close or direct supervision, and there are different categories:

- people who work in a fixed site, such as in a shop workshop;
- people who work separately from others, such as in a warehouse or an automated plant factory;
- people who work outside normal working hours, such as security personnel, cleaners, and receptionists;
- mobile workers working away from their normal fixed based, such as construction workers and sales representatives.

At Heythrop, the Receptionists have been identified as lone workers, particularly in relation to the work they do outside normal office hours. Where agency staff are required to cover reception duties, they will also be regarded as lone workers.

The College uses a contracted security firm to supply security personnel to carry out duties during and outside office hours. Some of the work they do is on their own as well; the security company has its own procedures in place to ensure that security personnel working at the College are not put at undue risk.

The College also uses a cleaning contractor, however the cleaners tend to work at the same time around the premises, even though they usually work outside normal working hours.

Lone Working Risk Assessment

When considering lone workers at the College, risk assessment will take into consideration the following:

a) emergency exits and alarms systems, in case of an incident;
b) what the lone worker will do if she/he falls ill;
c) physical/medical ability of the lone worker;
d) the potential for stressful/risky situations while lone-working;
e) situations where lone working can be avoided;
f) assistance available from other staff, such as the Duty Manager.

College Measures for Lone Workers

As noted above, the College will carry out regular risk assessments to ensure that the risks related to lone working are eliminated or effectively manager. In addition to these, the College is taking the following measures:

a) The College will ensure that lone workers are fully trained in safety and security matters so that they do not put themselves at risks or so that they can control the risks. They will need to be aware of any risks and be able to take the necessary precautions.

b) Lone workers on the Reception will receive first aid training and training on lone working personal safety procedures; this will include information on emergency escape routes.

c) Lone workers on the Reception will have a College mobile phone available to them, in case of an emergency; this will have all important emergency contact numbers on it – the police, including the local police station number, the number of the security officer on duty, the Maintenance Manager's number. If necessary the Maintenance Manager will contact the duty senior manager.

d) On the Reception, the Receptionists will also be issued with a personal alarm which could be activated to alert other staff who might be in another part of the building.

e) Where lone working occurs, the line managers will be responsible for checking the progress of the lone worker, in terms of their performance and/or their ability to work on their own, and will carry out periodical visits to the lone worker's post; the line manager may decide to supervise their work for a period.

f) Line managers will ensure that lone workers take time off from work where necessary; this could be in form of annual leave, or swapping their hours with another member of staff, if possible.

g) All staff are required to take reasonable care of themselves and other people affected by their work. It is important that staff do not inadvertently put themselves or others at risk of being a lone worker. Staff carrying out overtime duties need to be aware of any possible risks relating to lone working. They may seek advice on this from the Health and Safety Officer if necessary.

## V)	Incident Management Handbook

In dealing with incidents staff should refer to the Incident Management Handbook kept at Reception.

## VI)	Students with Disabilities

Whenever a student with a disability registers on a programme the Student Support Manager will meet the student, assess the risks for that individual, and ensure that adequate provision is made for him or her, as far as is reasonably practicable.

A guide for students with disabilities can be found on HELIOS, at the following link.

http://helios.heythrop.ac.uk/mod/url/view.php?id=14515

## VII)	Wheelchair Access to the Buildings

There is wheelchair access to the main building through the entrance to the TV Room (A1) at the back of the main building for the lower ground floor and lift access to the ground, first and second floors. There is access via the entrance by the Loyola Hall to

the Loyola Hall and, via wheelchair lift to the ground floor of Fordham University London Centre. In addition there is wheelchair lift on the right hand entrance in Kensington Square.

There is a wheelchair ramp on the ground floor giving access to Reception and the Mathew Staircase. There is also a wheelchair route to these areas through the Dining Room. Wheelchair lifts on the Mathew Staircase give access to the Principal's Offices and the Computer Suite. Keys for these lifts are available at Reception. A more easily accessible computer suite is provided in the Lighthouse on the Lower Ground Floor.

There is a chair lift serving the first floor of the Theology Library.

Wheelchair access to the second floor of the Copleston Wing is via the Alban Hall of Residence Lift and second floor of the Alban Hall of Residence. Advance notice to the Conference and Residence Office is required for use of this access. There is currently no wheelchair access to the offices on first floor of the Copleston Wing.

Wheelchair access to the Mary Ward Centre is via the ramped entrance by the Tennis Court. There is currently no wheelchair access to the Charlwood Room.

VIII) CCTV

To promote the safety of all users of the building and to monitor any incidents CCTV is installed on the site monitored from Reception and from the Conference and Residence Office. The use of CCTV footage is governed by the Data Protection Act and the College is duly registered for this purpose.

IX) Reporting of Accidents, Injuries, Diseases and Dangerous Occurrences

In order to comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR),* all staff must report accidents or incidents which result in absence from work or on light duties for more than three days to the College's Health and Safety Officer, who will, in turn, report to the Incident Contact Centre 08045 300 99 23 (Monday to Friday 8.30am to 5.00pm).

Staff should record all other accidents or incidents which occur at work in the accident book, which is situated in the Heythrop College reception.

X) Alcohol and Drug Abuse

In relation to the consumption of alcohol, all staff, students and visitors to the College are expected to act in a responsible manner so that their actions do not affect the health and safety of others as well as their own.

The abuse of drugs can be a criminal offence as well as a risk to health and safety. Drug abuse can therefore lead to disciplinary action. Staff, students and visitors are expected to have a responsible attitude towards drugs.

Both the College and Heythrop Student Union provide drug and alcohol awareness training for students. (cf. Student Handbook)

XI)   Manual Handling

'More than a third of all over-three-day injuries reported each year to the HSE (Health and Safety Executive) and local authorities arise from manual handling – transporting or supporting of loads by hand or by bodily force'.[2]

As far as is reasonably practicable, the College will reduce the risk of injury from hazardous manual handling. Staff and students are expected to take care when they need to carry items manually.

The College's guidelines on manual handling are as follows:

1. Before carrying out manual handling:

   - Consider using lifting equipment;

   - Consider asking for help with lifting;

   - Consider breaking load into to more manageable portions.

2. If you must lift items manually, use good handling techniques; an HSE booklet on manual handling is available to staff on request from the Health and Safety Officer.

Do not take risks such as overreaching, twisting, stretching, stooping or over-exerting during a manual handling task.

XII)   Display Screen Equipment (DSE)

In order to comply with the Health and Safety (Display Screen Equipment) Regulations 1992, and the Health and Safety at Work Legislation, the College will carry out risk assessments on all computerised workstations, thereby ensuring that habitual and occasional computer users are given the correct information and training on safe usage.

During risk assessments, which are organised by the Health and Safety Officer, the following process will take place:

- All staff will be asked to fill in questionnaires giving details about their workstations;
- The Network Manager will assess the workstations in the Computer Room;
- The Health and Safety Officer will assess the workstations which are used in the College libraries by students.

Once information from the above has been collected and analysed, the Health and Safety Officer will incorporate findings and recommendations into the College's annual risk assessment or review of risk assessment report.

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[2] Health and Safety Executive, *Getting to Grips with Manual Handling,* 2000

Staff and students should report any faulty computer equipment to the IT Services Manager, Nadeem Ahmad via the IT helpline help@heythrop.ac.uk or telephone(020 7795 4243), immediately.

Eye and Eyesight Tests for Habitual Display Screen Equipment Users

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the College will provide employees who are habitual display screen equipment (DSE) users with free eye and eyesight tests.

Where the tests reveal that special corrective appliances (normally glasses) are required for computer use, the College will make a contribution of up to £70 towards them.

Habitual users are staff who use DSE continuously as a significant part of their normal work for the College. The Regulations do not specify what 'significant' is; therefore, the College has stated that if a member of staff spends up to 50% of his/her time carrying out duties in front of a computer, then he/she will be considered to be a habitual DSE user.

Eye and Eyesight Tests Procedure

Entitled employees will need to fill in the Eye and Eyesight Test Request Form (attached as Appendix Six below) and send it to the Human Resources Manager. They will then need to get the tests done, buy the spectacles, if appropriate, and claim the money back using the College's employee expenses claim form. The expenses claim form should then be submitted to the Human Resources Manager, along with receipts, for processing.

If you have any queries concerning eye and eyesight tests, or using display screen equipment at work, please contact the Human Resources Manager, Shadé Olutobi (020 7795 4205, s.olutobi@heythrop.ac.uk).

In the interest of health and safety, habitual users of display screen equipment (DSE) should plan breaks or changes of work activities.

XIII) Smoking

Smoking is not permitted within any part of the building.

XIV) Housekeeping

In order to prevent accidents and to ensure that the health of all personnel at the College is not compromised in any way, good housekeeping is essential. All staff must help to maintain good housekeeping standards, and should therefore take note of the following:

1. All issues relating to the cleaning of the building should be reported to Judith Crimmins, the Facilities and Services Manager.

2. Issues relating to maintenance of the fixtures and fittings in building should be reported to Sep Charlton, the Maintenance Manger. A dedicated email address maintenance@heythrop.ac.uk is provided for this purpose.
3. Ensure that entrances, exits, and corridors are kept clear of obstructions at all times.
4. Fire doors should not be wedged open.
5. Cupboards and drawers should be closed securely after use.
6. Ensure that articles and substances are returned to their designated locations after use.
7. To prevent tripping hazards, staff should ensure that there are no trailing wires or electrical cables around their workstations or in the lecture rooms they use.
8. Immediately clear away any spillage of dangerous substances (such as flammable, toxic and irritant substances as well as broken glass), using appropriate cleaning equipment.

XV)   Temperature

The College will endeavour to ensure that the temperature in the workplace is conducive. The Maintenance Manager should be notified if room temperatures become too high or too low.

All personnel at Heythrop College must make sure that they make correct use of any heating or ventilation systems provided by the College.

XVI)   Electrical Safety and Testing Policy

Working safely with Electricity

The College will control risks from using electricity through its regular risk assessments exercises. Where new electrical systems or electrical equipment are introduced, the College will risk assess them to ensure any hazards to health and safety are reduced or removed.

The College will also carry out preventative maintenance on electrical equipment and installations to prevent danger.

Electrical Repairs

Staff, students and visitors to the College must ensure that they use electrical equipment which is in good working order. Therefore, the following procedures must be followed:

1. All defects must be reported immediately to the Maintenance Manager.
2. The defective equipment should be taken out of use until repaired.
3. Putting a label '**Do Not Use! Fault reported on --/--/-- (date)**' on defective equipment will ensure that everyone is aware that the equipment should not be used until repaired.
4. The Health and Safety Officer will arrange for a competent person to carry out the repairs. This will either be through MAC, for electrical repairs on the building, or an external contractor, for all other Heythrop College electrical repairs.

Portable Appliance Testing

The College will carry out portable appliance testing once a year. This will ensure that all portable electrical appliances are safe to use.

Staff will be notified when this will happen, at least two weeks in advance. Staff who use College laptops will be asked make sure that the laptops, (along with any connections, and peripherals), are available at the College for testing.

To ensure as little disruption to flexible working as possible, staff working away from the office can liaise with the Maintenance Manager to arrange a suitable time at which the laptops at the College can be tested.

XVII) Control of Substances Hazardous to Health (COSHH)

In order to comply with COSHH Regulations 2004, employers must identify hazardous substances which may cause ill health to people at work, assess the risks from using the substances and take necessary precautions or have controls to prevent exposure. These precautions and controls should then be maintained and monitored effectively.

Under COSHH Regulations, hazardous substances are:

a) substances or mixtures classified as dangerous to health under the Chemical (Hazard, Information and Packaging for Supply) Regulations 1994 (CHIP). These can be identified by their warning label and the supplier must provide a safety data sheet for them;
b) substances with occupational expose limits (for fumes, fibre, etc) as listed in the HSE publication, *Occupational exposure limits (2002)*;
c) biological agents (bacteria and other micro-organisms), if they are directly connected with the work or if exposure is incidental, such as farming, sewage treatment or healthcare;
d) any kind of dust in a concentration specified in COSHH;
e) any other substance which has comparable hazards to people's health, for instance, some pesticides, medicines, cosmetics or substances produced in chemical processes.[3]

Heythrop College staff, students and visitors will need to take note of the following:

1. the College, through its risk assessment processes will identify all substances which may be hazardous to people's health, and take all necessary steps to prevent risk;
2. all personnel using any hazardous substances must ensure that they follow the instructions for use and adhere to any warning information provided by suppliers;
3. any substance that had been identified as hazardous should always be stored in its correct place;
4. the Health and Safety Officer should be notified immediately if staff, students or visitors to the College have concerns about unclassified substances which they feel might be hazardous to their health.

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[3] Health and Safety Executive: *COSHH: A brief guide to the regulations*, 1999

The College's COSHH Register is maintained by the Maintenance Manager. Separate registers are maintained by ISS and ABM.

XVIII) Personal Safety Awareness

In addition to the Lone Working Policy the College will provide additional personal safety awareness training as required.

XIX)   Health and Safety Information and Training

College Responsibilities

In accordance with the Management of Health and Safety at Work Regulations 1999, the College will provide appropriate information, instruction and training for staff, students and visitors to the College.

The Health and Safety Officer and Human Resources Manager are responsible for passing health and safety information on to relevant people at the College, for identifying where instruction and training is required, and for arranging the instruction and training.

Staff will be informed, at least one month in advance, of any formal training sessions which they will need to attend. Any training provided will be done during working hours, and will be at the College's expense.

Staff Responsibilities

Staff must read the information on health and safety when instructed to do so; they must also know what the College's health and safety policy and procedures are, so that they can apply them when required to do so. It is also important that staff are available for instruction and training on health and safety matters, to ensure that the College performs its legal duties to its staff.

Training at Induction

The Health and Safety Officer must be notified when new members of staff start work at the College, so that the appropriate information, instruction and training can be given to them.

Staff in charge of induction of students must give adequate information, instruction and training on health and safety policies and procedures to the students.

Fire-Fighting Training

Heythrop College provides training on fire fighting once a year to all staff and tenants of the College. This training is usually delivered by an external training body. There are usually two sessions available – one in the morning and one in the afternoon of the same day - and tenants are required to attend either one. The Facilities and Services will ensure that enough notice to attend is given to all tenants

Information and Instruction for Visitors

It is important that all staff at the College are aware of the College's polices and procedures on health and safety, so that they are in a position to inform their visitors about the health and safety procedures that apply to them.

Library staff working on the issue desk should ask visitors to fill in the visitors' log book before allowing them to use the library resources.

Staff must, at all times, know the whereabouts of their visitors. During evacuations, staff must ensure that their visit leave the building with them.

<u>Information on Health and Safety</u>

The Health and Safety Officer, Martin Grundy, (020 7795 4204) can be contacted for general matters concerning health and safety.

The Human Resources Manager, Shadé Olutobi, (020 7795 4205) can be contacted for matters relating to College staff health, safety or welfare.

The Health and Safety Executive (HSE) website is an invaluable source of information on health and safety matters.

The HSE URL: <u>http://www.hse.gov.uk</u>

XX)   Occupational Health Provision

<u>Counselling</u>

The College offers two counselling services to staff:

a) Empathy, the employee assistance service offering a 24/7 confidential telephone helpline
b) the University of Westminster Counselling Service, which offers face-to-face counselling sessions.

More information about the two services:

Empathy

Empathy can assist staff over the telephone with the following:

- stress-related problems
- work pressures
- financial issues
- medical problems
- bereavement
- family/marriage issues
- psychological problems
- drugs and alcohol dependency
- work-related problems

You can access this service through their free helpline - 0800 071 3672.

University of Westminster Counselling Service

In order to access the counselling provision offered at University of Westminster, please ring them on 020 7911 5000, extension 66899 or contact them by email on counselling@westminster.ac.uk. They will then arrange for you to attend an initial assessment. The counselling sessions take place at The Counselling Suite, University of Westminster, Luxborough Suite, 35 Marylebone Road, London NW1 5LS.

Heythrop will fund the initial assessment and four additional counselling sessions. In order to arrange payments for the University of Westminster service, you will need to let the Human Resources Manager know that you have accessed the service; therefore, once you have arranged your initial assessment, please inform the Human Resources Manager, Shade Olutobi, 020 7795 4205 / s.olutobi@heythrop.ac.uk. This information will be confidential to Shade.

If you would like to continue having sessions once the sessions funded by the College have been completed, the University of Westminster is able to offer discounted rates for further sessions.

Please be assured that the personal information shared with the providers of the counselling services will be held in strict confidence by them.

Appendix Six
Eye and Eyesight Tests Request Form

For Habitual Display Screen Equipment Users

Under Health and Safety (Display Screen Equipment) Regulations 1992, habitual display screen equipment (DSE) users are entitled to free eye and eyesight tests. If you spend up to 50% of your time at work on the computer, you are considered by the College to be a habitual display screen equipment user.

If you are a habitual user and you wish to request a free eye and eyesight test, please fill in this proforma and send it to the Human Resources Manager, Shadé Olutobi.

Name			
Job Title			
Staff Number		**Department**	
Room Number		**Extension**	
Number of hours worked in a week		**Weekly number of hours spent on DSE (or percentage time)**	

I wish to request a free eye and eyesight test:

Signed: _____

Date: _____

Thank you for filling in the proforma; please send it to the Human Resources Manager, Shadé Olutobi

Appendix Seven
Heythrop College
University of London

HEALTH AND SAFETY RISK ASSESSMENT RECORD

In order to assist the College with ensuring your health and safety at work, we would like you to consider the your work area and work station and note any risks you feel are present; please fill in this form with your line manager and then send it to the Human Resources Manager.

Name:

Job Title:

Risk:-	✓	Please note any issues or concerns you have about any of the risks listed.
1 Lone Working	[ ]	
2 Manual Handling	[ ]	
3 Prolonged VDU Use	[ ]	
4 Prolonged Keyboard/Mouse Use	[ ]	
5 Working At Height	[ ]	
6 Working With Hazardous Materials	[ ]	
7 Working With Tools/Equipment	[ ]	
8 Hot Work (eg welding)	[ ]	
9 Other Risks (please specific below)	[ ]	

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Name and Signature of Employee …….………………………………………

Name and Signature of Line Manager ……………………………………….

Date ……………………..