

Mr R. Baumann
Director of Accommodation, Catering and Conferences
Jesus College
Turl Street
Oxford
OX1 3DW

Our ref: OUC01

25 September 2015

Dear Ruedi

Re: BusinessSafe Evaluation

Address Visited: Turl Street, Oxford, OX1 3DW

Visit date: 21 - 24/09/2015

Executive Summary:

This letter follows my recent visit to College in relation to health and safety compliance and best practice.

The visit was conducted by reviewing key areas in relation to the requirements of Peninsula's SafeCheck Review. No detailed inspection of College property was carried out.

Jesus College is an undergraduate College of Oxford. The College is located off Turl Street. The front entrance past the lodge gives access to 1st Quad with Hall, Chapel, Principals Lodgings, offices and accommodation. To the rear is 2nd Quad with Senior Common Room and further offices and accommodation. To the side of 2nd Quad is 3rd Quad with Junior Common Room, Library, Bar and the workshop. On Ship Street is the new Ship Street Centre with a lecture theatre and accommodation. The College has offsite accommodation at Stevens Close on Woodstock Road and Herbert Close on Cowley Road. There are a number of other accommodation properties around Oxford including a number in Ship Street. There is the boat house in Christ Church Meadow, Squash Court on St Cross and sports ground at Herbert Close. The College is responsible for the management of all of its own building, premises and services.

The overall standard of health and safety management appeared to be very satisfactory. By implementing the recommendations contained within the Action Plan, your present standards of health and safety will be further improved.

It was particularly noted that an excellent health and safety management team is being established within College with the DACC delegating the day to day management of fire safety to the Lodge Manager and appointing a Health and safety Officer to assist in training, managing accidents and first aid and display screen equipment assessment. By having dedicated resources such as this the College will be able to build upon its current successes and begin to cement them into a solid health and safety culture.

The following are key areas, where I believe that actions are necessary to help ensure statutory compliance and to help maintain the health, safety and welfare of your employees and others. The areas of concern are summarised below:

Documentation:

- Records regarding actions to prevent legionellosis.

Work Processes:

- Arrangements concerning water hazards.
- Contractor monitoring.m

Work Premises:

- Asbestos management plan.
- Testing of emergency lighting.
- Arrangements to keep walkways free from slip, trip and fall hazards.
- Workspace air temperatures.

Risk Management:

- Personal protective equipment for scouts and caretakers.
- Fire exit routes.
- Personal Emergency Evacuation Plans (PEEP's).

Work Equipment:

- Portable electrical appliances.

The attached Action Plan has been prepared to identify the areas for improvement within your business' health and safety management systems. Please bear in mind that this action plan only comments on the conditions observed and impressions formulated during the visit.

I reviewed your electronic Safety Management System which includes the following online support tools:

- Responsibility / Task Planner and Action Plan
- Risk Assessment module
- Safety Management Documentation
- Accident Records

Should you require any further support or wish to discuss how we can further assist you in achieving health and safety compliance, please do not hesitate to contact me by email or ring our 24 hour Advice Service on 0844 892 2785 (option 1).

I hope you found my visit useful and I would like to thank you for your time and support during the visit.

Yours sincerely,

Peter de Salis FIIRSM
Business Safety Consultant

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Sent To: Ruedi Baumann(ruedi.baumann@jesus.ox.ac.uk)