Wolfson College Staff Handbook

Date of this revision: 8 July 2015
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Introduction

Welcome to the Wolfson College Staff Handbook. This document contains important information for all staff at Wolfson, including various staff policies. The Handbook will be regularly updated with new information and new policies, so you are advised to use the Handbook online rather than printing it off.

If you have any questions about the information in the Handbook, or suggestions for additional information, please talk to your manager or to the Personnel & Payroll Manager, Sally Cullen.

There is a Staff Communication and Consultation Committee, and every department is represented. Find out who your departmental representative is, and do feel free to ask them to take any ideas to the next meeting of the Committee.

Here at Wolfson we aim to be the friendliest College in Cambridge. We all have a role to play in meeting that aim, and I hope you enjoy your time working at Wolfson.

Christopher Lawrence
Bursar
Useful links and other information

Who’s Who
There are useful lists of staff, Fellows and other members of Wolfson College on the College website here:
www.wolfson.cam.ac.uk/people

Pensions
There are three different pensions schemes in operation at Wolfson College, and here are links to each of them:
USS: www.uss.co.uk
CCFPS: www.pensions.admin.cam.ac.uk/ccfps
NOW Pensions: www.nowpensions.com

Gym
Staff are entitled to use the College Gym. See here for details:
www.gym.wolfson.cam.ac.uk

Annual Report & Accounts
Wolfson College is a registered charity and publishes its annual report & accounts each year, which you can read here:
www.wolfson.cam.ac.uk/accounts

University Card
As a member of staff, you are entitled to a University Card. This is very useful for gaining access to University sites and other Colleges, and can also gain discounts in some shops and restaurants. If you do not already have a University Card and would like one, please contact the Personnel & Payroll Manager, Sally Cullen.

Cars and Bicycles
If you drive to work and would like to park in the College, you must register your car with the Porters’ Lodge and display the parking permit you will be given. If you cycle to work and wish to park your bicycle in the staff bicycle shed, you must register your bicycle with the Porters’ Lodge, who will paint an ID number on your frame.

Lee Library
Wolfson staff are welcome to use and borrow books from the Wolfson Library.
The Library has books on a wide-range of topics including British culture, language learning and study skills.
The Library also has current news magazines, quiet places to work and a strong wifi signal.
Staff will need a login name issued by the University (CRSid) and a University card to enter the inner rooms of the library building and to borrow books, please contact the Personnel & Payroll Manager, Sally Cullen.
Staff Structure

Wolfson College Staff Reporting Structure

GOVERNING BODY
COUNCIL
PRESIDENT
VICE-PRESIDENT

SENIOR TUTOR
Team (see over)

BURSAR
Team (see over)

DEVELOPMENT DIRECTOR
Development Administrator
Fundraising & Communications Administrator

Senior Tutor's Team

SENIOR TUTOR

Student
Finance Officer

Tutorial
Office Manager

Team of Tutors
and Admissions Tutors

College Teaching
Officers in Law, English
and Economics

Directors of Studies
Approved Supervisors
Supervisors

Librarian

College Nurse

Tutorial Administrator
(Graduates)

Tutorial Administrator
(Undergraduates)

Proctor's Secretary

Library Assistant

Archivist and Records Manager
Staff Structure

**Bursar’s Team**

- **Bursar**
  - College Secretary
  - Registrar
  - Finance Manager
    - 4 Accounts Assistants
  - Clerk of Works
    - Assistant Clerk of Works
    - 2 Electricians
    - 2 Plumbers
    - 1 Carpenter
    - 1 Painter/Decorator
    - 2 Maintenance Assistants
  - Head Gardener
  - Domestic Bursar
    - Deputy Head Gardener
    - 2 Gardeners
  - Head Porter
    - Deputy Head Porter
    - 4 Porters
  - Personnel and Payroll Manager
  - IT Manager
    - IT Officer
    - IT Technician

**Domestic Bursar’s Team**

- **Domestic Bursar**
  - Accommodation, Conference & Housekeeping departments
    - Accommodation & Conference Manager
      - Accommodation & Conference Administrator
      - 2 Housekeepers
        - Assistant Housekeeper
      - Team of Cleaners
  - Catering departments
    - Head Chef
    - Cafeteria Supervisor
    - Butler
    - Catering & Functions Administrator
      - Second Chef
      - 3rd Chef
      - 2 Assistant Chefs
      - 1 Commis Chef
      - 1 Apprentice Chef
      - 3 Kitchen Porters
    - 4 Cafeteria Assistants
    - Food Service Assistant
    - Waiting Staff
# Telephone and Email List

<table>
<thead>
<tr>
<th>Accommodation, Catering and Conferences</th>
<th>First Name</th>
<th>Surname</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Bursar</td>
<td>Alan</td>
<td>Fuller</td>
<td>35979/mob 50167</td>
<td><a href="mailto:domestic-bursar@wolfson.cam.ac.uk">domestic-bursar@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Accommodation Manager</td>
<td>Jo</td>
<td>Fisher</td>
<td>35914</td>
<td><a href="mailto:accommodation@wolfson.cam.ac.uk">accommodation@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Housekeeper</td>
<td>Anne</td>
<td>Saunders</td>
<td>35959/mob 50633</td>
<td><a href="mailto:housekeeper@wolfson.cam.ac.uk">housekeeper@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Housekeeper</td>
<td>Christine</td>
<td>Jarv</td>
<td>35959/mob 51304</td>
<td><a href="mailto:housekeeper@wolfson.cam.ac.uk">housekeeper@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Housekeeping Porter</td>
<td>Robert</td>
<td>Rus</td>
<td>mob 53410</td>
<td></td>
</tr>
<tr>
<td>Housekeeping/Accommodation</td>
<td>Henri</td>
<td>Schmitt</td>
<td>mob 51389</td>
<td></td>
</tr>
<tr>
<td>Head Chef</td>
<td>Sam</td>
<td>Frost</td>
<td>35946</td>
<td><a href="mailto:head-chef@wolfson.cam.ac.uk">head-chef@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Butler &amp; Wine Cellar</td>
<td>Ian</td>
<td>Smith</td>
<td>63859/Cellar 62357/53306</td>
<td><a href="mailto:butler@wolfson.cam.ac.uk">butler@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Catering/Cafeteria</td>
<td>June</td>
<td>Webster</td>
<td>35945</td>
<td><a href="mailto:cafeteria@wolfson.cam.ac.uk">cafeteria@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Alumni &amp; Development</td>
<td>Karen</td>
<td>Stephenson</td>
<td>35922</td>
<td><a href="mailto:development@wolfson.cam.ac.uk">development@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Development Administrator</td>
<td></td>
<td></td>
<td>35929</td>
<td><a href="mailto:alumni@wolfson.cam.ac.uk">alumni@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Fundraising &amp; Communications Administrator</td>
<td>Celine</td>
<td>Ophelders</td>
<td>62546</td>
<td><a href="mailto:communications@wolfson.cam.ac.uk">communications@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Finance</td>
<td>Wendy</td>
<td>Dyce</td>
<td>35948</td>
<td><a href="mailto:accountant@wolfson.cam.ac.uk">accountant@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Accounts Assistant</td>
<td>Natalia</td>
<td>Ponomarchouk</td>
<td>35917</td>
<td><a href="mailto:accounts@wolfson.cam.ac.uk">accounts@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Accounts Assistant (Fees)</td>
<td>Jane</td>
<td>Reilly</td>
<td>35915</td>
<td><a href="mailto:fees@wolfson.cam.ac.uk">fees@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Accounts Assistant (Purchases)</td>
<td>Elizabeth</td>
<td>Paterson</td>
<td>35916</td>
<td><a href="mailto:purchases@wolfson.cam.ac.uk">purchases@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>IT</td>
<td></td>
<td></td>
<td>35966</td>
<td><a href="mailto:it-manager@wolfson.cam.ac.uk">it-manager@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>IT Manager</td>
<td>Mirza</td>
<td>Baig</td>
<td>35967/mob 51547</td>
<td><a href="mailto:it-officer@wolfson.cam.ac.uk">it-officer@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Senior IT Technician</td>
<td>Alex</td>
<td>Rizzo</td>
<td>35977/mob 51804</td>
<td><a href="mailto:it-technician@wolfson.cam.ac.uk">it-technician@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Library</td>
<td>Meg</td>
<td>Westbury</td>
<td>35965</td>
<td><a href="mailto:librarian@wolfson.cam.ac.uk">librarian@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Library Assistant</td>
<td>Laurence</td>
<td>Smith</td>
<td>35940</td>
<td><a href="mailto:library@wolfson.cam.ac.uk">library@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td>Archivist and Records Manager</td>
<td>Frieda</td>
<td>Midgley</td>
<td>30001</td>
<td><a href="mailto:archivist@wolfson.cam.ac.uk">archivist@wolfson.cam.ac.uk</a></td>
</tr>
</tbody>
</table>
### Telephone and Email List

#### MAINTENANCE & GARDENS
- **Clerk of Works**  
  Neil Newman  
  35956/mob 51435  
  clerkofworks@wolfson.cam.ac.uk
- **Assistant Clerk of Works**  
  David Rivers  
  35958/mob 51548  
  maintenance@wolfson.cam.ac.uk
- **Maintenance (Electrician)**  
  Arthur Benfield  
  mob 51953
- **Maintenance (Plumbing)**  
  Tim Clarke  
  mob 51184
- **Maintenance (Electrician)**  
  Carl Cullum  
  mob 51185
- **Maintenance**  
  Alan Hawkins  
  mob 51186
- **Maintenance (Carpenter)**  
  Toby Harding  
  mob 52234
- **Maintenance (Telecoms/IT)**  
  Mick Radford  
  mob 51183
- **Maintenance (Plumbing)**  
  Ben Sewell  
  mob 51187
- **Head Gardener**  
  Phil Stigwood  
  62480 mob; 07808045884  
  gardens@wolfson.cam.ac.uk
- **Deputy Head Gardener**  
  Ross Wenlock

#### PERSONNEL & PAYROLL
- **Personnel & Payroll Manager**  
  Sally Cullen  
  35910  
  personnel@wolfson.cam.ac.uk

#### PORTERS’ LODGE
- **Head Porter**  
  Mike Wignall  
  35941/mob 51306  
  head-porter@wolfson.cam.ac.uk
- **Deputy Head Porter**  
  Miles Stratton  
  35941/mob 52031  
  head-porter@wolfson.cam.ac.uk
- **Porters’ Lodge**  
  35900/mob 50556  
  porters@wolfson.cam.ac.uk

#### PRESIDENT, VICE-PRESIDENT & BURSAR
- **President**  
  Richard Evans  
  35938/Lodge 35949  
  president@wolfson.cam.ac.uk
- **Vice-President**  
  John Naughton  
  31751  
  vice-president@wolfson.cam.ac.uk
- **Bursar**  
  Christopher Lawrence  
  35939  
  bursar@wolfson.cam.ac.uk
- **College Secretary & Assistant to President, Bursar and Domestic Bursar**  
  Sheila Betts  
  35936  
  college-secretary@wolfson.cam.ac.uk
- **Registrar**  
  Michelle Searle  
  35935  
  registrar@wolfson.cam.ac.uk

#### PRESS FELLOWSHIP
- **Press Fellowship Director**  
  John Naughton  
  31751  
  pressfellowship@wolfson.cam.ac.uk

#### TUTORIAL
- **Senior Tutor**  
  Jane McLarty  
  35924  
  senior-tutor@wolfson.cam.ac.uk
- **Praelector**  
  Brian Cox  
  62537  
  praelector@wolfson.cam.ac.uk
- **Praelector’s Secretary**  
  Lesley Wilkes  
  35978  
  praelector-secretary@wolfson.cam.ac.uk
- **Tutorial Office Manager**  
  Kim Allen  
  35920  
  tutorial@wolfson.cam.ac.uk
- **Tutorial Administrator (Undergraduates)**  
  Birgit Lintner  
  35918  
  ugadministrator@wolfson.cam.ac.uk
- **Tutorial Administrator (Postgraduates)**  
  Gillian Sanders  
  35905  
  pgadministrator@wolfson.cam.ac.uk
- **Student Finance Officer**  
  Sue Sang  
  35919  
  studentfinance@wolfson.cam.ac.uk
- **Tutor**  
  Anna Bagnoli  
  35904  
  ab247@cam.ac.uk
- **Tutor**  
  Sally Church  
  Fuchs House 62356  
  skc1000@cam.ac.uk
- **Tutor**  
  Jo Dekkers  
  35902 shared/dept 34002  
  jd488@cam.ac.uk
- **Tutor**  
  David Frost  
  31850 shared/dept 67634  
  dcf20@cam.ac.uk
- **Tutor**  
  Kevin Greenbank  
  68697 shared/dept 68061  
  kmg23@cam.ac.uk
## Telephone and Email List

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutor/ UG Admissions - Sciences/GCM</td>
<td>Lesley MacVinish</td>
<td>35973 shared/dept</td>
<td><a href="mailto:ljm1000@cam.ac.uk">ljm1000@cam.ac.uk</a></td>
</tr>
<tr>
<td>Tutor</td>
<td>Christina Skott</td>
<td>35930</td>
<td><a href="mailto:mcg27@cam.ac.uk">mcg27@cam.ac.uk</a></td>
</tr>
<tr>
<td>Tutor</td>
<td>Shadia Taha</td>
<td>35902 shared</td>
<td><a href="mailto:st446@cam.ac.uk">st446@cam.ac.uk</a></td>
</tr>
<tr>
<td>Tutor</td>
<td>Jamie Trinidad</td>
<td>31850 shared</td>
<td><a href="mailto:jt404@cam.ac.uk">jt404@cam.ac.uk</a></td>
</tr>
<tr>
<td>Tutor</td>
<td>Martin Vestgaard</td>
<td>35961 shared/dept</td>
<td><a href="mailto:mvd23@cam.ac.uk">mvd23@cam.ac.uk</a></td>
</tr>
<tr>
<td>Tutor</td>
<td>Giles Yeo</td>
<td>35902 shared/dept</td>
<td><a href="mailto:gshy2@cam.ac.uk">gshy2@cam.ac.uk</a></td>
</tr>
<tr>
<td>College Teaching Officer (English)</td>
<td>Michael Hrebeniak</td>
<td>35903</td>
<td><a href="mailto:mh433@cam.ac.uk">mh433@cam.ac.uk</a></td>
</tr>
<tr>
<td>College Teaching Officer (Economics)</td>
<td>Povilas Lastauskas</td>
<td>49221</td>
<td><a href="mailto:pl312@cam.ac.uk">pl312@cam.ac.uk</a></td>
</tr>
<tr>
<td>College Teaching Officer (Law)</td>
<td>Astron Douglas</td>
<td>35964</td>
<td><a href="mailto:abd32@cam.ac.uk">abd32@cam.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Admissions</td>
<td>Jennifer Davis</td>
<td>35973 shared</td>
<td><a href="mailto:jsd27@cam.ac.uk">jsd27@cam.ac.uk</a></td>
</tr>
<tr>
<td>DoS Engineering</td>
<td>Stephen Hoath</td>
<td>35961 shared/dept</td>
<td><a href="mailto:jsh35@cam.ac.uk">jsh35@cam.ac.uk</a></td>
</tr>
<tr>
<td>DoS Engineering (Part I)</td>
<td>Antonio Lombardo</td>
<td>35909</td>
<td><a href="mailto:al515@cam.ac.uk">al515@cam.ac.uk</a></td>
</tr>
<tr>
<td>College Nurse</td>
<td>Sally Maccallum</td>
<td>35901</td>
<td><a href="mailto:nurse@wolfson.cam.ac.uk">nurse@wolfson.cam.ac.uk</a></td>
</tr>
<tr>
<td><strong>VARIOUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Music</td>
<td>Lyn Alcantara</td>
<td>35950</td>
<td><a href="mailto:lma24@cam.ac.uk">lma24@cam.ac.uk</a></td>
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<tr>
<td>Speelman Fellow</td>
<td>Meredith Hale</td>
<td>35906</td>
<td><a href="mailto:mmh43@cam.ac.uk">mmh43@cam.ac.uk</a></td>
</tr>
<tr>
<td>Prof Hugh Bevan (Honorary Fellow)</td>
<td>Hugh Bevan</td>
<td>35928 shared</td>
<td><a href="mailto:jane_bevan@btinternet.com">jane_bevan@btinternet.com</a></td>
</tr>
<tr>
<td>Dr Don Wilson (Emeritus Fellow)</td>
<td>Don Wilson</td>
<td>35928 shared</td>
<td><a href="mailto:dwy20@cam.ac.uk">dwy20@cam.ac.uk</a></td>
</tr>
<tr>
<td>Mr Ed Johnson (Fellow)</td>
<td>Ed Johnson</td>
<td>35927</td>
<td><a href="mailto:ejj1@cam.ac.uk">ejj1@cam.ac.uk</a></td>
</tr>
<tr>
<td>Prof Jeremy Begbie (Senior Member)</td>
<td>Jeremy Begbie</td>
<td>67463</td>
<td><a href="mailto:jb215@cam.ac.uk">jb215@cam.ac.uk</a></td>
</tr>
<tr>
<td>Civilizations in Contact project</td>
<td>Sally Church</td>
<td>62356</td>
<td><a href="mailto:skc1000@cam.ac.uk">skc1000@cam.ac.uk</a></td>
</tr>
</tbody>
</table>
# First Aiders in College

(at 2 July 2015)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Contact Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Ian Smith</td>
<td>Butler</td>
<td>63859</td>
</tr>
<tr>
<td>Miss Sharon Rayment</td>
<td>Catering</td>
<td>35945</td>
</tr>
<tr>
<td>Mrs Sally Maccallum</td>
<td>College Nurse</td>
<td>35901</td>
</tr>
<tr>
<td>Miss Barbara Aloai</td>
<td>Finance</td>
<td>35913</td>
</tr>
<tr>
<td>Mr Philip Stigwood</td>
<td>Gardens</td>
<td>62480; mob 07808045884</td>
</tr>
<tr>
<td>Mr Arthur Benfield</td>
<td>Maintenance</td>
<td>mob; 51953</td>
</tr>
<tr>
<td>Mr David Carroll</td>
<td>Porters Lodge</td>
<td>35900</td>
</tr>
<tr>
<td>Mr Barry Carter</td>
<td>Porters Lodge</td>
<td>35900</td>
</tr>
<tr>
<td>Mr Andrew Fowles</td>
<td>Porters Lodge</td>
<td>35900</td>
</tr>
<tr>
<td>Mr John Grosvenor</td>
<td>Porters Lodge</td>
<td>35900</td>
</tr>
<tr>
<td>Mr Larry Pulley</td>
<td>Porters Lodge</td>
<td>35900</td>
</tr>
<tr>
<td>Mr Mark Thomas</td>
<td>Porters Lodge</td>
<td>35900</td>
</tr>
<tr>
<td>Mr Miles Stratton</td>
<td>Porters Lodge</td>
<td>35941; mob 52031</td>
</tr>
<tr>
<td>Mr Michael Wignall</td>
<td>Porters Lodge</td>
<td>35941; mob 51306</td>
</tr>
<tr>
<td>Dr Louise Wilson</td>
<td>Porters Lodge</td>
<td>35900</td>
</tr>
</tbody>
</table>
A General Guide to Leave Entitlement

Entitlement

The holiday year runs from 1 January to 31 December. Entitlement to holidays is determined on the basis of hours or days worked. There are a maximum of twenty-five earned days holiday per year for those working five days a week, pro-rata for those working part-time, with Bank Holidays being additional to the earned entitlement. If you start work after the beginning of the leave year your leave entitlement will be calculated pro rata to the proportion of the leave year remaining.

Procedure

All requests for annual holiday should be made in writing using a holiday request card at the earliest reasonable opportunity and in any event no later than 1 week before the required start date. Heads of Department may decline holiday requested retrospectively or at short notice due to the business needs of the College. You will be required to take some annual leave at times when the College is closed, for example during the Christmas closure.

The holiday request should be passed to your Head of Department for approval. Once authorised the request is then passed to the Personnel Office to update your holiday record. An updated copy of the holiday card will be returned to the employee.

Employees are allowed to carry forward a maximum of five unused days to the next year, in which case such holiday must be taken no later than 31 January after the end of the holiday year to which the unused holiday relates.

Notification will be required to cancel booked holiday.

If for any reason, employees know that they will be late returning from holiday, they must contact their Head of Department and notify of their late return as soon as possible. Failure to do will render the employee liable to disciplinary action for unauthorised absence.

Sickness & Unpaid Leave

Where booked holiday coincides with certified sickness, holiday will not be reinstated, unless prior notice to cancel booked leave is given.

Holiday is accrued on the basis of days worked, therefore days lost due to sickness absence or unpaid leave, will reduce your leave entitlement by one day’s holiday for every two weeks of absence. (Maximum of one working week.)

Termination

Payment of accrued unused holiday entitlement will be made on termination of employment.

In the event that a holiday has been taken over and above that already accrued, we retain the right to make a deduction of the appropriate sum from your final salary.

Medical and Dental Appointments

Time off for doctor or dental appointments may be made up out of normal working hours or taken as leave.

Hospital appointments may be notified by completion of a self-certification, with a copy of the appointment details attached.
A General Guide to Leave Entitlement

Compassionate Leave

On the death of a member of the immediate family (e.g. spouse, child, sibling or immediate parent) a maximum of three days may be taken without loss of annual leave entitlement.

Inclement Weather

In the event of bad weather, you are expected to make every reasonable effort to get into work. If this is not possible, the time should either be taken from your annual leave entitlement, taken as unpaid leave or time lost should be made up at a later date.

May 2009
Rules for Annual Leave and other Leave in 2015

These are the standard rules which apply to most staff. For Catering staff and Porters there are variants on this and such staff should consult the letters given to them at the start of a new Annual Leave year.

Annual leave and bank holidays 2015

Your holiday entitlement is 33 days, comprising 25 days annual leave and 8 bank holidays. This entitlement excludes any days of annual leave (up to a maximum of 5 days) carried forward from 2014, which must be used by the end of January 2015. Any such carried-forward annual leave from 2014 cannot be used against the bank holiday on 1 January 2015.

Of your 25 days annual leave, the College sets the dates of 4 of those days, namely 24, 29, 30 and 31 December 2015, when the College is closed. Of the 8 bank holidays, the College is open as normal on 4 May and 25 May: if you work on either of these days, you will receive an alternative day of leave instead. The College is closed on the other 6 bank holidays (1 Jan, 3 April, 6 Apr, 31 Aug, 25 Dec, 28 Dec).

At the end of this year you will only be able to carry forward a maximum of 5 days of unused annual leave, and any such leave must be used by the end of January 2016. Any carried-forward annual leave from 2015 cannot be used against the bank holiday on 1 January 2016. Also, you are not able to take holiday from the 2016 entitlement in 2015, i.e. you are not able to exceed your annual holiday entitlement.

The procedure for requesting holiday remains as in previous years. Where reasonably practicable, notice of at least one week in advance is required when requesting holiday. Ask your manager if you can take certain days off as holiday; then fill in your holiday sheet and give it to your manager; your manager will sign it and hand it the Personnel Office and you will receive an updated holiday sheet.

Unpaid leave and leave entitlement

All employees are entitled to reasonable unpaid time off to attend to an emergency relating to a dependant. In addition, once you have used up your annual leave, you may, with the agreement of your manager, take a limited number of days off as unpaid leave to cover unforeseen events.

Holiday is accrued on the basis of days worked. Therefore days lost due to sickness absence or unpaid leave will reduce your leave entitlement by one day's holiday for every two weeks of absence, up to a maximum reduction of one working week.

Time off in lieu

If you are required by your manager to work extra hours or at the weekend, your manager may agree to give you time off in lieu. Such time off in lieu should be taken as close as possible to the occasion when the extra hours are worked (ideally within the subsequent week, and certainly within the subsequent month), and should not be built up or viewed as part of your holiday entitlement. The scheduling of any time off in lieu should be by agreement with your manager.

Please refer any questions in connection with any of the above to your Manager in the first instance.
Dignity and Respect at Work Policy

Wolfson College is a community dedicated to working within an atmosphere of tolerance, providing a supportive and open environment where all employees are encouraged to use their talents fully.

Whilst the College fully accepts its responsibilities under current legislation (Employment Equality Acts 1998 and 2008) it aims to go beyond the strict confines of the law to main an environment where every person is respected and treated in a manner that values their individuality and diversity.

As well as covering such issues as discrimination, bullying and harassment, this policy extends to all forms of behaviour that may cause upset or offence to another individual, whether intentional or inadvertent.

This policy will be communicated to all employees so that everyone is aware of their responsibilities and the College will monitor all incidents and will review the effectiveness of this policy. The Bursar has the overall responsibility for ensuring that this Policy is effectively communicated, implemented and monitored.

Equality and diversity

The College undertakes not to discriminate, or condone discrimination, against any person on the grounds of gender, age, marital status or civil partnership, race or ethnicity, religious beliefs, pregnancy/maternity, disability of any kind, sexual orientation, gender reassignment, political opinion or affiliation, responsibility for dependants or social background.

The College will endeavour to ensure that there will be equality of opportunity in recruitment, training, development and promotion throughout. All such judgements will be made solely on the grounds of merit.

Where a person has a disability, the College will consider reasonable adjustments that can be made to enable that person to be engaged, or continue to carry out a job for which they would otherwise be capable.

Every individual has their own strengths and weaknesses which make them different from others. Understanding this is important and the differences should be valued and used to their full advantage. Using diversity is an important aspect of management.

Working in a multi-cultural environment

One of the most rewarding aspects of working in a multi-cultural environment is that it provides an opportunity for interaction with people from many different countries and cultures. However this can lead to misunderstandings and simple gestures can be misinterpreted. For example, the acceptable distance between two people talking changes from country to country. Therefore if the person you are talking to steps back, possibly you are making them feel uncomfortable by standing too close. Simple gestures such as putting a hand on someone’s shoulder or touching their hand or arm may be misinterpreted. It is therefore important to be sensitive to others feelings and to avoid behaviours which may be questionable to them. If there is an occasion when you are offended by someone’s behaviour, talk to them about it as they may be unaware of the impact of their actions. People can have different tolerance levels and treating everyone with respect and dignity is everyone’s responsibility.

Bullying and harassment

There are many definitions of bullying and harassment.

Bullying may be characterised as any behaviour intended to undermine, humiliate, denigrate or injure the recipient. In any form it is unacceptable behaviour and as such will trigger disciplinary procedures against staff behaving contrary to this policy. Complaints of bullying and/or harassment, or information from staff relating to such complaints, will be dealt with fairly, confidentially and sensitively.
Dignity and Respect at Work Policy

Harassment is defined as unwanted conduct that either violates a person’s dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. It may be sexual, moral or racial in nature. It may be related to any personal characteristic of the individual (whether perceived or real) or by association (i.e. related to the individual’s relationship or dealings with others who have that personal characteristic). It may be persistent or an isolated incident and can take many forms from relatively mild banter to actual physical violence.

The kind of language and behaviour that is acceptable in today’s world is in some cases very different to that of the past and employees must be mindful of the words they use in their everyday contact with others. There may be phrases or comments in use that would have been viewed as “harmless” or banter or a light hearted joke but might well be viewed now in a different light.

Employees may not always realise that their behaviour constitutes bullying or harassment but they must recognise that what is acceptable to one person may not be acceptable to another.

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment, but it is sometimes the ‘grey’ areas that cause most problems. The College considers the following unacceptable behaviour:

- Spreading malicious rumours, or insulting someone (particularly on the grounds of race, sex, disability, sexual orientation, age and religion or belief).
- Copying memos, letters or emails that are critical about someone to others who do not need to know.
- Ridiculing or demeaning someone - picking on them or setting them up to fail.
- Making jokes of a sexist or racist nature or derogatory name calling
- Exclusion, non-co-operation or victimisation including exclusion from conversations or social activities
- Unfair treatment.
- Overbearing supervision or other misuse of power or position.
- Unwelcome sexual advances or comments of a sexual nature, touching, standing too close, display of offensive materials.
- Making threats or comments about job security without foundation.
- Deliberately undermining a competent worker by overloading and constant criticism.
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.
- Virtual bullying – includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing company technological facilities to contact the employee in an intimating or malicious manner
- Coercion – including threats of dismissal or loss of promotion etc for refusal of sexual favours (or promises made in return for sexual favours); pressure to participate in political or religious groups etc.

Procedure

- Any employee who feels that they are the subject of bullying or harassment should, in the first instance, keep a record of instances where they feel they are being bullied or harassed.
Dignity and Respect at Work Policy

They should then talk to the individual concerned, with a witness if possible, to explain that their conduct is unwelcome, considered by the recipient to be bullying or harassment and that it is to stop. (This procedure is encouraged in order to empower the individual to deal with what may be only a chance remark, which has not been intended to cause offence but has occurred due to a misunderstanding.)

- If the harassment does not cease, or the person feels unable to speak unsupported to the individual concerned, they should lodge a grievance, and report the matter to the Human Resources department who will seek to resolve the problem. Confidentiality will be maintained where possible at all times.

- Investigations will be undertaken as soon as possible and procedures will follow the College’s grievance procedure. Where necessary and/or appropriate, other staff may be required to give evidence. Such witnesses will be afforded appropriate protection in accordance with this policy. Such investigations may result in disciplinary action being taken.

- If recommended and agreed by the parties involved, following the outcome of the investigation and grievance procedure The College undertakes to provide:
  - External counselling and support
  - Training for staff and managers as required
  - Protection from victimisation

Responsibilities under this policy

It is everyone’s responsibility to value and respect others. Employees at all levels are responsible for ensuring that everyone’s dignity is respected and that the working environment is harmonious. This requires that behaviours should never cause offence or be considered to be harassment or bullying. Managers at all levels must ensure the implementation of this policy, which will be monitored and reviewed on a regular basis by the Bursar.
Discipline and Grievance Procedures for Employees

Objective
To ensure the maintenance of safe and effective operation of business and fair treatment of individual employees

Procedure
1. Informal Warnings
   Minor breaches of College discipline, misconduct, failure to meet performance standards, poor time-keeping, etc. will result in a verbal warning given by an immediate superior. A note of this warning will be made in the employee's personal file.

   It is expected that in most cases a verbal warning will quickly resolve most difficulties. Where there is a more serious case of misconduct or an employee fails to improve and maintain that improvement with regard to conduct or job performance, the following steps will be taken.

2. Formal Warnings
   A disciplinary interview conducted by the Bursar will be held. The employee may be accompanied by another employee of the College if so desired.

   The employee will be informed of the nature of the complaint and such evidence as may exist. The employee may present his explanation of the matter.

   If it is decided that disciplinary action should be taken the employee will be told of the decision and later given a letter of confirmation.

   The written confirmation will state:
   (a) details of the misconduct, poor performance or time-keeping that has occasioned the warning;
   (b) details of the necessary action to remedy the situation, any period of review, extra training, etc. decided on;
   (c) that any further misconduct, etc. will result in:
      (i) dismissal with appropriate notice, or;
      (ii) a further disciplinary interview and confirmed final warning which, if unheeded, will result in dismissal with appropriate notice.

NOTE:
The final decision to dismiss can only be taken by the Bursar after he has satisfied himself with regard to the facts of the case, the appropriateness of mitigating circumstances and has interviewed the employee concerned.

Alternatives short of dismissal may be considered; they are:
   (a) suspension without pay up to a maximum of 7 days;
   (b) demotion to a more suitable job, if available;
   (c) transfer to another department within the College.
Discipline and Grievance Procedures for Employees

Dismissal without warnings

In rare circumstances the employee will be summarily dismissed if it is established, after investigation and hearing the employee's version of the matter, that there has been an act of gross misconduct, major breach of duty or conduct that brings the College into disrepute. In particular this includes:

- Insubordination;
- Serious breach of safety rules potentially involving loss of life or limb;
- Theft, fraud, breach of clocking rules, being under the influence of drink or drugs during working hours;
- Flagrant failure to follow College documentary procedures and regulations;
- Breach of duty regarding non-disclosure of confidential information;
- Deliberate damage to College property or that of other employees;
- Disorderly or indecent conduct;
- Fighting on College premises or threatening physical violence;
- Acts of incitement or actual acts of discrimination on the grounds of sex, race, religion, colour or ethnic origin.

The employee may be suspended with pay whilst the circumstances of any complaint are investigated.

The employee may appeal to the President, either verbally or in writing against any disciplinary action taken against him, within 48 hours of that action being taken.

Grievance Procedures for Employees

Any employee wishing to discuss a grievance arising from their employment should raise the matter with their immediate supervisor.

If there is no satisfactory solution within two working days, the grievance can be raised either verbally or in writing with the Bursar.

After consultation the Bursar will give his decision within five working days. You have the right to appeal. This should be made in writing, addressed to the President, within five working days of being informed of the Bursar’s decision, stating your reasons for the appeal.

This procedure applies to both individual and collective grievances.
Absence from Work due to Sickness Policy

As part of its duty of care to staff, the College has put in place procedures to manage sickness absence. Staff are expected to maintain a satisfactory record of attendance. However the College aims to balance the sensitive nature of individual sickness and ill health against its needs to achieve its objectives. The College aims to assist employees to retain or regain good health.

This policy explains:

- Contractual sick pay terms and its relationship with statutory sick pay
- The procedure employees must follow when taking time off sick
- Documentation required for certification of absence
- Provisions in place on return to work
- Procedures for reviewing absence

The College offers the following contractual sick pay scheme:

- 1-6 months’ service: none
- 6 months to 1 year’s service: 1 week
- up to 5 years’ service: 1 week for every completed year of service
- 5-10 years’ service: 13 weeks
- Over 10 years’ service: 26 weeks

Entitlement to contractual sick pay in the preceding 12 months is taken into account.

Where an employee is not entitled to contractual sick pay and qualifies for Statutory Sick Pay, a minimum statutory payment will come into effect after a continuous absence of four days.

Reporting Procedure

- Any absence from work must be reported on the first day by telephoning the Head of Department one hour before the normal start time or as soon as practicable. If the Head of Department is unavailable a message should be left with a contact number either on the voicemail of the Head of Department or with another senior member of the Department. Messages should not be left via the Porters Lodge.
- The notification must say how long the absence is likely to be.

Evidence of incapacity

- Completion of self-certification form for absences up to seven calendar days is required on return to work.
- If absence is longer than seven calendar days (including weekends and holidays) the employee is to obtain a medical certificate from his or her GP and send it to the College.
- Certificates should continue to be submitted to cover all absence.
- Employees should not return to work before the date indicated on the last medical certificate.
Absence from Work due to Sickness Policy

Sickness during booked leave entitlement
Where certified sickness coincides with booked leave entitlement the College will not normally count this as sick leave unless prior notice to cancel booked leave is given.

Return to work interviews
On return to work following a period of absence an interview will be carried out with the member of staff by the Head of Department, the interview is intended to:

- Establish the reason for and cause of absence.
- Update the member of staff on what has happened while they have been away.
- Establish that the employee is fit to return to work.

A Return to Work Interview form must be completed by the Head of Department /Supervisor and submitted to the Personnel Office with the relevant certification.

A more formal review will be triggered by periods of absence after a single period of 10 days or more or for separate periods which, in any period of 12 months, exceed 10 days. The interview will aim to:

- Identify the frequency and reason for the absence and ensure that the employee is aware that the absence record is giving cause for concern.
- Advise the employee to seek proper medical attention if there is any underlying medical problem.
- Inform the employee that the persistent short term absences are unacceptable.
- Give consideration to the employee’s personal problems.
- Agree a reasonable period of time over which the employee’s attendance can be assessed.

Procedures for Review of Long Term Absence

- Long term sickness may be defined as more than four weeks’ continuous time off due to ill health
- Regular contact with the employee should be maintained to show interest and concern and enquire about prospects for a return to work.
- The College reserves the right to ask employees to complete a medical records consent form to request a medical report from the employee’s GP.
- If permissions are in place, and in the event that it is unclear when the employee will be fit to return to work, normally the case should be referred to an occupational health or medical advisor and a report (made available to the employee if requested) provided to management indicating:
  1. The likely date of any return to work
  2. Any “reasonable adjustment” required to assist the employee with a disability.
  3. Whether the employee is likely to be able to fulfil his or her current job requirements in the future.
  4. Whether re-deployment should be considered.
Absence from Work due to Sickness Policy

When the report has been received consultation will take place with the employee before any decisions are made regarding the individual’s employment within the College. Employees are entitled to be accompanied at such meetings.

Termination of the contract of employment may result where there is no reasonable prospect of the employee returning to normal duties; and where suitable alternative employment is unavailable or inappropriate or unacceptable to the employee. The contract of employment may be terminated by reason of:

1. Ill health retirement
2. Dismissal by reason of medical incapacity
3. A mutually agreed termination process on the grounds of capability.

November 2007
TOIL and Overtime Policy

Time Off In Lieu (TOIL)

If a member of staff works more than their contracted hours in their working week (overtime), they are entitled to time off in lieu (TOIL). The decision to work additional hours needs to be agreed in advance with one’s manager, and the subsequent decision to take time off in lieu also needs to be agreed in advance with one’s manager. TOIL should not be built up, and should be taken as soon as possible after the overtime has been worked. One hour of overtime earns one hour of TOIL, irrespective of the time or day when the overtime is worked.

Paid Overtime

Paid overtime is not available to managers or administrative staff.

In the following departments only, there is an option for paid overtime as an alternative to TOIL: Housekeeping, Catering, Maintenance, Gardens. As with TOIL, the decision to work additional hours needs to be agreed in advance with one’s manager. Overtime is calculated as follows:

- Hours worked up to a total of 40 hours within the first five days of your working week are paid at single time (ie 1 x your hourly rate).
- Hours worked above a total of 40 hours within the first five days of your working week are paid at time-and-a-half (ie 1.5 x your hourly rate).
- Hours worked on a sixth or seventh day in your working week are paid at time-and-a-half (ie 1.5 x your hourly rate).
Smoking Policy

Introduction

Wolfson College aims to provide an environment which is safe, which minimises any risks to health and which makes adequate arrangements for the welfare of our employees, residents, students and visitors whilst they are at Wolfson College.

Those who smoke endanger not only themselves but also others who do not smoke, through passive smoking. Passive smoking - breathing in other people’s tobacco smoke - has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. Inhaling other people’s tobacco smoke is both a health hazard and a welfare issue. In addition, smoking can constitute a fire risk.

Wolfson College has adopted the following policy concerning smoking within the College and its grounds. This policy sets out how we intend to manage smoking within our environment.

Scope of this policy

This policy applies to all employees, residents, Fellows, students and visitors regardless of seniority, and whether or not their environment is shared with others.

Aims of this policy

This policy seeks to guarantee to non-smokers the right to air that is free of tobacco smoke, while also taking account of the needs of those who do smoke.

Legal background

The following pieces of legislation apply to this policy:

- The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- The Smoke Free Premises etc. (Wales) Regulations 2007.

In addition, employers have a common law duty to provide a safe place and system of work under the Health and Safety at Work etc. Act 1974 (HASAWA).

Definitions

Section 1 of the Health Act 2006 defines smoking as “smoking tobacco or anything which contains tobacco, or smoking any other substance” and states that “smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked”.

“Enclosed” means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Tents and marquees are therefore included.
Smoking Policy

Areas where smoking is prohibited

Smoking is prohibited in any enclosed area on our premises. This includes the Porters’ Lodge and entrances, corridors, stairs and lifts, meeting rooms, rest rooms and toilets, as well as outside areas that are not designated as smoking areas.

Areas where smoking is allowed

Designated external smoking areas are provided as follows:

1. The smoking shelter at the back of R/S blocks
2. The graveled area at the rear of Fuchs House (where the benches are located, not against the wall of the house)
3. The graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building (this ‘smoking area’ is not to be used by employees and workers)

In many organisations and businesses, those who smoke do so just outside the entrances and exits to the premises. We believe that this does not present a professional image. Employees and workers are therefore not permitted to smoke in the following areas: in front of the main entrance, around the back gate on Selwyn Gardens or at the designated smoking area located on the graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building.

Those who need to smoke may do so within the designated areas. Employees are only permitted to smoke during any recognised rest period or lunch break. Employees who smoke will not be allowed longer or more frequent breaks than their non-smoking colleagues and use of the smoking areas is not to interfere with normal job performance.

Smoking areas will be kept clean and those using these areas are expected to keep them tidy and to dispose of any rubbish appropriately. Receptacles are provided for the disposal of cigarette ends and other waste smoking materials. There are two litter/ash bins located at the entrances to College on the main driveway and just inside Selwyn Gardens gate and one located between the rear of the Gym and W Block. These bins are for smokers to stub out their cigarettes on their way into College. The locations of these particular bins are not to be considered as designated smoking areas. There are litter/ash bins located at the three ‘Areas where smoking is allowed’, as detailed above. Cigarettes, cigars and pipes must be extinguished using the receptacles provided and smokers should ensure that there is no risk of fire. These areas will be monitored to ensure an acceptable standard of cleanliness and adherence to safety.

Visitors, contractors and temporary staff

Visitors, customers, suppliers, contractors and temporary staff are expected to comply with this policy. Employees and Students meeting visitors from outside the College, or responsible for temporary staff or contractors, are required politely to explain our policy and to ensure such people comply with it.

Assistance to those who smoke

We recognise that passive smoking adversely affects the health of everyone. Whilst smoking is a personal choice we are concerned where people smoke and the effect that smoking in these locations has on non-smokers.
Smoking Policy

However, it is recognised that this policy will impact on smokers’ lives and that some smokers may wish to reduce or give up smoking, but may have difficulty in doing so. Some details of where to obtain advice and guidance on giving up smoking are listed below:

- Quit line: 0800 002 200
- NHS smoking helpline: 0800 169 0 169 and from their website: [http://www.gosmokefree.co.uk](http://www.gosmokefree.co.uk)

Electronic cigarettes

Electronic cigarettes (‘e-cigarettes’) are battery-powered products that use heat to release a visible vapour that contains liquid nicotine that is inhaled by the user. They are designed to replicate smoking behaviour without the use of tobacco, and some look very similar to conventional cigarettes. However, the use of these would not be classed as “smoking” according to the legal definition of this.

Whilst e-cigarettes may help some smokers to give up, guidance from the British Medical Association states that there is a lack of evidence about the health risks that they pose to the individual using them and those in close proximity. Additionally, we are concerned that electronic cigarettes may create the impression that smoking is accepted within the workplace, and we also have concerns that it is difficult to differentiate visually between e-cigarettes and normal cigarettes at a distance.

The use of electronic cigarettes is also banned within our premises. To allow those who choose to use e-cigarettes in an area free from those smoking ‘regular’ cigarettes, we have designated an area adjacent to the Lee Hall as a ‘vaping’ area. This ‘vaping’ area is not to be used by those smoking ‘regular’ cigarettes.

Enforcement of this policy

Smoking in an area other than those designated as a smoking area will be regarded as general misconduct and will be dealt with in accordance with the College’s disciplinary procedures.

Implementation, monitoring and review of this policy

The Health & Safety Committee has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. Employees will be consulted about any proposed changes via the Staff Communication & Consultation Committee, and adequate notice given of these.

April 2015
Health & Safety Policy, Organisation and Arrangements

1. Health & Safety Policy Statement

(a) In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations and all other relevant legislation, it is Wolfson College’s policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College staff, students, visitors, contractors’ staff and members of the public who are, or may be, affected by our activities.

(b) The Council of the College bears the legal responsibility for all matters of health, safety and welfare within Wolfson College and ensures that statutory requirements are met and appropriate standards applied through specialist College officers. The executive authority for the development and implementation of the health and safety policy is delegated to the Bursar. It is a core management function and must be integrated into all other management policies and practices, including planning.

(c) The College will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with employee and student safety representatives. This function will be carried out by the Health and Safety Committee which will comprise the following members (or their designated representative): a Fellow in the Chair, Bursar, Health & Safety Adviser, Nurse, Clerk of Works, Head Porter, Executive Chef, Accommodation Officer, Housekeeper, Head Gardener and any elected employee safety representatives and student safety representatives. As well as monitoring policy implementation, this committee will be responsible for consulting on all matters affecting the health and safety of staff and students.

(d) The management of Health and Safety is an integral part of good management at all levels of College organisation. This includes the provision of:

(i) Safe and healthy working conditions;
(ii) Arrangements for the operation, design and maintenance of safe systems of work;
(iii) Properly maintained and guarded machinery;
(iv) Information, instruction, training, and supervision appropriate to College activities;
(v) Arrangements for consultation with staff and their representation on relevant Committees dealing with health and safety matters.

(e) Heads of Department and other managers are responsible to the Bursar for the proper implementation of health and safety policies and procedures in their respective areas and compliance with College and statutory requirements and for achieving standards above the legal minimum acceptable level for risk management and control. Therefore, health and safety performance will be measured regularly by means of an auditing programme, to check that policies and practices are effective in driving progressive improvements in safety management.

(f) By assessing capabilities and providing training as appropriate, the College will ensure that all members of staff are competent to carry out their work without risk to themselves or others, and that those staff who manage or supervise others are aware of relevant legislation and good practices, in order to manage health and safety effectively.

(g) All College employees have a personal responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules, and work safely in accordance with any

> contents
Health & Safety Policy, Organisation and Arrangements

instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to the appropriate managers without delay.

(h) All students will receive written guidance on health and safety matters and will receive specific instruction as appropriate.

(i) All students taking part in College-controlled activities must take care of their own health and safety and that of others. They must comply with legislation, College policies and rules, and instructions from staff. Hazards or dangerous situations must be reported to the Porters’ Lodge immediately, where the duty Porter’s supervisor will be informed and act accordingly.

(j) Visitors (including contractors) are required to comply with legislation, and with College policy and rules, and should report any problems to the Porters’ Lodge. The duty porter will immediately inform their supervisor who must act accordingly.

(k) This policy statement is issued to all staff and will be subject to periodic review in the light of experience and developments in national health and safety legislation.

Signed: [Signature]

Date: 11.7.11

Christopher Lawrence
Bursar
Health & Safety Policy, Organisation and Arrangements

2. Organisation Of Health & Safety

(a) **Organisation**
Wolfson College Council has the overall responsibility for Health and Safety Management.

The Council has appointed the Bursar as the College’s Health and Safety Officer whose duties will be determined by the Council.

The Health and Safety Officer will be the primary contact, or representative user, in any dealings with the University Health and Safety Division.

(b) **Fire Safety**
The Council has appointed the Bursar as the Fire Safety Officer whose duties will be determined by the Council.

(c) **First Aid**
Certain designated staff are trained first-aiders and maintain the first aid boxes. They undergo regular skills updates in line with recognised occupational first aid practice. Contact notices about how to obtain first aid are advertised around the College.

(d) **Health & Safety Committee**
Health and Safety is a standing item on the agenda for College Council meetings. The Health and Safety Committee meets three times a year. The Health and Safety Officer is responsible for disseminating any health and safety related information as may be pertinent to the needs of the College.

(e) **Individual Responsibility**
All individuals have a personal responsibility for their own safety and the safety of others. Individuals must not endanger themselves or others by their acts or omissions.

Equipment supplied for any health and safety purposes must not be tampered with or misused in any way.

(f) **Safety Induction and Training**
All new staff will have a health and safety induction within the first week following their arrival at Wolfson College.

Staff who have safety duties delegated to them will have adequate training provided as appropriate for their tasks.

Signed: [Signature]

Christopher Lawrence
Bursar

Date: 11.7.11
Health & Safety Policy, Organisation and Arrangements

3. Health & Safety Arrangements

(a) Fire safety
All buildings have automatic fire alarm systems, and appropriate fire extinguishers installed. The extinguishers are regularly maintained under contract.

While the Health and Safety Officer is the designated Fire Safety Officer it is the responsibility of every individual to:

- Evacuate their room promptly
- Alert others
- Sound the alarm if necessary
- Proceed in an orderly manner to the designated assembly point
- Not return to the building until advised that it is safe to do so

(b) First Aid
There are several designated first-aiders in the College. A list of the designated first-aiders is available on the staff noticeboard and in each department. First aid boxes are located at the Porters’ Lodge, Nurse’s Office, College Office, Maintenance Workshop, Housekeeping Office, Catering Department and the Assistant Clerk of Works’ Office. Please do not use first aid items without informing the first aider.

(c) College Nurse
The appointed College Nurse is Sally Maccallum. The Nurse’s office is on the ground floor of Morrison House.

(d) Accidents and Near-misses
All accidents and near-misses must be reported to the Health and Safety Officer. Accidents should be reported via the Accident Book held at the Porters’ Lodge. Near-misses should be reported via the Near-Miss Book held by each Head of Department. Heads of Department must identify and address the causes of any accidents or near misses.

(e) Ill Health
Please refer to the separate Absence Policy.

(f) Safety Inspections
Safety inspections will be undertaken on a regular basis determined by the Health and Safety Committee.

Portable appliances brought into the College must be tested before use and a full programme of portable appliance testing (PAT) undertaken to comply with current legislation.

(g) Risk Assessment
Risk assessment is a legal requirement and as such all significant risk must be assessed by the person most familiar with that task. Whoever creates the risk must manage it. Therefore risk assessments cannot be carried out by the Safety Officer or the Safety Adviser, although they may be able to help with the process. Standard assessment forms are available from the Health and Safety Officer, the Health and Safety Adviser and all Heads of Departments.
Health & Safety Policy, Organisation and Arrangements

(h) **Control of Contractors and Visitors**
Contractors should be met and conducted to their place of work. Contractors must be advised of any Health and Safety issues that may affect them or their workforce; likewise, contractors must inform the College of any work that may affect the Health, Safety and Welfare of any College staff member, student or visitor within the College.

Contractors need to be assessed to ensure they are competent to carry out the necessary tasks that they have been employed to carry out. Good practice would be to request Risk Assessments, Action Plans, a copy of their public liability insurance and proof of membership of any professional organisation to which they belong.

All visitors must report to the Porters’ Lodge.

(i) **Movement of vehicles**
Every effort should be made to ensure cyclists and pedestrians are protected from the movement of motorised vehicles.

(j) **Welfare**
Consideration is made to ensure that suitable and sufficient welfare facilities are available to all staff and students.

(k) **Tools plant and equipment**
All tools, plant and equipment including: workshop equipment, garden machinery, lifts and boilers will be maintained to a standard to comply with current legislation.

(l) **Substances**
Special control measures are in place when working with, transporting and storing substances hazardous to health; training is ongoing so as to address all new substances and work processes.

(m) **Staff training**
Specialist training will be given to all staff when required to comply with current legislation.

(n) **Personal Protective Equipment**
Personal protective equipment will be made available to all staff, they will receive training in the use of it. All personal protective equipment will be supplied free of charge.

(o) **Catering and food hygiene**
All staff associated with the preparation and dispensing of food will be trained when required to comply with current legislation.

(p) **College policies**
All specific College Policies are held in the Personnel Department. All staff members must be made aware of these Policies.

Signed: Christopher Lawrence
Bursar

Date: 11.7.11
Free Staff Lunch

All staff are eligible for a free lunch on each day they work.

Who gets this benefit and when?

- This benefit applies only to the individual employee and is not transferable.
- This benefit applies to lunch only, and cannot be used at breakfast or supper.
- Free lunch is available only on days worked.
- Lunch is available 12.30-2.15pm, but staff may start lunch at 12.15pm.
- Lunch breaks are unpaid and should be taken in the employee’s own time.
- The timing and length of lunch breaks should be agreed between the employee and their line-manager.

Restrictions

- There is a financial limit of £7.60 per person per lunch (22 August 2016 - 10 August 2017), based on the full price of each item (i.e. not the subsidised price).
- The free lunch must be taken in one visit, i.e. subsequent visits to the servery will need to be paid for by the individual; therefore it is advisable to take a pudding and/or coffee, for example, at the same time as a main course.
- No credit is given for lunches not taken.
- The following items are excluded from the free lunch offer, and should be paid for separately by card: Bottled Drinks (including Bottled Water), Milk.
- Taking more than one of the same item is not permitted i.e. two yoghurts, cereal bars, puddings, sandwiches, main courses, etc. The only exception to this is whole pieces of fruit, where a maximum of two items is permitted.
- Sandwiches and Baguettes can be taken only as a ‘main course’, not in addition to a main course dish.
- This benefit applies only when the kitchens are open, and no monetary equivalent is payable when the kitchens are closed.
- Lunch should be eaten in the Dining Hall and not taken away. The only exception is for office staff taking their lunch back to work at their desk.

Other

- The employee will need to sign a sheet each time they have a free lunch, and the cost of the lunch will be charged to a special card by the member of staff operating the till at the Servery.
- Staff can continue to use their existing cards for other meals, for restricted items, and for amounts over £7.60, the discount will be the same as for students, i.e. 25% off the full price.
- If your lunch exceeds the allowance of £7.60 you will be expected to pay the balance at the till by charging the excess to your personal card. Please ensure you have credit on your personal card for such an occasion. Putting items back (unless they are pre-packed and can be resold) is not permitted. Persistent offenders will be reported and may have this benefit removed
- This is not currently considered by HMRC as a taxable benefit.
- This benefit is non-contractual and is provided at the College’s discretion.

22 August 2016