

**HEALTH AND SAFETY POLICY,
MANAGEMENT AND ORGANISATION,
ARRANGEMENTS AND OFFICE
HOLDERS**

OF

ST JOHN'S COLLEGE

Last updated November 2017

Part A: HEALTH AND SAFETY POLICY

The Council of St John's College has responsibility for health and safety and is fully committed to ensuring that this responsibility is effectively discharged throughout the College.

Adequate control of the risks created by the College's activities is a fundamental management function. Therefore we will ensure that health and safety is integrated into the College's management systems and that the appropriate resources are provided to implement the policy.

It is our objective to achieve and maintain health and safety standards which go beyond legal requirements and match national best practice. We will do this through a planning process which will set clear, measurable objectives and ensure progressive improvement.

Council has delegated the primary responsibility for implementing this policy to the Principal. In this duty the Principal is assisted by the College Officers but all staff have an important contribution to make. The College will maintain clear definitions of individuals' health and safety responsibilities and accountabilities and we are committed to developing competence in health and safety management and practice at all levels. We recognise and value highly the contributions of all our staff and we will ensure that we maintain effective means of communication and consultation on health and safety issues.

This policy will be reviewed annually by the College Health and Safety Committee, updated when necessary and any revisions brought to the attention of all employees through normal arrangements for health and safety consultation.

Signature

Date

(Rt Rev James Newcome, President of St John's College Council)

Signature

Date

(Rev Dr David Wilkinson, Principal of St John's College)

Part B: HEALTH AND SAFETY MANAGEMENT AND ORGANISATION

General description of the health and safety management system

Policy

College Policy is derived and reviewed through a process involving consultation with staff representatives and Union representatives at Health and Safety Committee, and is approved by the College Council. College policy, procedures and standards mirror those of Durham University.

Co-operation

Arrangements for involving employees in health and safety are established. Through the Health and Safety Committee representatives from all College groups are represented.

Planning

- To convert policy into action the College operates a health and safety planning process which provides the input of the Health and Safety programme into the College operating system.
- The Director of Finance and Administration is responsible for ensuring the delivery of the programme.
- The College Health and Safety Programme is made available to the College community through the Health and Safety Committee.

Resources

Although the University H & S office has no direct responsibility for St John's College, there is a good working relationship where advice is readily available from the University Health and Safety Office.

Budgetary provision is made, and the Director of Finance and Administration controls the Health and Safety budget.

Monitoring

Monitoring to check whether policy standards are being implemented in practice is done at several levels:

- In house departmental inspections under the control of the Director of Finance and Administration are carried out annually
- Trade Union Safety representatives, accompanied the Director of Finance and Administration, carry out health and safety inspections as and when requested by the Union.
- Accidents, injury, near miss or occupational ill-health are recorded and reported to the Health and Safety Committee

Review

All policies, procedures and standards are periodically reviewed to ensure that a high standard of health and safety management is operated within the College. The development and implementation of a formal programme of auditing the health and safety system at department level is under consideration.

Organisation

The following sections of the Durham University Health and Safety Manual (<http://www.dur.ac.uk/healthandsafety/office/>) are especially relevant in the College and their implementation is the specific responsibility of the person holding the specified post (or their manager in the event of a staff vacancy). Implementation means responsibility for

- organising the operationalisation of policy (including setting standards and targets)

- mobilising people as necessary
- documenting adherence to procedures
- accessing the Health and Safety budget (held by the Director of Finance and Administration)
- completing signage and documentation
- inspecting
- completing and reviewing relevant active and reactive monitoring

Remote sites: note that all responsibilities include the Brass Thill houses as well as any external properties, in addition to Bailey buildings.

Managing Asbestos	Maintenance Engineer
Student Accommodation	Senior Tutor/Warden
Blood and Body Products	Domestic Manager
Risks to children arising from University activities	All office holders in Appendix D shall ensure that any under 18s among those they manage/represent is either in the care of their parent/guardian or that the risks are managed as laid down in the Health and Safety Manual and or reported to the Health and Safety Committee for assessment by a competent person
Display Screen Equipment	Director of Finance and Administration
Dangerous Substances and Explosive Atmospheres (Explosive, Oxidising, Extremely flammable, Highly Flammable or Flammable)	Maintenance Engineer
Electrical Appliances: Inspection and Testing	Maintenance Engineer (liaison with Bailey Theatre Company and CCR PA and Sound Reps re student PA)
Live Electrical Work	Maintenance Engineer
Provision and Use of Work Equipment	Maintenance Engineer, Catering Manager and Domestic Manager
Entertainment Events	Director of Finance and Administration
First Aid	Director of Finance and Administration
Falls: Work at Height	Maintenance Engineer. Social Secretary's of all common rooms to ensure that all student activity involving work at height is brought to the attention of the Maintenance Engineer.
Fire Safety in Colleges	Maintenance Engineer
Food Safety	Catering Manager
Food Safety: Appendix 9 - Bars, Cellars	Director of Finance and Administration (via Senior Bar Officer, Wine Cellar Manager)
College Fitness Suites	Director of Finance and Administration (via Fitness Room

	Rep)
Fire Evacuation, Disabled Persons	Warden and Senior Tutor (via Director of Finance and Administration)
Gastroenteritis	Catering Manager
Mains Gas Appliance Safety	Maintenance Engineer
Health Surveillance	Director of Finance and Administration
Health & Safety Co-coordinator	Director of Finance and Administration
Self-Inspection of Premises	Director of Finance and Administration
Immunisations	Warden and Senior Tutor (via Director of Finance and Administration)
Lasers (Appendix 2: Classification of Lasers)	College Engineer (Maintenance Use) Warden and Senior Tutor (via Director of Finance and Administration – use of laser pointers)
Working with Latex Gloves & Latex Products	Catering Manager and Domestic Manager
Lone Working	All office holders in Appendix D shall ensure that any lone working among those they manage/represent is managed as laid down in the Health and Safety Manual and or reported to the Health and Safety Committee for assessment by a competent person
Legionella	Maintenance Engineer
Manual Handling Operations	Maintenance Engineer. All office holders in Appendix D shall refer to the Maintenance Engineer any operations involving significant manual handling
Personal Protective Equipment	Maintenance Engineer Catering Manager and Domestic Manager
Reporting of Accidents and Occupational Diseases	All office holders in Appendix D shall ensure that those they manage/represent report accidents and occupational diseases
General Risk Assessment	All office holders in Appendix D shall ensure that risks to which those they manage/represent are exposed are assessed and or reported to the Health and Safety Committee for assessment by a competent person
COSHH Risk Assessments (General)	Maintenance Engineer, Catering Manager and Domestic Manager
Sharps	Domestic Manager
Stress	Director of Finance and Administration
Sports Clubs	Director of Finance and Administration (via Sports Officer, Captain of Boats, Captain of Sports to pay attention in

	particular to CATEGORY 2 - INTERMEDIATE RISK sports, Fitness Room Rep)
Safety Representatives	Director of Finance and Administration (via GMB rep, staff rep, SJCR Welfare, MCR Welfare, CCR Welfare)
Group Transport	Warden and Senior Tutor (via Director of Finance and Administration)
Towing Boat Trailers	Director of Finance and Administration (via Captain of Boats)
Control of Vibration at Work	Maintenance Engineer Catering Manager Domestic Manager
Waste Management	Maintenance Engineer (including via Environment Rep)
Workplace: General Requirements	Director of Finance and Administration

The organisational structure is that the Principal's overall responsibility is delegated to the Director of Finance and Administration, who has directorial control of health and safety matters. Managers (Catering, Housekeeping and Maintenance) along with the Director of Finance and Administration manage the implementation of policy. The organisation of the responsible staff listed above is:

College Council			
	Principal (accountable to Council)		
			St John's Common Room (encompassing JCR, MCR, CCR, - accountable to Principal)
		Chaplain (accountable to Principal)	
		Chapel Wardens (accountable to Chaplain) Choir Director (accountable to Chaplain)	
		Warden/Vice Principal (accountable to Principal)	
			Cranmer Common Room (accountable to Warden/Vice Principal) including officers: - PA and Sound Reps CCR - Welfare Officer Cranmer Common Room
		Senior Tutor (accountable to Principal)	
		Resident Tutors (accountable to Senior Tutor)	
			St John's Common Room (accountable to Senior Tutor) including officers: Bailey Theatre Company Chair Captain of Boats Environment Rep Fitness Room Rep President St John's Common Room Services Manager of SJCR Social Secretary of SJCR Social Events Chair of CCR Sports Officer Welfare SJCR
		Director of Finance and Administration (accountable to Principal)	
		Senior Bar Officer (accountable to Director of Finance and	

			Administration as Designated Premises Supervisor) Wine Cellar Manager (ditto)
			Maintenance Engineer (accountable to Director of Finance and Administration)
			Catering Manager (accountable to Director of Finance and Administration)
			Domestic Manager (accountable to Director of Finance and Administration)
			GMB Rep (in her Health and Safety capacity)
			Staff Rep (to Council - in her Health and Safety capacity)
			Finance Officer (accountable to Director of Finance and Administration)

The attainment of high and continually improving health and safety standards in all areas of College activities is the prime responsibility of the Director of Finance and Administration.

Health and safety is considered to be an integral part of management functions and everyone supervising the work of subordinates carries responsibility for the health and safety of those who respond to them.

High standards of health and safety required call for continued commitment and intensive effort by everyone. All College employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings.

The College will seek to achieve high standards by enlisting the full support and commitment of all employees through effective communication, consultation and training. The contribution of each and every employee to improved health and safety performance will be valued as essential to the successful running of College activities.

Within the premises occupied by The College, overall responsibility for health and safety rests with the Director of Finance and Administration, who is responsible for:

- Carrying out the health and safety policy on a day-to-day basis.
- Ensuring that all employees are competent to carry out their work and are fully aware of any hazards.
- Monitoring health and safety performance on a regular basis.
- Providing adequate information and publicity to support the health and safety programme.
- Ensuring that safety inspections are carried out on a regular basis.
- Ensuring compliance with all relevant legal requirements.
- Ensuring that contractors are made aware of hazards and any procedures, etc. that they are required to follow.
- Implementing the Health and Safety Policy Arrangements.
- Reporting to the University Health and Safety Office any matters appropriate.
- Ensuring that meetings of the Health and Safety Committee (details below) are held at intervals not exceeding once per academic term, with additional meetings should these be deemed necessary.

The Line Managers and Supervisors specified above in connection with accountability for specific duties are also responsible for the following general duties:

- Familiarising themselves with the health and safety policy.
- Ensuring that persons whom they supervise are adequately trained and aware of any hazards in their workplace;

- Ensuring that all employees they supervise know what to do in the event of a fire or other emergency.
- Ensuring that all employees they supervise know the whereabouts of first aid facilities.
- Investigating all accidents promptly to discover the cause and eliminate recurrence if within their competence.
- Ensuring that all safety rules are observed and that safety equipment is worn or used where appropriate.
- Ensuring that all safety devices are always fitted and properly adjusted and maintained.
- Ensuring that all defects in workplaces for which they are responsible are promptly reported and rectified.
- Maintaining good housekeeping standards.
- Considering representations about health and safety from other employees.

Individual employees and students are responsible for:

- Making themselves familiar with and conforming to health and safety procedures at all times.
- Wearing appropriate safety equipment and using appropriate safety devices as necessary.
- Conforming to all instructions given by those with responsibility for health and safety.
- Reporting all hazards, accidents, faults, defects, damage, etc. to an appropriate member of staff.
- Making suggestions to improve health and safety in the organisation to an appropriate member of staff.
- Not misusing any plant, equipment or hand tools.
- Taking a responsible attitude towards health and safety, to include having due care for themselves and others.
- Following all manufacturers and suppliers instructions when using plant and equipment.

The **College Health and Safety Committee** consists of the:

- Director of Finance and Administration
- Maintenance Engineer
- Catering Manager
- Domestic Manager
- GMB representative
- SJCR Welfare
- MCR Welfare
- CCR Welfare (usually – as nominee of CCR President)

The Health and Safety Committee's terms of reference are:

- To approve policy
- To review the organisation in place to ensure policy implementation
- To approve an annual Health and Safety plan
- Measuring performance by examining the blue slip list, results of inspections, and accident statistics
- Reviewing performance by discussing the degree to which the plan has been implemented
- The current system does not have a robust audit component. The colleges insurers, Ecclesiastical Insurance Group, audited college systems in April 2011 and the development and implementation of a formal programme of auditing the health and safety system at department level is under consideration following the audit.

The Health and Safety Committee meets termly and reports via the Audit Committee to Council.

Part C: HEALTH AND SAFETY ARRANGEMENTS

Where the Durham University Health and Safety Manual does not fully specify procedures, the following arrangements exist to implement the policy.

Access and Egress

All staff and students are responsible for ensuring safe access to and egress from College property by observing all 'out of bounds' notices and warnings of work in progress, cleaning etc. In particular all roof areas are out of bounds, as are all fire escapes unless being used in an emergency.

Cleanliness, freedom from obstacles and flammable material, freedom from damage by wear and tear and the presence of clear signs and notices will be ensured by:-

- all staff reporting faults, defects, etc. directly using the on-line 'blue slip' system or via their Line Manager/using hard copy blue slips (available in College Office for those without IT access).
- the Maintenance Engineer or his staff checking the 'blue slip' list daily, and arranging for remedial work.

Accident Procedures

All accidents, injury, near miss or occupational ill-health involving a member of staff, a student or a visitor or contractor to the College must be recorded on an incident report form and brought to the attention of the Director of Finance and Administration. Report forms are kept in the college office and are accessible on the college website.

Policy with respect to candles

The college implements University policy prohibiting the use of candles.

The only exception to this rule is the use of candles in religious ceremonies. Candles may be used in chapel, and in other contexts of communal worship, under the direction of the presiding minister. The presiding minister at liturgical events at which candles are used holds primary responsibility for their safe use, but may delegate the practical aspects of this responsibility to other responsible persons.

'Other responsible persons' will usually mean chapel wardens. It is the responsibility of chapel wardens as a body to, at least once each year, consider the risk assessment document concerning use of candles (or produce one if one does not exist) and to implement (directly or by referral to others) any actions on who may light candles (notifying those who are eligible) and what training and information should be provided to such persons.

Policy with respect to children

College policy is NOT to take on responsibility for persons under 18 on college premises, because College in its normal business is not structured for the care of minors. College policy IS to expect parents or those *in loco parentis* to directly exercise responsibility for the children in their care.

What this means

- Adult members of college may bring children into college. If the children are participating with the adults this is to be welcomed and encouraged. It is to be discouraged if they will not be with the adults who have primary responsibility (unless they are participating in a designated children's activity). Children should not be left un-supervised, and if the adults who have primary responsibility are not to be with the children, and the children are not in an official organised group, then it is the primary carer's responsibility to find someone who will take temporary care of them and supervise them at all times.

- Children may accompany adult members of college anywhere in college, but if private arrangements are made for other adults to supervise them (e.g. during college communion) then the children should not go outside of the ground floor rooms that are dining rooms, Leech Hall, Bowes sitting room and the toilets at the Cranmer crossroads.
- Children who come as part of B&B or conference business remain the responsibility of adult B&B guests and group organisers: college cannot and should not be organising or running activities for them. Group organisers must be made aware that they have 24 hour responsibility.

Contractors

The presence and work of contractors on College-occupied premises is the responsibility of the College Engineer. Contractors are informed of relevant safety procedures, including:

- location of the fire fighting equipment.
- location of first aid boxes;
- fire and other emergency evacuation procedure;
- accident reporting procedure.

Any special hazards are brought to their attention before they commence work. Working practices adopted by contractors are monitored by the College Engineer. Poor or dangerous practices are brought to the attention of the contractor's management. All Contractors must report to the College Engineer's Office on arrival at The College.

Display Screen Equipment

Individual members of staff are responsible for completing their own workstation assessment using the method in Section D1 of the Health and Safety Manual. The Director of Finance and Administration is responsible for ensuring that this is completed, re-done after any changes and for reviewing any matters arising from the assessments. She also has responsibility for co-ordinating assessments on shared workstations.

Housekeeping

All staff are responsible for keeping materials stored appropriately so as to keep walkways free.

Ice Clearance

The College Engineer is responsible for the provision of the necessary materials. The clearance work is the responsibility of the College Engineer's staff during normal working hours and of College Reception and/or Resident Tutors out of hours.

Visitors

Visitors are the responsibility of the person they are visiting (if visiting briefly), of the person responsible for their visit (if their visit is more extended, e.g. visiting fellows or temporary staff), or of the Conference Managers (if they are Conference and Hospitality guests). Visitors who are not continually accompanied by members of the college are informed of relevant safety procedures, including:

- location of the fire fighting equipment.
- location of first aid boxes;
- fire and other emergency evacuation procedure;
- accident reporting procedure.

Disciplinary Procedure

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures or tampering with any of the health and safety equipment may lead to implementation of the disciplinary procedure by the line manager of the person concerned.

Any person who intentionally or recklessly misuses, removes, interferes with or damages safety equipment (e.g. a fire extinguisher, first-aid box, fire escape, fire alarm or fire door) is liable to prosecution under the Health and Safety at Work Act 1974.

Electricity and Electrical Installations

Use of privately-owned equipment - by students

The following rules apply concerning use of The College electrical supply:

1. No additional lights or appliances may be connected to the sockets of light fittings and table lights.
2. Every appliance must be fitted with a correctly fused and wired plug. Under no circumstances must bare wires be inserted into sockets or two or more appliances connected to the same plug.
3. Each appliance should be connected by a single plug to a single socket. More than one appliance can be connected to a socket only by the use of a fused extension board. Block-type adaptors are unacceptable and must not be used.
4. Should extension leads be used, they must not be permitted to extend beyond the rooms where they are connected.
5. The following electrical appliances are forbidden within study-bedrooms, without the prior consent of the Director of Finance and Administration :
 - electric fires or other type of heater.
 - boiling rings, toasters, microwave ovens or other type of cooking appliance

Use of privately-owned equipment - by students, staff or contractors

Owners and users of all privately owned equipment are responsible for the personal safety of themselves and others. Failure to take reasonable care may render the owner/user liable to legal action under the Health and Safety at Work Act 1974.

Fire and Emergency Procedure

Fire

Full details of the procedures to be followed are contained in the College Fire Regulations (and can be found at <https://www.dur.ac.uk/st-johns.college/johns/publications/policies/>). All new members of staff are instructed on the fire procedure as part of induction training by the Director of Finance and Administration.

A notice on how to call the Fire Brigade is situated in the College Office.

All Emergencies

At all times that the College is open, there is on-call a Designated Person to take action in an emergency and, at nights and weekends a Senior Officer to be called should the emergency turn out to be serious. Examples of serious emergencies are

- death
- major fire
- major accident
- potentially life-threatening illness
- bomb threat

Details of the arrangements made for emergency cover are sent to University Security periodically and a copy is kept in the College Office

Lifts and Hoists

The College Engineer is responsible for ensuring that the safety requirements of the work activities on all lifts and hoists within College occupied premises are clearly defined and that

these requirements are set down in the instructions contained in the health and safety file, which is available to all employees.

Information, instructions, signage, etc. will be displayed and given out to staff, regularly reviewed and updated. All such information must be followed.

Occupational Health Matters

The College makes use of the in-house Occupational Health Service operated through the University. Anyone who is concerned that some aspect of their work may have an adverse effect upon their health may consult the University Occupational Health Adviser, in confidence (extension 42667).

Safety Inspections

Pro-active management of health and safety requires the identification of hazards and potential accidents before they can cause injury to people and damage to equipment, buildings and the environment.

Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

On an annual basis, a safety inspection is carried out to check all areas of health and safety. The safety inspection is carried out by the Director of Finance and Administration and reported to the Safety Committee.

Security

The College has a responsibility to ensure a safe working environment for all staff and students. It is the duty of all such staff and students to observe all security notices particularly the need to keep locked all doors that allow access from the outside into College premises. If it is necessary to hold such doors open for any time, e.g. transfer of luggage or deliveries, it is the responsibility of the person involved to lock the door when the work is completed.

All staff and students are responsible for the conduct of all guests/visitors they have invited on to College property. It is forbidden to allow room keys to be given to a 3rd party who is not authorised to hold such a key.

Any incidence of unauthorised entry into College premises, or situations where an individual is put on enquiry should be reported to the College Office without delay.

Training

The Director of Finance and Administration is responsible for ensuring that all members of college are adequately trained in the principles, the appropriate operations and emergency procedures necessary for their health and safety.

The competence of staff is monitored to ensure that the job knowledge and skills of employees are adequate. Update or refresher training is provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures.

When planning new activities or changes to working methods full consideration is given to any safety training requirements.

New employees receive induction training on health and safety including arrangements for first aid, emergency procedures, fire and evacuation.

Vehicle Use

This section applies only to those vehicles owned or hired by The College, used by College staff while undertaking College activities.

The College Engineer is responsible for ensuring that vehicles are properly serviced, maintained and provided with appropriate insurance.

Vehicles must be driven only by authorised employees who are in possession of a valid Department of Transport driving licence.

Drivers must at all times comply with the Highway Code.

Staff provided with mobile telephones must not use them while driving on University business. The use of 'hands-free' equipment will also not be acceptable. Calls may only be made or received after parking the vehicle in a safe place.

Drivers should be reasonably satisfied as to the roadworthiness of any vehicle before using it, carrying out the following checks before each period of use :

- tyres (including spare).
- lights (including indicators).
- horn.
- windscreen washers and wipers.
- brakes.

A first-aid kit must always be carried on vehicles.

All drivers and passengers must wear seat belts when vehicles are in motion.

Where members of staff are authorised to use private vehicles on College business, each member of staff must ensure that as a minimum suitable 3rd party insurance cover is provided to cover the use of the vehicle whilst on the business of the College. Such use may include the carrying of other staff or students, transporting items, travel to a destination as part of one's duties.

Any doubts or questions over the validity of such insurance must be directed to the Director of Finance and Administration.

Violence

It is the responsibility of the Director of Finance and Administration to ensure that a safe system of work exists within premises occupied by The College, to prevent personal injury and property damage arising from acts of violence against members of staff. The system for reporting and recording accidents, incidents and ill health includes any violent incident, whether or not it leads to injury or damage.

If at any time a member of staff has a concern about the potential of violence then this should be reported to the Line Manager and the Director of Finance and Administration as soon as possible. A plan will be prepared by for preventing violent incidents and for dealing with them when they occur. This will include the following points:

- Identifying those members of staff potentially at risk
- Identifying situations in which violence could arise.
- Identifying measures for reducing the risk of violence at work.

Part D: Tenure of office at November 2017

Director of Finance and Administration	Angela Cook
Bailey Theatre Company Chair	Nikhil Vyas
Captain of Boats	Toby Lehain
Captain of Cross Country	c/o (Sports Officer) Billy Franks
Catering Manager/Conference Manager	Alison Bradshaw
Chapel Wardens	Caroline Taylor, Liz Hollis, Al Metcalfe Alex Oehring, Joe Moore, Nat Hayler Craig Bentley, Lou Bryson, Gerard Rundell Bob Barstow, Hannah Raitt
Chaplain	Susie Thorp
Choir Director	Peter Foggitt
Domestic Manager/Conference Manager	Susan Hobson
Environment Rep	Charlie Jefford
Fitness Room Reps	Andrew Hess and Jacob Robb
GMB Rep	Christine Davison
Maintenance Engineer	Alan Usher
PA and Sound Rep CCR	Tom King
President John's Common Room	Jess Rackham
Principal	David Wilkinson
Resident Tutors	Alistair Bounds, Rosi Jelfs, Justin Lee, Ben and Brittany White, Matt Williams
Senior Bar Officer	Molly McCaffrey
Senior Tutor	Mark Ogden
Services Manager of SJCR	Katrina Marriott
Social Secretary of SJCR	Peter McEvoy
Social Events Chair of CCR	Kat Gregory-Witham
Sports & Societies Officer	Billy Franks
Member of staff appointed to Council	Sarah Dunlop
Welfare Officer Cranmer Common Room	Kirsty Allan
Welfare SJCR	Karl Wilkinson
Welfare MCR	Sara-Nicole Gardner
Warden	Philip Plyming
Wine Cellar manager	Caroline Ridler

Parts b), c) and d) of the health and safety policy, management and organisation, and arrangements of St John's College were approved:

Signature

Date

(Rt Rev James Newcome, President of St John's College Council)

Signature

Date

(Rev Dr David Wilkinson, Principal of St John's College)

File name and path S:\HR\Policies A-Z\H&S\
Creator kdqk74 Last saved 18/11/2017