



Jesus College Oxford

A Student's Guide to Health and Safety at Jesus College

Jesus College is committed to providing a safe and healthy environment for you to live and learn while studying here. To fulfil this the College needs your co-operation by reading and following the guidance below. We all have to take responsibility for ensuring that our actions and omissions do not cause injury or ill health to other people, and knowing a few safety rules for the College can help you play your part.

Emergency Arrangements

Whatever building you go in, make sure you get to know:

- The layout of the building
- Where the emergency exits are, as well as your normal route in and out
- What to do if there is a fire
- What to do if there is you smell gas
- Locations of fire alarm call points
- The emergency phone numbers

Emergency Telephone numbers

In the case of Fire your first contact should be the Fire Brigade **by dialling 999**. You should then immediately raise the alarm and then inform the College Lodge.

The College Lodge is the contact for all other emergencies. The Lodge is manned 24/7, 365 days a year.

The College Lodge number is **01865 279700**. It is advisable to programme this into your phone so that you have it at all times.

If you need to contact emergency services you must speak clearly and say:

- Who you are
- Where you are, i.e. what building/floor/room and give the number you are calling from
- What emergency services are needed and briefly what has happened
- Exactly where the emergency assistance is needed. Give the name of the building, the street and the postcode if you know it.

Fire

Look out for the blue Fire Action Notices in buildings and in your flat for local details, but generally, if you discover a fire:

- Operate the fire alarm by breaking the nearest break glass
- Phone the **999**, raise the alarm and then inform the Lodge
- Leave the building by the nearest available exit route closing windows and doors behind you if there is time
- Do not attempt to fight the fire with a fire extinguisher unless you have been trained AND it is safe to do so. Only try to fight a small fire and make sure your escape route is clear in case the fire escalates out of control
- Go to the assembly area for the building and await further instructions



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If the fire alarm sounds:

- Leave the building by the nearest available exit route closing doors behind you
- Go to the assembly area for the building and await further instructions.

Fire and/or smoke can injure or kill anyone, no matter what their personal fitness levels are, so please do not take chances.

Remember that fire alarms, detectors and extinguishers are there to save lives so if you notice any faults or damage to essential equipment please report it to the caretaker immediately. Misuse may render the equipment inoperable when needed in an emergency. Improper use is a criminal offence and could result in disciplinary action by the College.

Prevent fire by

- Cook in designated kitchens only
- Smoke only in designated areas and ensure that cigarettes are properly extinguished
- Do not use naked flames such as candles, oil burners, and incense
- Ensure that all electrical items are correctly wired and in good working order
- Keep all light bulbs (including fairy-lights) away from any flammable objects such as curtains or clothing

Electricity

Electricity kills quickly and indiscriminately if mishandled. It can also cause nasty burns, fires, and other damage. Do not get complacent, follow some simple good practices:

- Switch off appliances that are in daily use at the socket after use
- Switch off and unplug appliances that are used less often
- Only use the appliance for its intended purpose
- Use the appliance in a safe and stable position
- Do not place items on an electrical appliance that could cause it to overheat or obstruct cooling air supplies
- Position leads, extension leads and plugs carefully to avoid tripping hazards and so that you can reach the socket to switch off quickly if something goes wrong
- If you use a multi-socket extension lead do not overload it and make sure it is fused
- One extension lead is enough! Never add a further extension lead
- Use an extension lead of appropriate length, but always fully uncoil a wind-up extension lead before use
- Report any damaged sockets, light switches or other fittings and do not use them until they have been competently repaired
- Visually check electrical appliances before use (see checklist below) and do not risk using one where you can see something wrong (95% of faults on portable electrical appliances can be seen).

Remember to switch off and unplug any appliance before you carry out the following visual checks:

Appliance

- Obvious damage to casing
- Obvious damage to grommet, sleeving or other protection at the point where the lead passes through the casing
- Obvious damage to switches



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- Loose screws or other parts
- Water damage, evidence of past spills of liquid or other contamination.

Leads

- Cuts, punctures or abrasion
- Discolouration or distortion which might indicate overheating
- Hardening of the outer insulation
- Kinks
- Taped or other non-standard joints
- In an environment where damage is likely.

Plugs

- Physical damage, cracks, holes in casing, bent pins
- Discolouration or distortion which may indicate overheating
- Outer insulation layer of lead is not secured within the plug casing, or if you can see the coloured insulation on the wires.

Gas (not relevant to Stevens Close and Hazel Court)

Each flat is provided with an InfoPack that can be found in the kitchen (clear folder hooked in the kitchen). Amongst all other information the InfoPack contains the manual for all appliances provided in the property, including the boiler. It is important that you familiarize yourself with the type of boiler, how it operates and where the lever to shut off the gas is located in the flat. If you smell gas:

- Immediately shut off the gas supply to the property (see InfoPack for location of gas lever)
- Open doors and windows to ventilate the property
- Do not smoke or light matches
- Do not turn electrical switches on or off
- Leave the building immediately and alert anyone else in the property as you leave
- Once outside the building call the National Gas Emergency on 0800 11 1999
- Call the site Caretaker to inform them. If unavailable call the Lodge and let them know you have already called the National Gas Emergency number

Computers

It is very tempting, especially when immersed in studies, to sit and stare at a computer screen for far longer than is healthy, resulting aching limbs, neck and back pain, eyestrain, and headaches. While at first these symptoms go away after you stop working at the PC, they can become more permanent and quite disabling if you do not take corrective action. Try to be disciplined about taking plenty of breaks; five or ten minutes on your feet away from the PC every hour is important and you should not to look at the screen for more than twenty minutes at a time without resting your eyes for a while.

Simple measures to avoid problems:

- Adjust your chair to support your back and get the seat high enough so that your feet can rest flat on the floor but your elbows are just above desktop height
- Sit up, don't slouch
- Have space to rest your wrists or palms in front of the keyboard
- Keep your wrists and fingers as straight as possible when keying and key lightly
- If you use a mouse, keep it near you and grip it gently. Move it by swinging your arm from the shoulder, not by tight hand and wrist movements
- Position the screen a bit lower than horizontal to your eyes, straight in front of you, and tilt it so that you are looking at it square on



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- If there are reflections or glare on the screen angle the screen slightly to avoid these
- Take a break from the screen and move about more often, stretching limbs and back, and moving your head slowly from side to side to relax your neck
- Make sure the screen is neither too bright nor too dim (it should be a similar brightness level to that of your surroundings) and use suitable colour schemes (the optimum combination for eye health is black text on a white background).
- Be conscious of blinking; we tend to blink less when concentrating on a screen and this can cause dry-eye.
- Every twenty minutes or so look away from the screen and focus on a distant object for about twenty seconds to relax the focusing muscle inside the eye. You can also alternate between focusing far away then close up for **15 to 20** seconds at a time, repeating the action ten times, to avoid the eye's focusing ability to 'lock up'

Equipment and machinery

During your time at College you will have to use equipment with moving parts such as washing machines. To avoid risk of injury to hands and other parts of the body it is important to:

- Be aware of the hazards presented by the equipment
- Only operate equipment according to the instructions
- Do not remove enclosing panels or interfere with equipment in any way
- Report faults or damage to equipment immediately
- Do not use any equipment that is thought to be faulty

Lifting and Carrying

Back injuries and other strain injuries caused by lifting or moving heavy or awkward objects are surprisingly common. To protect yourself against these sorts of injury take these simple steps:

- Always think first, assess the item's weight and plan the task
- If the item is too heavy, get help or use a trolley or other means of mechanical assistance

When lifting:

- Establish a good balance with feet apart facing the direction of travel
- Bend your knees and let your legs do some of the work
- Keep your back as straight as possible, tuck your chin in, and do not twist or jerk
- Keep the item close to your body

Slips, trips and falls

This may sound trivial, but the largest number of accidents in College property happen by people slipping tripping or falling, sometimes with serious consequences. Keeping rooms tidy and implementing the measures below will help avoid these incidents.

- Clean up spills of liquids immediately; don't assume someone else will do it
- Do not leave bags, other personal belongings, boxes or files on the floor for other people to trip over. This is especially important near doorways and in Hall
- Never run on polished or waxed floors of corridors or rooms
- Route electrical leads and telephone cables with care
- Close filing cabinet drawers and other drawers immediately after use
- Use step-stools or step-ladders to reach items stored at high level, not chairs or tables



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- Report loose carpets, damaged or uneven flooring and other trip or slip hazards to a member of staff or via the online Accommodation Fault reporting form on the College intranet

Falling Objects

Once again this may sound trivial but putting or keeping objects on the outside window sills a major concern for the College. An item falling from a third floor window ledge can cause considerable damage to someone who happens to be walking underneath when it falls. Not only that but the gutters in College regularly get blocked by objects falling into them from above. This causes severe overflows and damage to rooms.

Glassware and sharps objects

- Broken glass can cause particularly deep and damaging cuts, and is a common cause of injury
- Always check glassware for damage before use and never risk using damaged glassware
- Consider other people, such as the Caretakers and refuse collectors, when disposing of broken glass or other sharp-edged rubbish. Either dispose of the broken glass into dedicated bins or wrap the debris in newspaper and label it clearly

Safety Concerns and Reporting Accidents. Incidents and Near Misses

Raise safety concerns with a member of staff immediately. Better a misguided concern than someone getting hurt when other people had seen the risk but said nothing.

Report any accidents or incidents that either caused, or could have caused, injury or ill health to the Caretaker or the Lodge immediately. Give them or other members of staff your full cooperation when they have to complete an Accident/Incident Report form.

If you have any concerns about Health and Safety you should report them to the caretaker or the Lodge immediately.

Personal Safety

- Oxford is considered a very safe city but it is always wise to be cautious.
- Avoid walking by yourself late at night and stick to main roads rather than taking shortcuts through quiet side streets
- When meeting new people make sure someone knows where you are and always keep your wits about you in large social gatherings
- Look after yourself and your friends, making sure drinks aren't tampered with and no one is walking home or getting into an unsolicited taxi alone
- Familiarise yourself with the bus routes and pedestrian areas in the vicinity and make sure you have the number of a taxi company and the College with you in case of emergencies
- If at any point you feel stranded in the city and in need of help, go to the Lodge; there is someone on duty 24/7 and we are here to look after you

Safety Contacts

Central Accommodation:



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Lodge open 24 hours, 7 days a week – lodgeopen@jesus.ox.ac.uk – 01865 (2)79700

North Oxford Annex Site (Stevens Close and 121 Woodstock Road) caretaker

Malachi Rimmer - malachi.rimmer@jesus.ox.ac.uk - 01865 (2)77633 or 07815704263

East Oxford Annex Site (Herbert Close) caretaker

Keiron Bennellick - Keiron.bennellick@jesus.ox.ac.uk – 01865 (2)79702 or 07882617999

Maintenance

Accommodation fault reporting:

<https://jesuscollegeintranet.web.ox.ac.uk/maintenancereporting-form>

For Fire Safety concerns contact the Lodge Manager: lodgeopen@jesus.ox.ac.uk or telephone 01865 (2)79700

Responsibility for Health & Safety is the Director of Accommodation, Catering and Conferences, on PA to the jcdaccpa@jesus.ox.ac.uk