



# TRINITY HALL CAMBRIDGE

## **Health, Safety and Compliance Statement and Policy**

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**TRINITY HALL, CAMBRIDGE  
HEALTH, SAFETY AND COMPLIANCE STATEMENT**

This is the Health, Safety, and Compliance Statement of the Master, Fellows and Scholars of the College or Hall of the Holy Trinity in the University of Cambridge known as Trinity Hall (the College).

The College is a charitable foundation which exists as a place of advancement of education, religion, learning and research. Trinity Hall is the fifth oldest College in the University of Cambridge, founded in 1350 by Bishop Bateman. Located in Central Cambridge, the College consists of approximately 650 students across a range of subjects, 60 Fellows, 155 staff and 8,000 alumni worldwide.

The College wishes to conduct what it does in a way which recognises its legal responsibilities in protecting the environment and ensuring the health, safety, and welfare of its employees and anyone else that may be affected by what it does.

The College encourages all those who work for it to take part in the control and administration of its undertakings in this respect.

The College will, so far as reasonably practicable:

- 1 Provide adequate health and safety controls at all levels.
- 2 Consult with those who work for it on matters affecting their health and safety.
- 3 Provide and maintain safe equipment.
- 4 Ensure the safe handling and use of hazardous substances.
- 5 Provide information, instruction, and supervision for all those who work for it.
- 6 Ensure that all those who work for it can safely do what they are asked to do.
- 7 Maintain safe and healthy working conditions.
- 8 Provide adequate resources to achieve these aims.
- 9 Review and revise this policy regularly, at not less than three yearly intervals.
- 10 Protect natural resources and the environment.

Signed: . . . A.M Hockaday . . . . . ( )  
for and on behalf of the Master, Fellows and Scholars of Trinity Hall

Date . . . 18 June 2024 . . . . . Review Date: . . 17 June 2025. . . . .

**TRINITY HALL, CAMBRIDGE**  
**IMPORTANT**

The following health, safety and compliance policy is the general framework within which the College will manage its obligations under various statutes.

The College also has the following:

- The Fellows' Handbook
- The Staff Handbook
- The Student Handbook

All of the above should be taken into consideration when appreciating the way in which the College meets its obligations in these areas.

# TRINITY HALL, CAMBRIDGE

## HEALTH, SAFETY AND COMPLIANCE POLICY

### PART 1

#### ROLES AND RESPONSIBILITIES

Each part of the College has a role to play in ensuring the College creates a satisfactory place in which to work, study, and live; a place which is safe and does not harm others or damage the environment.

#### **1 Management**

- 1.1 The management structure of the College is illustrated by the diagram at Appendix 1.
- 1.2 The College will appoint various roles to assist in the management of Health and Safety, a list of these roles with information as to how each can be contacted can be found at Appendix 2.
- 1.3 The management of the College comprises:
  - 1.3.1 The Master and Governing Body  
Overall and final responsibility for all compliance is that of the Master and Governing Body.
  - 1.3.2 The Bursar  
The Master and Governing Body have designated the Bursar to oversee the College's Health Safety and Compliance Policy.
  - 1.3.3 The Junior Bursar  
The Master and Governing Body give responsibility for the implementation, management and day to day administration of the aims and objectives of the College Health, Safety and Compliance Policy to the Junior Bursar as Health and Safety Officer.
  - 1.3.4 Director of Human Resources  
The Human Resources Manager will be responsible for staff welfare and any concerns in respect of work related ill health.
  - 1.3.5 Health and Safety Advisor  
The Health and Safety Officer will be assisted by the Health and Safety Advisor.
  - 1.3.6 Responsible person for Fire Safety.  
The Head Porter is also responsible for monitoring and implementing safety procedures in the event of a fire as the Responsible person for Fire Safety.

## **2 General Obligations of Heads of Department**

To achieve the aims and objectives of the College Health, Safety and Compliance Policy each Head of Department will work with the Health and Safety Officer and the Health and Safety Advisor and will have the following general obligations:

- 2.1 To keep a Health, Safety and Compliance file which contains, in hard copy or electronically:
  - 2.1.1 Risk Assessments for their department, signed-off by them;
  - 2.1.2 A register of approved contractors, subcontractors and external consultants used by their department;
  - 2.1.3 A record of all health, safety and compliance training of their staff and the costs attributable to it;
  - 2.1.4 A record of the induction of all new employees and refresher sessions;
  - 2.1.5 A record of all accidents, near-accidents and cases of work related ill health in their department; and
  - 2.1.6 Minutes of health, safety and compliance meetings for their department.
- 2.2 **To arrange, attend and record meetings which ensure that:**
  - 2.2.1 All staff are adequately trained;
  - 2.2.2 All staff are aware of fire and evacuation procedures;
  - 2.2.3 All staff are familiar with the whereabouts of first aid facilities and know how and where to request the services of a first aider;
  - 2.2.4 Accidents and near misses are discussed by staff;
  - 2.2.5 All staff are consulted over changes, amendments, and alterations to this Policy; and
  - 2.2.6 The Human Resources Manager is made aware of all work-related ill health amongst staff.
- 2.3 **To delegate tasks only to appropriately trained or competent members of the department in particular those:**
  - 2.3.1 Working alone;
  - 2.3.2 Working away from the College;
  - 2.3.3 Working outside normal College hours;
  - 2.3.4 Undertaking any manual or maintenance work; or
  - 2.3.5 Operating machinery or driving whilst on the College's business.

2.4 **Staff Safety Representatives**

Each Head of Department will when necessary receive assistance from the Health and Safety Officer and the Health and Safety Advisor. The Head of Department will attend meetings where they will raise any matters relevant to the College's Health, Safety and Compliance obligations and responsibilities as it affects them and those who work with them.

2.5 **Employees**

It is in the interests of all employees to cooperate with those who are responsible for the management of this Policy and not to interfere with anything provided by them to safeguard health, safety and compliance arrangements.

All employees of the College are expected to take reasonable care to secure their own health, safety and wellbeing and of those affected by what they do; and if they have concerns about that to express those concerns to their Head of Department or, the Information and Consultation for Employees Committee and the Health and Safety Officer.

## **PART 2**

### **ARRANGEMENTS TO MAKE WORK SAFE**

#### **1 INTRODUCTION**

The College exists to provide a place of study and research, making a significant contribution to the furtherance of the arts, humanities and sciences; the activities which take place within the College are diverse.

The College houses many works of art, including a number of portraits and its buildings are historic. As such, the maintenance of the College's structure, furnishings, fittings and gardens is complex. It also provides accommodation and has extensive facilities for catering as well as organising and hosting a wide range of events.

All of these factors and activities have the potential to expose you and others who come into contact with them to certain risks.

Some of the main areas of risk include:

- (a) Fire
- (b) Food hygiene
- (c) Contact with plant and machinery
- (d) Contact with electricity and gas
- (e) Slips, trips and falls
- (f) Falls from working at height
- (g) Manual handling, in particular lifting heavy objects
- (h) Working alone
- (i) Excessive noise, vibration or dust
- (j) Movement of vehicles in the workplace and car park
- (k) Driving on the College's business
- (l) Working with Display Screen Equipment (computer workstations)
- (m) Contact with hazardous substances

The policy of the College is to look at risk to health and safety or to the environment which may arise from your work, and to put in place the following measures to protect you, anyone, or anything which may be affected by what it does.

#### **1.1 Specific policies**

Full details of these are contained in the health and safety directory on the shared drive:

- 1.1.1 Visitors.
- 1.1.2 Fire regulations.
- 1.1.3 Food and hygiene.
- 1.1.4 Working at height.

- 1.1.5 Working alone.
- 1.1.6 Smoking and alcohol.
- 1.1.7 Personal safety equipment.
- 1.1.8 Legionella and asbestos.
- 1.1.9 Environmental protection and waste disposal.
- 1.1.10 Driving on the College's business.
- 1.1.11 New and expectant mothers, young people and the disabled.
- 1.1.12 Managing crowds.

## 1.2 **Managing risk**

To have a safe place in which to work requires the College to assess the work you do to find out if there is any risk to you or anyone else in you doing it. That risk has to be measured and managed. Training will be given to all employees to ensure they can carry out their work as safely as possible.

To do this, Heads of Department, in consultation with the Health and Safety Officer and the Health and Safety Advisor, will assess tasks which may involve risk. Findings of such risk assessments, their date, the way in which the risk has been measured, and how it will be managed will be recorded. In each department these records will provide a health, safety and compliance file which the Health and Safety Advisor will annually audit and report to the Health and Safety Officer with recommendations for review. The Health and Safety Officer will include a summary of departmental risk reviews in his annual report to the Estate Operations Advisory Group.

## 1.3 **External Project Managers Consultants and Contractors**

- 1.3.1 Where appropriate, external project managers, other professional consultants and contractors may be appointed to undertake specific work on behalf of the College. External Project Managers will only be appointed for Construction (Design and Management) (CDM) projects that have been approved by the Estate Operations Advisory Group.
- 1.3.2 External Project Managers professional Consultants and Contractors may be appointed on behalf of the College (see 1.4 below.)
- 1.3.3 Before appointment:
  - 1.3.3.1 Copies of relevant Health and Safety arrangements (including risk assessments) will be provided by the proposed Consultant or Contractor to the College;
  - 1.3.3.2 The Estate Operations Advisory Group will approve the appointment;
  - 1.3.3.3 The Health and Safety Officer will be notified; and
  - 1.3.3.4 The Heads of Department will keep a record of approved contractors, subcontractors and external consultants by reference to previous experience and how they work for the College (part 1, clause 2.1.2.)



#### 1.4 **External consultants**

1.4.1 The Health and Safety Officer, together with the Health and Safety Advisor as appropriate will enlist the services of expert external consultants to assist in the specialist areas of health, safety and compliance, and fulfil the College's need for appropriate, competent or responsible persons where required by law and where no-one within the College can fulfil that role.

1.4.2 The College retains expert consultants in relation to the following areas:

Fire

Food and Hygiene

Legionella

Asbestos

Health and Safety

Legal Advice

Full details of these external consultants can be obtained from the Health and Safety Officer.

#### 1.5 **Training and Induction**

1.5.1 Training will be recorded in hard copy or electronically. Heads of Department will allocate sufficient resources for training and record the cost as it applies to each department and report to the Health and Safety Officer.

1.5.2 New members of staff will be introduced to the working arrangements of the College and their department by the relevant Head of Department in consultation with the Health and Safety Officer and the Health and Safety Advisor.

1.5.3 The induction into the working arrangements will include those specific to their department, a full explanation of this policy document and the effect and obligations that arise under it and which will be acknowledged by the new member of staff. It will also cover Fire Safety, Manual Handling, and General Health and Safety. Basic Working at Height training and the use of ladders, etc. will be provided where appropriate.

1.5.4 All Heads of Department will keep a record in hard copy or electronically of the induction of new employees.

#### 1.6 **Delegation of task**

1.6.1 Before work involving risk is given to any member of staff the Head of Department will ensure those who are asked to do the work in that department have the necessary training or experience to perform the task safely.

1.6.2 The delegation of that task in these circumstances will be recorded to show that the delegation where there is exposure to risk has been to suitably trained or experienced personnel.

1.7 **Safe plant and equipment**

1.7.1 Heads of Department will identify all equipment and plant requiring maintenance and be responsible for ensuring effective maintenance procedures are drawn up, and that such maintenance is implemented. Heads of Department will, in consultation with the Health and Safety Advisor, ensure that new plant and equipment is compliant with health and safety requirements before purchase.

1.7.2 The Health and Safety Advisor will, where there are statutory areas of compliance - fire, electricity, gas, water, asbestos, etc - ensure in consultation with the relevant Heads of Department that the appropriate standards are fulfilled or report the need to involve external consultants to achieve compliance to the Health and Safety Officer.

1.7.3 Any issues in any of the above will be reported by the Health and Safety Advisor to the Health and Safety Officer.

1.8 **Safe handling and use of substances**

Heads of Department in consultation with the Health and Safety Advisor will be responsible for identifying all substances which need COSHH assessments and will conduct such assessments, be responsible for informing employees of such assessments, and ensure such substances are used safely and review such use.

## **PART 3 ACCIDENTS, FIRE AND EMERGENCIES**

### **1 ACCIDENTS GENERALLY**

- 1.1 All accidents, near-accidents and dangerous occurrences, together with cases of work related ill-health, are to be recorded on an approved Accident Report Form by the Head of Department and the reports passed to the Health and Safety Advisor for investigation and recorded in hard copy or electronically. The reports are subsequently to be passed to and retained by the Human Resources Manager where staff are involved, the Senior Tutor where there is student involvement, and otherwise the Health and Safety Officer.
- 1.2 The Health and Safety Officer has a duty periodically to analyse all such incidents to identify signs or trends and include them in a report to meetings of the College Estate Operations Advisory Group, including recommendations for measures seeking to prevent recurrence where possible. The Health and Safety Officer will summarise these reports in an annual report to the Governing Body.
- 1.3 All notifiable accidents and near-accidents which require RIDDOR reports will be reported by the Health and Safety Advisor in consultation with the Head of Department and reported to the Health and Safety Officer. Heads of Department will ensure the appropriate reporting procedure of these accidents is followed within their department.

### **2 FIRST AID AND WORK RELATED ILL HEALTH**

- 2.1 Where necessary the Health and Safety Supervisor, in consultation with the Human Resources Manager and Heads of Department, will arrange health surveillance and record such arrangements as appropriate to specific areas of work.
- 2.2 The College Nurse in consultation with the Health and Safety Advisor will seek volunteers to be first aiders in each department and training and refresher training will be arranged as necessary. A list of trained first aiders and a schedule of locations of first aid boxes is to be circulated to Heads of Department and displayed in the Porters Lodge. The Health and Safety Advisor in consultation with the College Nurse will be responsible for an annual audit of the lists. The names of local first aiders will be displayed on the lid of each box as appropriate.

### **3 EMERGENCY PROCEDURES, INCLUDING FIRE AND EVACUATION PROCEDURES**

- 3.1 In an emergency the priorities are:  
To ensure the safety of yourself and others; and  
To minimise the damage to property.
- 3.2 In the event of fire:  
Raise the alarm, and contact the Porters Lodge;  
Dial 999;  
Direct all persons to fire assembly points; and
- 3.3 In the event of a minor fire use the appropriate fire extinguisher.
- 3.4 Fire extinguishers are located throughout the College premises and a schedule of locations is kept in the Porters' Lodge.
- 3.5 The College acknowledges that the greatest risk to employees and others may arise from fire within the College buildings. To meet that risk and to address it appropriately the College has appointed the Head Porter, as the Responsible Person for Fire Safety as the person responsible for introducing risk assessments (evacuation procedures) and all necessary measures. The Head Porter, as the Responsible Person for the purposes of Fire Safety will ensure appropriate training is given to all those who may be affected.
- 3.6 An evacuation for any reason other than fire in the College will follow the same emergency procedures outlined above.

## **PART 4**

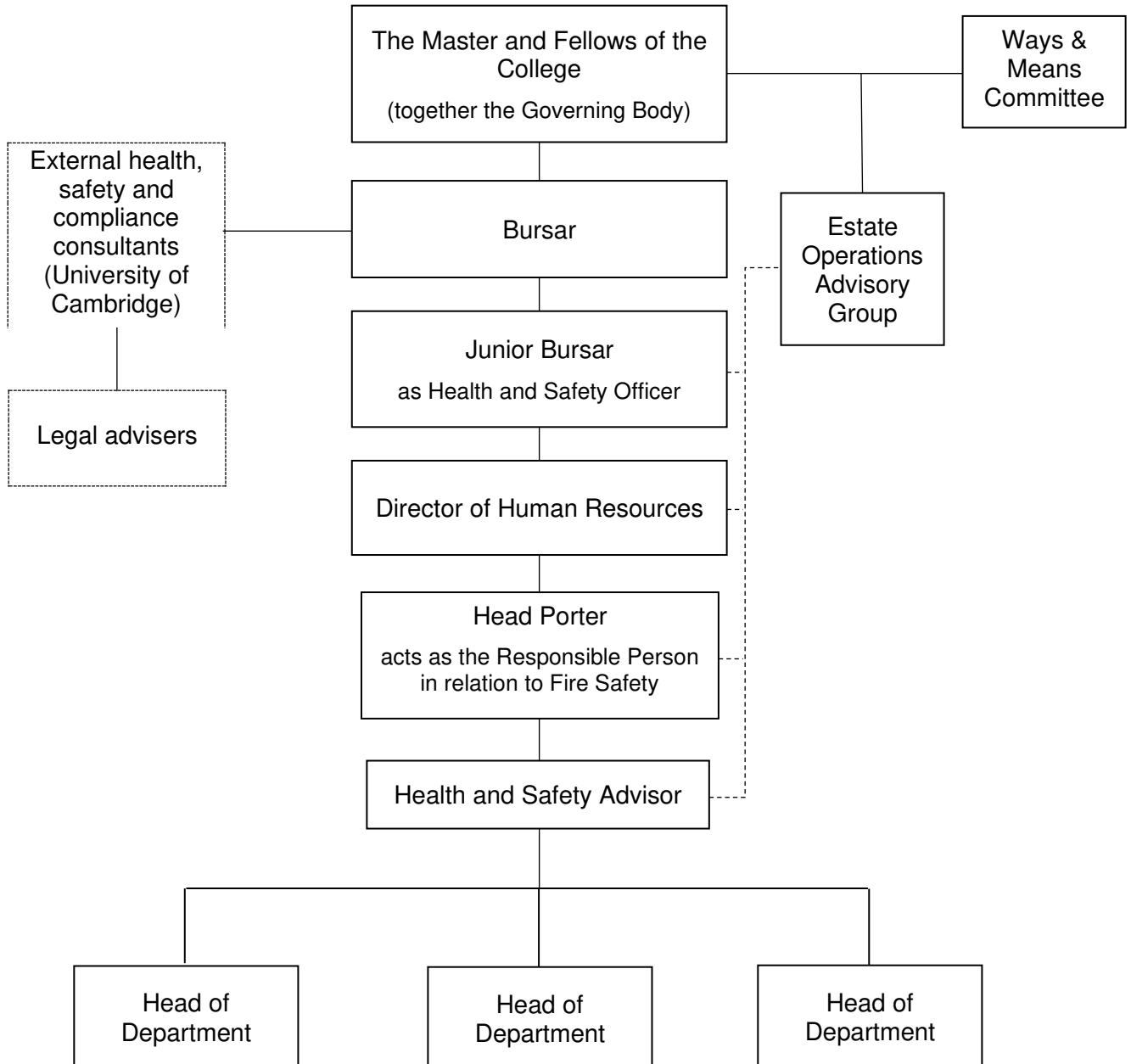
### **1 MONITORING**

1.1 Making sure we are doing all we can.

1.1.1 Heads of Department, in consultation with the Health and Safety Advisor, will ensure that all is being done which reasonably can be done to fulfil the College's Health, Safety and Compliance Policy and will hold meetings in each department at which health and safety or work-related concerns may be raised. Members of staff will be invited to put forward concerns or difficulties that have arisen from their work. A written minute of these meetings in an appropriate form will be given to the Health and Safety Officer who will forward a summary to the Estate Operations Advisory Group. The Health and Safety Officer will report regularly to the Governing Body on how such matters are being managed.

1.1.2 Appendix 1 illustrates how matters of concern over the implementation and application of this Policy may be reported to those who are responsible for it.

**APPENDIX 1  
HEALTH, SAFETY, AND COMPLIANCE POLICY MANAGEMENT STRUCTURE**



## **APPENDIX 2 NAMES AND CONTACT DETAILS**

**The following roles will be appointed by the College to assist in Health and Safety Management. For contact information in relation to each role, please see below.**

### **Bursar**

Mr Tim Harvey-Samuel

### **Junior Bursar**

Mr Glen Sharp

01223 332525 - gjs38@trinhall.cam.ac.uk

### **Head Porter and Responsible Person for the purposes of Fire Safety**

Mr Andy Keenan

01223 332504 - ak2044@trinhall.cam.ac.uk

### **Health and Safety Advisor**

Stuart Douglas

01223 331316 - scd52@trinhall.cam.ac.uk

**The following list of the College Departments for which Heads of Department have been appointed. For contact information, please see below.**

### **Accounts and Bursary**

Mrs Jacqueline Nathan

01223 339027 - Jn285@trinhall.cam.ac.uk

### **Catering and Conference**

Fiona Simon

01223 332533 - Conference@trinhall.cam.ac.uk

### **Development Office**

Dr Rachelle Stretch

01223 766345 - fundraising@trinhall.cam.ac.uk

### **Gardens**

Sam Hartley

01223 761619 – sh85657@trinhall.cam.ac.uk

### **Housekeeping**

Mrs Marta Janko

01223 760987 - mj336@trinhall.cam.ac.uk

**IT**

Mr David Shaw

01223 765958 - [itsupport@trinhall.cam.ac.uk](mailto:itsupport@trinhall.cam.ac.uk)

**Library**

Ms Jenni Lecky Thompson

01223 332546 - [jel52@trinhall.cam.ac.uk](mailto:jel52@trinhall.cam.ac.uk)

**Maintenance**

Mr Russell Waller

01223 332500 - [rjw98@trinhall.cam.ac.uk](mailto:rjw98@trinhall.cam.ac.uk)

**Nurse**

Ms Jo Rhodes

07562 209590 - [nurse@trinhall.cam.ac.uk](mailto:nurse@trinhall.cam.ac.uk)

**Porters**

Mr Andy Keenan

01223 332503 - [ak2044@trinhall.cam.ac.uk](mailto:ak2044@trinhall.cam.ac.uk)

**Tutorial Office**

Miss Julie Powley

01223 332517 - [jp219@trinhall.cam.ac.uk](mailto:jp219@trinhall.cam.ac.uk)



## **APPENDIX 3 SPECIFIC POLICIES**

### **1 VISITORS**

#### **1.1 Conferences and Events**

For large group events and conferences organised externally, those attending must sign an attendance register.

Event organisers will ensure the register is kept and before the start of any organised event will indicate to those attending the location of the fire exits. For large group events and conferences organised externally, one person will sign in on behalf of all attendees. The external organiser will be responsible for ensuring a register is kept and before the start of any organised event will indicate to those attending the location of the fire exits.

#### **1.2 General**

In the event of an emergency that requires evacuation of the premises it will be the responsibility of the Head Porter or his duty deputy, together with the Health and Safety Officer to ensure that all registered visitors are evacuated.

In the event of a conference or event organised by the College the organiser of that event will be responsible for evacuating attendees should that become necessary.

#### **1.3 Residential Visitors**

In relation to those visitors which come to the College for residential summer schools, the College has separate arrangements with the organisers of those summer schools who are responsible for keep a register of attendees, ensuring attendees know the location of fire exits and ensuring attendees are evacuated should that become necessary.

### **2 FIRE REGULATIONS**

In view of its importance the College has appointed the Head Porter, as the Responsible Person for the purposes of Fire Safety, as the competent person responsible for introducing risk assessments, evacuation procedures and all necessary measures for the College to be compliant. The Head Porter, in consultation with the Health and Safety Advisor will ensure that appropriate training is given to all those who may be affected. Heads of Department will raise the issue of fire compliance in their agenda at Health and Safety Meetings.

### **3 FOOD AND HYGIENE**

The College has retained external consultants to assess monitor and review the necessary regulatory requirements.

### **4 WORKING AT HEIGHT**

Working at height will be avoided where possible and only undertaken by staff or contractors appointed by Heads of Department. Ladders will only be used by employees after consultation with the appropriate Head of Department and with the advice of the Health and Safety Advisor. All persons using ladders or otherwise working at height must have received relevant training.

## **5 WORKING ALONE**

All members of College and employees working alone will have access to radio communication or a mobile phone. Prolonged working alone should be directed by the appropriate Head of Department, and take into account:

- 5.1 The age of the person;
- 5.2 Their general health; and
- 5.3 Arrangements for making regular contact.

## **6 SMOKING AND ALCOHOL**

The College has a policy that does not tolerate smoking except in designated areas, nor consumption of alcohol during working hours.

## **7 PERSONAL SAFETY EQUIPMENT**

Heads of Department will provide personal safety equipment when required, serviced or replaced when necessary. Members of staff are required to use it and to keep it in good condition.

## **8 LEGIONELLA AND ASBESTOS**

The College retains suitable expert consultants who will monitor and review the regulatory requirements necessary to control and monitor these matters.

## **9 ENVIRONMENTAL PROTECTION AND WASTE DISPOSAL**

The College is committed to causing the least possible harm to the environment by its business activities and expects all employees to respect the environment and to assist in meeting this commitment during the course of their work.

It will meet this commitment by so far as reasonably practicable:

- 9.1 Ensuring that all relevant environment legislation and regulations are complied with.
- 9.2 Encouraging a sense of awareness of environmental issues among those who work with them.
- 9.3 Considering the effect upon the environment of its activities products and processes before undertaking them.
- 9.4 Introducing measures to prevent or eliminate pollution and where this is not feasible to reduce pollution, omissions and waste generation to a minimum.
- 9.5 Discourage waste and encourage the recycling of materials and adopt the practice of using, where possible, recycled materials.
- 9.6 Purchasing environmentally friendly materials wherever possible and appropriate.
- 9.7 Improving energy and water conservation by increasing energy efficiency and reducing water waste.
- 9.8 Developing and implementing renewable energy sources.
- 9.9 Dedicating sufficient resources to sustain and implement this programme of environmental responsibility.

## **10 DRIVING**

The College acknowledges that any employee driving whilst on College business exposes them to risk. For that reason the College has adopted the following driving policy:

- 10.1 Heads of Department will only authorise employees to drive vehicles on College business after having regard to:
  - 10.1.1 The age, health and experience of the person;
  - 10.1.2 Whether that person will be accompanied;
  - 10.1.3 The length of the journey undertaken and whether there is an alternative to driving; and
  - 10.1.4 That the time given to the journey is adequate.
- 10.2 Employees driving on the College's business will do so in accordance with the Highway Code and Road Traffic Acts;
- 10.3 Employees using their own vehicles on the College's business are responsible for their roadworthiness, maintenance and insurance, and will only use them after having first obtained authority from their Head of Department;
- 10.4 Employees will keep a record of all journeys involving the College's business; and
- 10.5 Employees driving a College vehicle for personal purposes will first obtain authority from their Head of Department who will have given regard to insurance cover.

## **11 NEW AND EXPECTANT MOTHERS, YOUNG PEOPLE AND THE DISABLED**

The College is aware that it has particular responsibilities in respect of new and expectant mothers, young people and disabled people, and will so far as reasonably practicable undertake the following:

### **New and expectant mothers**

- 11.1 The identification of hazards in the workplace that could pose a health and safety risk to expectant mothers or their babies, and taking action to remove or reduce that risk;
- 11.2 This information is made known to all female employees, not just those that have told the College that they are pregnant;
- 11.3 The relevant Head of Department will carry out a specific risk assessment on receipt of written notification from an employee that she is pregnant, has given birth in the past six months, or is breastfeeding. This will take into account any advice provided by the woman's health adviser. The College will take action to remove, reduce or control the risk. If the risk cannot be removed, the College will in consultation with the Human Resources Manager;
  - 11.3.1 Temporarily adjust her working conditions and/or hours of work; or if that is not possible;
  - 11.3.2 Offer her temporary alternative work (at the same rate of pay) if available; or if that is not feasible;

- 11.3.3 Suspend her from work on paid leave for as long as is necessary to protect her health and safety and that of her child.

### **Young people**

- 11.4 The College recognises that before employing a person below the age of 18, it has a responsibility to carry out a risk assessment which takes into account;
- 11.4.1 The fitting out and layout of the workplace and the particular site where they will work;
- 11.4.2 The nature of any physical, biological and chemical agents they may be exposed to, the length and extent of that exposure;
- 11.4.3 The types of work equipment that will be used and how it will be handled;
- 11.4.4 The organisation of the work processes involved;
- 11.4.5 The need to assess and provide health and safety training;
- 11.4.6 The risks from particular agents, processes and work; and
- 11.4.7 It will also, and as appropriate, consider physical or psychological capacity; pace of work; temperature extremes; noise or vibration; radiation; compressed air; hazardous substances; and lack of training and experience.
- 11.5 Before employing children of compulsory school age (currently less than 16 years and 10 months on the last Friday in June), or offering them work experience placement, the College will tell their parents or carers of the findings of the risk assessment and control measures taken.
- 11.6 The College is aware of its responsibilities to ensure that young people undertake appropriate training and that it is understood.
- 11.7 The College recognises that it also has a duty of care to young people who visit its premises or take part in its activities. The College will assess what particular risks such young people may face and take steps to minimise those risks accordingly. The Head of Department whose development will be visited by the young persons in conjunction with the Health and Safety Officer and Health and Safety Advisor will carry out those risk assessments.
- 11.8 If young people visit the College organised by an external organiser it will be the responsibility of that organiser to complete the relevant risk assessments which will be reviewed by the relevant Head(s) of Department whose departments will be visited in conjunction with the Health and Safety Officer and Health and Safety Advisor.
- 11.9 The College does not act in loco parentis towards young people, and will ensure that their parents or guardians, and any other person that has responsibilities towards them (such as their school) are notified of the arrangements that the College has in place to ensure their safety and well-being. This notification will set out, in particular, arrangements for emergency medical care and for the provision of contact details in the event of an emergency.
- 11.10 The College will carry out appropriate checks (such as DBS checks) on all employees who have direct contact with young people, where it is permitted to do so by law and believes such checks are necessary.

## **Disabled persons**

The College has a responsibility to;

- 11.11 Take account of disability, avoiding assumptions;
- 11.12 Involve disabled employees in risk assessment by the relevant Head of Department and making reasonable adjustments; and
- 11.13 Consult others with appropriate expertise as necessary.

## **12 MANAGING CROWDS**

The College is committed to a system that anticipates monitors and controls potential risks caused by crowding. It will do this by:

- 12.1 Ensuring that all employees are aware of their roles and responsibilities and are adequately trained;
- 12.2 Written arrangements for regular analysis, planning, inspection, operation and review of crowd safety systems;
- 12.3 Identifying the type of visitor that is expected, and likely crowd behaviour;
- 12.4 Conducting a risk assessment of the crowd control arrangements, and carrying out regular reviews;
- 12.5 Ensuring good contact and liaison with the police and emergency services;
- 12.6 Ensuring that when carrying out risk assessments the following factors are considered:
  - 12.6.1 Layout and design;
  - 12.6.2 Circulation routes;
  - 12.6.3 Location of facilities;
  - 12.6.4 Positioning of clear signs and information;
  - 12.6.5 Steep slopes, dead ends, convergence of routes into one, uneven or slippery floors and steps; and
  - 12.6.6 Crowd flows.
- 12.7 These arrangements will be monitored by event organisers and reviewed by the Health and Safety Supervisor, who will collate and assess information about the health and safety record of events and include this in their annual report.