



HEALTH & SAFETY

A Guide to Policy and Arrangements at the Hawkills

1. The Policy Statement

The College Health and Safety Policy and Procedures document affirms the commitment of the senior management team to safeguarding the health, safety and welfare of all those who work at or visit the Hawkills. It lays down all the responsibilities of each area and sets out all the procedures for maintaining a safe and healthy working environment. It is reviewed annually and copies are held by:

Finance and Administration Manager
Main House Reception
All Resident Contractors and Tenants

There is also a copy in the Estate Manager's Office.

2. Health and Safety Manager

The College employs a full time Estate Manager who, with advice from the Cabinet Office Corporate Services Group, is responsible for managing all health and safety matters and ensuring that the Hawkills complies with all current legislation.

3. Health and Safety Information

Notices relating to health and safety issues are displayed on the health and safety notice board which is situated in the back foyer of the Main House (behind the oak staircase).

The College health and safety policy and procedures document is available for staff and visitors to refer to at the Main House Reception.

4. Accident Reporting

All accidents and injuries should be recorded in the College accident book which is held at the Main House Reception.

Cabinet Office staff should then contact their line manager who will complete an accident report form on their behalf.

Visitors to the College who are involved in accidents should fill in the College accident book as above, and the duty receptionist/caretaker should then inform the Estate Manager or his/her deputy. The Estate Manager or his/her deputy will then complete an accident report form on behalf of the visitor.

Contract staff who are involved in accidents should also fill in the College accident book and then report the incident to the Estate Manager or his/her deputy. The Estate Manager or his/her deputy will then complete an accident report form on behalf of the contractor. It is a requirement that contract staff based at the Hawkhill should carry out their own accident investigations as well as following Cabinet Office procedure.

5. First Aid Arrangements

First aid boxes are situated at the Main House Reception, the Accommodation Block, the Finance Office and the Kitchens. The contents of the boxes are checked on a monthly basis and replenished as necessary by the Estate Manager.

The College employs staff trained in first aid and their names can be found at:

Main House Reception
Health and Safety Notice Board
Accommodation Block
Training Centre
Kitchen

6. Fire Precautions

Fire evacuation instructions are placed in all accommodation rooms and strategically placed around all of the College buildings.

All buildings are equipped with fire alarm systems which are maintained and tested to BS 5839 part 1 1988. All fire extinguishers are checked and maintained in accordance with BS 5306 part 3 1985.

The College operates a no smoking policy throughout its buildings.

7. Fault and Defect Reporting

Any faults or defects that are discovered should be reported to the Main House Reception staff. The following details will be required:

Name
Room Number
Nature and location of the fault or defect