

SECTION 5: HEALTH AND SAFETY

Health & Safety Policy

Under the provision of the Health and Safety at Work Act 1974 the College is required to ensure the safety of employees, members of the College and the general public, when on College premises.

It is the policy of the College to secure the health, safety and welfare of all persons in College. Accidents, or any other matter relating to safety, should be reported either by employees to their Head of Department who will then pass the information to the Bursary; by members of the College direct to the Bursar; or failing that, to the Warden.

The best method of preventing loss or injury is to take proper precautions at all times. Cigarette ends should be disposed of properly. Naked lights should not be used near combustible material. All power sockets should be switched off where practicable, or if no switch exists, the power plug should be disconnected from the socket at the end of the working day for employees, and on retiring in the case of resident members.

General precautions

Electrical equipment

Normal safety precautions are to be taken in the handling of electrical equipment. Adjustments or repairs to electrical equipment should only be carried out by authorised persons and only after the power supply has been disconnected. Only one appliance is permitted on each socket.

Electrical appliances are regularly inspected and tested, and a sticker detailing the date of the last inspection is affixed. Missing stickers should be notified to the Maintenance department.

Mechanical equipment

The manufacturers' safety instructions for particular machines should be observed at all times. Machines which are supplied with safety guards should not be operated unless the guard is in the correct position. Persons operating machinery should ensure that articles of clothing are not allowed to make contact with moving parts. Component replacement or servicing should only be carried out with the machine disconnected from the electrical supply. Running tests on equipment should only be carried out by experienced maintenance staff or servicing contractors.

College Doctor

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