

From the Director of Accommodation, Catering & Conferences
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To: All Senior Members of Jesus College (including Lecturers)

Date: September 2023

Re: Obligations & Responsibilities of Senior Members in relation to Health & Safety at Work

Regulation Framework

Jesus College is bound by the provisions of the Health & Safety legislation, as are all Oxford Colleges. This legislation imposes on the College a wide range of legal duties designed to ensure the safety of academic & non-academic staff, students and visitors while they are on the College's premises.

The colleges of collegiate universities such as Oxford or Cambridge, are considered to fall to the Health and Safety Executive (HSE) rather than a Local Authority as the main activity is education despite there also being a large element of residential accommodation. The Licensing Authority of Oxford City Council governs the sale of alcohol, food and other entertainments on College premises and shares powers of access and audit with the HSE.

Duties are enforceable, and a failure to comply with them could result in the College losing its license to operate, being prosecuted and fined. In very serious cases of failure to comply with legislation the imprisonment of named individuals is also an option.

Members of Governing Body

Fellows who are members of Governing Body are deemed to be 'directors' of Jesus College for the purposes of the Health & Safety legislation, in that they control the activities of the staff and students of the College. Individually, they are ultimately responsible for ensuring that all the legal duties required by the Health & Safety Executive are carried out.

Implementation of many of the Governing Body's duties will require the resources of people, material and space. There is no defence in the statement that the absence of resources resulted in actions that needed to be done being left undone or actions that should not have been done being done.

Some duties are absolute and must be carried out.

The remainder are usually qualified with the phrase "reasonably practicable", and allows the benefit of the action to be weighed against the time, effort, cost and practicability of implementing them. The view of the courts is that where a person knows something to be wrong, or suspects something to be wrong, they should neither take nor cause an action to be taken.

All Senior Members

Jesus College aims to create a safety culture that pervades all the activities of the College's staff and students on and away from the College's premises and grounds.

All the members of the College should feel empowered to make a positive contribution, and to this end, all Senior Members will lead by their example.

- All Senior Members will follow instructions in the Safety Rules and Notices displayed on College property.
- All Senior Members will take reasonable care for their own health and safety, and of persons who may be affected by anything that they do or that they fail to do.
- All Senior Members will promptly report any risk to health, risk to safety, or perceived deficiency in the College's Health and Safety arrangements.

If you would like to receive any further information about Health & Safety in general, or about your personal obligations in respect of Health & Safety, you are most welcome to contact me and discuss matters that are of significance to you.

Fire Brief

Your role in College fire safety is as follows:

If you hear the alarm:

1. Stop what you are doing.
2. Alert colleagues.
3. If you find a fire, do all this but, before you do so, raise the alarm by shouting fire and fracturing the nearest break glass.
4. Immediately evacuate the area; close windows, and doors as you leave; do not run.
5. If you pass offices or bedrooms, shout fire and knock on the door; do not open doors.
6. Use stairs, not lifts.
7. Make for, and remain at, the nearest assembly point. These are at:
 - a. The Ship Street gate (inside)
 - b. The Market Street entrance via the covered corridor from 2nd Quad to Market Street
 - c. The main entrance at the Lodge
 - d. Digital Hub & café in Cornmarket or Market Street
 - e. For Ship Street, in the road
 - f. At Stevens Close or Herbert Close, in the car park.

8. If the fire is at one of the College's remote sites, telephone 999 and report it or ask the Lodge to do so.
9. Remain at the Assembly point and act as a point of contact for the Fire Service.
10. Do not re-enter the affected area unless and until the Senior Fire Officer present specifically authorises you to do so.

Useful Websites:

UK Health & Safety Executive: <http://www.hse.gov.uk/aboutus/index.htm>

Oxford University
Health and Safety Office: <https://safety.admin.ox.ac.uk/home>

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