



Josephine Butler

Junior Common Room



Policy			
Health and Safety Policy			
Issue Date	August 2026	Reference	P/018
Next Review Due	August 2029	Review Cycle	3 Years
Reviewing Panel	Board of Trustees		
Applicability	Employees Executive Committee Trustees Members Customers Contractors		

1. ABSTRACT

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, with a duty to ensure all stakeholders, whilst attending the JCR’s events, or doing any other activities with the JCR shall be safe.
- 1.2. Therefore, the JCR expects its trustees, employees, volunteers, members, customers, and contractors to commit to upholding and promoting these standards.
- 1.3. The purpose of this policy is to detail how the JCR, and its volunteers, trustees, employees, and contractors shall aim to reduce any risks to individuals’ health and safety.

2. MEMORANDUM OF AGREEMENT

- 2.1. The JCR’s approach to Health and Safety is underpinned by the Service Level Agreement with Durham University (the “University”), the Memorandum of Agreement signed with the University and Josephine Butler College, University of Durham (the “College”), where the JCR is also known as the “Common Room”. The extract of the memorandum is in Appendix A.

3. RESPONSIBILITIES

- 3.1. The Board of Trustees recognises and accepts its responsibilities in providing a safe and healthy environment for all its employees, volunteers, members, customers, and contractors.
- 3.2. The Board of Trustees delegate day to day responsibility for this to the FACSO, or should they not exist, the JCR President, who will provide volunteers with appropriate support and advice, and be responsible for reporting any serious incidents to the appropriate authorities. The FACSO shall also be responsible for ensuring contractors are aware of our Health and Safety policy.
- 3.3. The FACSO is responsible for health and safety training, safe working practices, and an annual review of risk assessments.
- 3.4. The Josephine Butler College Operations Manager, or if such person doesn’t exist, the Josephine Butler College Principal or their delegate, shall work with the JCR in health and safety matters.
- 3.5. All people involved in any JCR activity must conform to this policy, and carry out their responsibilities, reporting any potential hazards accordingly.

4. STATEMENT OF POLICY

- 4.1. The JCR is committed to:
 - 4.1.1. Providing adequate control of the health and safety risks arising from the JCR’s activities;
 - 4.1.2. Consulting with volunteers and employees on matters affecting their health and safety;
 - 4.1.3. Providing and maintaining safe plant and equipment;
 - 4.1.4. Ensuring safe handling and use of substances;

- 4.1.5. Providing information, instruction, and supervision for employees;
- 4.1.6. Ensuring all volunteers and employees are competent to undertake their tasks, and provide them with adequate training;
- 4.1.7. Preventing accidents and cases of work-related ill health;
- 4.1.8. Maintaining safe and healthy working conditions; and
- 4.1.9. Reviewing and revising this policy as necessary.

5. TRAINING

- 5.1. The JCR is committed to ensuring that all volunteers and employees receive appropriate training in health and safety matters to ensure that they are able to fulfil their responsibilities.
- 5.2. Supervisors will ascertain the training needs of their volunteers, and this will be delivered in a timely manner.
 - 5.2.1. “Supervisor” is defined as the activity lead, often the lead or co-leads of the student group, for example a society president, or the chair of a student committee.
 - 5.2.2. Where the “supervisor” is a volunteer, they shall be supervised by the FACSO of the JCR.
 - 5.2.3. Where a FACSO of the JCR is not available, all queries and reports should go to the JCR President.
- 5.3. Durham University and Durham Students’ Union are the preferred training providers.

6. REPORTING ACCIDENTS AND NEAR MISSES

- 6.1. Reports can be made by contacting the Josephine Butler College Operations Manager, requesting a form, and completing it.
 - 6.1.1. This form should be completed for all JCR activities with an accident, or near miss, irrespective of the location of the incident.
 - 6.1.2. A copy of the form must be taken, and archived by the FACSO, or the JCR President.
 - 6.1.3. Where the form includes information on a person, the data can be destroyed after three years, as long as a summary without personal information is retained indefinitely.
- 6.2. This form should be completed by the injured or affected person, a person witnessing the accident, incident, or near miss, or the supervisor for the group’s activity.
- 6.3. “Accident” shall be defined as a case where an individual or a group of individuals has been harmed, such as an injury.
- 6.4. “Near Miss” shall be defined as a case where an individual or a group of individuals almost came to harm, but did not, either by luck, or by their reactions, which may not have happened.
 - 6.4.1. For example, if a member was climbing a tree as part of some activity, and slipped from the tree, but they managed to grab on whilst

dangling from the tree and got rescued, this would count as a “near miss” as, without that action, they would likely have come to be injured.

7. FIRST AID

- 7.1. First aid facilities and trained staff are available in college. Members should contact a porter to find out which trained staff are on site.
- 7.2. Leaders of sporting groups in the JCR should ensure that at least one person at their sporting events are, at the least, able to perform basic first aid procedures, whilst waiting for a first aid trained person in the case of any injuries or emergency.

8. MANUAL HANDLING

- 8.1. The Manual Handling Operations Regulation 1992 requires that hazardous manual handling must be avoided wherever it is reasonably practicable to do so.
 - 8.1.1. “Manual Handling” applies to an individual, or a group of individuals transporting, or supporting, the load by hand or bodily force.
 - 8.1.2. Such a load shall be considered dangerous if the mass of such load exceeds 25% of the body mass of the individual, or group of individuals, handling the load.
 - 8.1.3. “Manual Handling” shall also apply to an individual, or a group of individuals, transporting, or supporting, any dangerous materials, irrespective of its mass, including but not limited to: radioactive materials, corrosive materials, toxic materials, and materials hotter than 40 degrees Celsius.
- 8.2. In order to reduce the risk of injury from manual handling, volunteers and employees must:
 - 8.2.1. Identify manual handling operations that present a risk of injury;
 - 8.2.2. Where practicable, avoid manual handling operations that present a risk of injury;
 - 8.2.3. Report all incidents that result in any injury, such as musculoskeletal injuries, as per Section 6 of this policy, and to review risk assessments in light of such incident;
 - 8.2.4. Provide suitable information, manual handling training, and supervision for all employees and volunteers engaged in manual handling tasks. All such training must be recorded, monitored, evaluated, and reviewed.
 - 8.2.5. Inform their supervisor if they are unable to undertake their normal manual handling duties due to injury, illness, disability, or any other condition;
 - 8.2.6. Not undertake any manual handling operation that they believe is beyond their capability;

- 8.2.7. Be provided with personal protective equipment where handling hazardous materials.

9. ELECTRICAL SAFETY

- 9.1. When using electrical equipment, employees and volunteers must:
 - 9.1.1. Comply with the manufacturer's instructions;
 - 9.1.2. Take care not to overload circuits;
 - 9.1.3. Avoid the use of wall-mounted adapters – ensuring if an adapter is required, to ensure it is fused, and a switched strip adapter is used;
 - 9.1.4. Prevent trailing cables from becoming a hazard, either by taping them down, or being tucked away;
 - 9.1.5. Take care to avoid obstructing any air grill or fan outlet;
 - 9.1.6. Switch off all equipment at the appliance itself, and at the wall socket, at the end of its use;
 - 9.1.7. All portable electrical equipment must be inspected, and PAT tested, annually by a porter, or other representative, of Josephine Butler College or Durham University.

10. THE GYM

- 10.1. The JCR is an agent on behalf of the University, for its administration of the gym, including the collection of funds and support its health and safety, but is not liable for the gym.
- 10.2. All JCR Members and customers wishing to use the gym must have completed health and safety training, and must be deemed to be successful in such training. Such training and success criteria are set out by the Sabbatical Officers.
- 10.3. The gym may only be used if more than one person is present at any one time.

11. DRUGS AND ALCOHOL

- 11.1. The use of drugs can cause serious health problems, and can cause hazards to themselves and others in the workplace.
- 11.2. Unless specified otherwise, “drugs” shall include any non-medicinal drugs, or alcohol, with exceptions for caffeine, and for nicotine. It shall also include any drugs that has not been prescribed to an individual, unless it is a drug that is commonly purchased over the counter, such as paracetamol or antihistamines.
- 11.3. The use of such drugs whilst an employee or volunteer is at work is not permitted. An employee or volunteer found to be consuming such drugs whilst at work will face disciplinary action.
 - 11.3.1. The only exception is alcohol, if and only if it has been taken in moderation, at a dinner setting such as a formal, where the person is not responsible for operating any device which may cause a hazard,

and as long as no other document prohibits this, such as a contract for volunteers at Freshers' Week.

- 11.4. Volunteers and employees should make themselves aware of the length of time that any drugs remain in the person's bloodstream after consumption, and ensure that they are not under the influence of such drugs when they come into work.
- 11.5. Volunteers and employees must also be aware of the effect of any drugs not covered by the definition in section 11.2 cause, such as their prescribed drugs, and must be aware on what they should not do whilst under the influence of such drug, for instance some prescribed drugs may cause drowsiness, and as such, said person must not operate any device which may cause a hazard if the operator is not fully focussed.

12. LONE WORKING

- 12.1. An employee or a volunteer may be required to work in isolation.
- 12.2. In the majority of cases, this would be without any significant risk, such as a person working alone in an office.
- 12.3. However, there may be occasions when there exists a significant risk.
 - 12.3.1. Working alone can introduce or accentuate hazards, such as a lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, and other potential hazards.
 - 12.3.2. Lone working is intended to cover all work proposed to be undertaken alone, where the risk to the lone worker may be increased either by the work itself, or if something goes wrong.
 - 12.3.3. Supervisors shall ensure that all lone working activities are formally identified, and appropriate risk assessments are undertaken, to identify and minimise the risk to lone workers.
 - 12.3.4. If the minimised risk is still significant, efforts should be made, where practicable, to avoid lone working.

13. RISK ASSESSMENTS

- 13.1. A risk assessment must be carried out when required, or reasonably requested by, a representative of Josephine Butler College.
- 13.2. The FACSO or JCR President, and any volunteer who is involved in the management of an event, such as the chairs of such event, or the group leader of a student group, shall ensure that any necessary risk assessments are undertaken, and that recommended changes to the workplace or work practices is implemented.

14. EVENTS AND ENTERTAINMENT

- 14.1. There are a number of large-scale events throughout the year the JCR is responsible for.
- 14.2. To ensure the health and safety of attendees to such events, the JCR will:
 - 14.2.1. Ensure that an adequate risk assessment is in place;

- 14.2.2. To ensure that any external contractors provide details of their public liability insurance, PAT certificates, and risk assessments for any activities and/or equipment they bring on site;
- 14.2.3. Ensuring that contractors complete a Service Provider or Mobile Catering Questionnaire as appropriate, managed by Durham University;
- 14.2.4. Ensure that an emergency evacuation plan is in place for the event;
- 14.2.5. Ensure that all necessary staff are involved in planning meetings regarding the event;
- 14.2.6. Ensure that an appropriate number of trained staff and volunteers are available for the event, including first aiders, security, and more – these can be done by JCR volunteers and employees, or externally sourced providers;
- 14.2.7. Ensure the Durham University Health and Safety Regulations are adhered to;
- 14.2.8. Ensure that the designated representative of Josephine Butler College, usually the Operations Manager, is aware of the event, all precautions, and the implementation of this policy, even if the event does not take place on Durham University premises;
- 14.2.9. Ensure that any rooms required on the College premises are booked in advance.

15. FOOD SAFETY

- 15.1. There exists a requirement by the University to only use onboarded vendors on any University premises, hence those rules must be followed for caterers on the University premises, though this section includes provisions for any events not on the University premises.
- 15.2. All contractors to the JCR, as well as any food providers available at any JCR events, must hold a Food Hygiene Rating, issued by the Food Standards Agency, and must have a food hygiene rating of at least 4, with the date of inspection having to be within 12 months preceding the event.
- 15.3. The contractors must state all of the common allergens their products have, all allergens that they handle, and have a list of ingredients available if requested by a customer.
 - 15.3.1. For formals, the contractor (Durham University) must be made aware of all allergens and dietary restrictions an individual has. Such individual must make this indication to the JCR by the deadline set by the JCR.
- 15.4. Any pre-packaged food must be from a reputable source, and must have ingredients available, with any allergens highlighted, and any potential allergens also made clear to the consumer.

15.5. The JCR would be permitted to provide food, as long as it holds the same required ratings as contractors, and if all employees and volunteers can adhere to the standards. The JCR shall not provide food if it fails these standards.

16. IMPLEMENTATION

- 16.1. The Chair of the Board of Trustees, or their deputy, and the FACSO, will ensure that this policy is brought to the attention of all volunteers, employees, and contractors.
- 16.2. The Board of Trustees shall monitor the implementation of this policy.

17. APPROVAL AND REVIEW

- 17.1. This Health and Safety Policy was prepared in June 2026 by the Compliance and Governance Officer, on behalf of the Board of Trustees.
- 17.2. This policy shall be reviewed every three years by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

This Health and Safety Policy has been approved by the JCR President, and the Board of Trustees.

Signed **David Evans**
[Insert Signature Here]

Signed **Michael Cheung**
[Insert Signature Here]

Dated DD/MM/2026
Position **Chair, Board of Trustees**

Dated DD/MM/2026
Position **JCR President**

Appendix A: Extract of the Service Level Agreement with the University

6 HEALTH AND SAFETY

6.1 The University acknowledges that it retains responsibility for any health, safety and environmental legal requirements as owner of the Premises. The Common Room, as an employer and occupier of the Premises, is responsible for the management of risks to persons and the environment arising from its undertaking and therefore for compliance with all applicable health, safety and environmental legislation on University premises.

6.2 The Common Room shall comply with the requirements of the Management of Health and Safety at Work Regulations 1999 and will appoint the University to assist the Common Room in complying with its health and safety obligations.

6.3 The University agrees to provide the Common Room with ‘competent assistance’ within the meaning of Regulation 7(1) of the Management of Health and Safety at Work Regulations for the purpose of assisting the Common Room in undertaking the measures it needs to take to comply with the requirements of the relevant statutory health and safety provisions and Part II of the Fire Precautions (Workplace) Regulations 1997. In particular, the services shall extend to:

6.3.1 access to support, advice and assistance from the staff of the University by telephone, email, digital conferencing or in person during office hours Monday to Friday 09:00 to 17:00;

6.3.2 an annual health and safety review visit to the Premises occupied by the Common Room by a chartered health and safety practitioner from the University;

6.3.3 where deemed appropriate by the University, reasonable assistance with the investigation of accidents, incidents or occupational ill health.

6.4 The Common Room Executive shall appoint a Health and Safety Co-ordinator from within their committee. It will be the responsibility of the Common Room President to ensure that all tasks are undertaken effectively.

6.5 The Common Room agrees to provide the University with access to documentation, records and staff as is reasonably required by the University in order to satisfy its obligations under relevant health and safety law; to cooperate at all times with the University’s Head of Health and Safety; and to act upon any recommendations made by the University’s Head of Health and Safety.

6.6 The Common Room acknowledges that it is responsible for carrying out a suitable and sufficient assessment of the risks to health and safety, in accordance with the Management of Health and Safety at Work Regulations, arising from its activities, irrespective of whether the activity takes place on the Premises. Assessments for activities on the Premises must be undertaken in conjunction with the College Officers and College Operations Directorate staff.