



The Governing Body is fully committed to achieving high standards of health and safety for its staff, students and visitors.

It recognises its obligations under the Health and Safety at Work Act and related legislation and is equally committed to meeting those obligations.

The successful management of a working, domestic and educational environment to ensure the health and safety of members and visitors is a priority and an integral part of the College's activities.

Prof Stephen Blyth
Principal
10 March 2023

Specifically, we shall strive to:

- provide adequate control of health and safety risks arising from our work activities;
- consult with our staff on matters affecting their health and safety;
- clearly communicate with our students and visitors regarding health and safety matters;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide clear information, instruction and supervision for our employees;
- ensure all employees are competent to conduct their tasks, and provide adequate training;
- prevent accidents and cases of work related ill-health;
- maintain safe and healthy working and domestic conditions at all times; and
- review and revise this policy as necessary at regular intervals.

Keeping you safe

The College is concerned about your health and safety, and great efforts have been put into making your stay in College a safe one. Your safety is, however, dependent on the exercise of common sense by you and other residents at all times, whether or not alcohol has been consumed. You also have an obligation to consider others as well as your self and not to create unnecessary hazards by your actions or your omissions.

Fire

Stopping fire from starting

Fire needs three ingredients to start: fuel, oxygen and an ignition source. To prevent or stop fire, we need to take away one or more of these ingredients. So:

- To remove the fuel do not allow combustible waste to accumulate anywhere in the buildings. Avoid flammable products where possible.
- To control the supply of oxygen keep fire doors shut at all times; bedroom doors, kitchen doors and doors in corridors and staircases all help to control fire.
- To prevent ignition, you must not light candles or smoke in your room or any building; you must be vigilant around heat sources and never leave cooking unattended.

Keeping everyone safe from fire

You should never tamper with fire detection or prevention equipment such as fire detector heads or extinguishers and you should always keep fire doors in pantries and corridors closed. Failure to do this is not only extremely dangerous but is a criminal offence attracting a fine of up to £20,000.

Corridors can be very different in a real fire – full of smoke and difficult to navigate. To keep everyone safe corridors must be kept clear at all times.

Incidents will be dealt with by the Dean.

Reacting to fire

Take the time to familiarise yourself with all relevant emergency escape routes as soon as possible and read the fire instructions posted in each room carefully.

Never tamper with fire detectors, fire alarm sounders or emergency lights.

If a fire alarm sounds it will not be silenced until the Porter is satisfied it is safe to do so.

The Porter is the responsible person in charge until the arrival of the fire brigade, and their authority must be respected and their directions followed. If there is a fire, then **only the Porter may phone the fire brigade.**

If you actually discover a fire, leave the building and push the red call point to sound the alarm on your way out. Report to the Porters' Lodge and provide as much information as possible. Follow the evacuation procedures below.

Only use a fire extinguisher if you have been trained to do so. Make sure you use the correct fire extinguisher for the type of fire you are tackling. Do not compromise the fire safety of yourself or others.

It's more likely that you will hear a fire alarm than discover a fire. If you hear the alarm at any time leave the building by the nearest safe route. You must leave as quickly and safely as possible using the nearest safe route – make sure you know them all. You should be aware of all escape routes. Do not collect personal belongings. Do not use lifts.

Students evacuate directly to the muster point appropriate to their location. Visitors and short stay residents report to their host or co-ordinator at the nearest assembly point. The first resident out of the building will collect the residency roll for that building (which will be at the exit to safety) and establish who is present.

If you have guests or visitors you should check the people you are responsible for and advise the Porter about people not accounted for.

No one is to return to the building until it is safe to do so.

In the interests of your safety and in order to comply with current legislation the College will hold at least two practice fire drills during the academic year. Failure to participate properly in the drill will result in disciplinary action by the Dean.

Electricity and Electrical Equipment

Students using electrical appliances or installations in their daily routine could be at risk from electric shocks. To minimise this risk avoid the use of trailing leads, do not use multiple socket adapters, make sure the electrical appliance has the correctly rated fuse, and carry out regular visual inspections of the equipment and cabling for signs of defects or fraying cables. Never leave electrical appliances switched on and unattended.

NB. Different countries distribute electricity at different voltages. The UK mains supply voltage is 230V; you must make sure any electrical equipment is designed to run at the appropriate voltage.

Under Health and Safety Regulations it is a statutory requirement that appliances are known to be maintained in a safe condition. Students are responsible for ensuring that their portable electrical appliances are safe to use. A portable appliance is defined as being powered by the mains and having a removable plug. This includes transformer-powered equipment and the mains cables themselves. All electrical

appliances belonging to members of the College and connected to the College electrical system must be known to be in a safe condition. If they are not new they must be demonstrably safe. The College will provide a drop in day for this purpose on Wednesday of first week in Michaelmas term.

Students are advised to seek expert help with the repair of any electrical appliance which malfunctions. If you suspect that any electrical appliance is unsafe, do not use it. The College retains the right to disconnect and remove any item of electrical equipment that fails to meet safety regulations or which has not passed a proper test.

To avoid over-loading the electrical system it is expressly forbidden to use adapter plugs. Mains electricity extensions cables that include fuses are acceptable.

No form of cooking apparatus (other than an electric kettle) and no irons may be used in individual rooms. If you suspect that any of the College's electrical equipment is unsafe, do not use it, but report the matter immediately by email to faults@lmh.ox.ac.uk.

Lithium batteries such as those in electronic devices and especially powerful batteries in e-bikes pose a particularly severe hazard. Lithium batteries can present a significant fire risk, this risk is far higher if the batteries are not used in accordance with guidance. A lithium fire is very difficult to control and has an additional toxic fumes hazard.

All batteries must conform to the UK standard, be regularly inspected for damage and must not be used if damaged, stored in a manner which prevents terminals from shorting (metal contacts not to touch each other), charged on a flat, hard and non-flammable surface, not be left unattended when charging, this includes no sleeping while charging.

Larger batteries such as those used in E-scooters and electric bikes must be charged in the designated secure charging shed within LMH grounds.

The electrical substation for the College and surrounding streets is located within the college grounds. It is housed in a locked brick building in Norham Mews, marked with yellow signs. Extremely high voltages are present: under no circumstances should you enter the building.

Gas

If you suspect a gas leak, open all doors and windows, do not smoke or use matches, do not use electrical appliances or switches or turn on the lights, inform the Porters' Lodge at once.

River

Beware of deep water, mud, water weeds and strong currents when on the banks or boating. Due to the risk of Weil's disease and other water borne infections avoid contact with river water wherever possible. Do not swim in the river.

In protracted cold weather thin ice may cover the river – this will not hold your weight and can be extremely dangerous – avoid at all costs.

Trees

Many of our trees are aged. During periods of high winds trees may become unstable; large branches and entire trees can fall. Avoid walking under trees in windy or stormy weather, or when lightning is forecast.

Slips, Trips and Falls

The College site includes a variety of buildings of different ages. They are all used by different people for a range of activities. You should be aware of your surroundings and wary of steps or changes in level or floor covering until you are used to the surroundings. Also avoid undue clutter in your room, and never use the corridors or stairs as storage space. If lighting is insufficient or not operating correctly or you see any other trip hazards, report by email to faults@lmh.ox.ac.uk.

Using computer and other screens

Advice on the ergonomics and the use of display screen equipment (DSE) equipment is on display in the Library. Always make sure that the workstation you are using is set up to minimise awkward movements and so that your body and limbs are well supported and not stressed. Frequent breaks of 2 to 10 minutes from the DSE are essential during prolonged use. Although it's aimed at workers rather than students the UK Health and Safety Executive's checklist covers the main points to be aware of <https://www.hse.gov.uk/pubns/ck1.pdf>.

Personal Safety and security

You should make yourself familiar with the security procedures as quickly as possible after arrival, and note the following:

In general - be aware of the people around you; do not let anyone into the College if you are not sure who they are; let the Porter know straight away if you see someone you are not sure about. In an emergency, contact the Porter on 01865 274300 or see them in the Porters' Lodge.

When you are socialising outside the College preferably go with a group of friends. Advise a friend of your whereabouts if you are going out alone, and endeavour to stay in familiar surroundings. If you are returning alone late at night, keep to the main streets and take public transport or a taxi back to College if possible. Most Oxford University Colleges are part of the Safe Lodge Scheme. If you see a green circle in the window you can take shelter there and they will contact LMH on your behalf.

You may have non-paying overnight guests to stay in your own room. You are responsible for their actions. **FOR SAFETY AND FIRE REASONS IT IS COMPULSORY TO RECORD THE NAME OF ANY GUEST STAYING AT THE LODGE.**

Visitors other than signed-in overnight guests are not allowed in College before 9am and must leave by midnight. As the entrances to the College are locked you will need to meet your guests and escort them out when they leave.

You or your guests may not bring any weapons or drugs into College.

First Aid and Accidents

Trained first-aiders are present on campus in case of emergencies. Porters are themselves trained first aiders and know how to use the defibrillator kept in the Porters Lodge. If an accident or a near miss should happen to you or a visitor, please ensure that it is recorded at the Porters' Lodge as soon as is practical so that we can investigate and make sure it's not repeated.