CONTENTS

THE GOVERNMENT OF THE COLLEGE................................................................. iii
MATRICULATION.................................................................................................. iv
STATUTES............................................................................................................... v
COLLEGE REGULATIONS.................................................................................... vi

Appendix 1 – Meetings on College Premises .................................................. 9
Appendix 2 – Student Union ............................................................................. 13
Appendix 4 – Fire Safety .................................................................................... 14
Appendix 4 – Health and Safety ....................................................................... 17
Appendix 5 – Smoke-Free Policy ...................................................................... 27

University Term

Michaelmas 2009  1 Oct  6 Oct  4 Dec  19 Dec
Lent 2010         5 Jan  12 Jan  12 Mar 25 March
Easter 2010       10 April 20 April 11 June 18 June

Michaelmas 2010  1 Oct  5 Oct  3 Dec  19 Dec
Lent 2011         5 Jan  18 Jan  18 Mar 25 March
Easter 2011       17 April 26 April 17 June 25 June

Michaelmas 2011  1 Oct  4 Oct  2 Dec  19 Dec
Lent 2012         5 Jan  17 Jan  16 Mar 24 March
Easter 2012       17 April 24 April 15 June 25 June

Full Term
THE GOVERNMENT OF THE COLLEGE

The College’s present constitution is contained in College Statutes made under the Universities of Oxford and Cambridge Act 1923, as amended from time to time with the consent of the Privy Council. An up-to-date copy of the Statutes is kept in the Library.

Under the 1923 Act, the Governing Body of the College comprises the Master and all the Fellows, excluding Honorary Fellows and Bye-Fellows. The Statutes also require a General Meeting of the Master and Fellows to be held once at least in every term. The General Meeting elects the Master, the President, and the elective members of the College Council. The Governing Body can, by a majority of not less than two-thirds of those present and voting, propose alterations to the Statutes to be submitted for approval by the Privy Council; and a General Meeting can, by a two-thirds majority of those present, overrule decisions of the College Council, with certain exceptions. It can also express its opinion, and make recommendations to the College Council, on matters of general policy.

The College Council, consisting of the Master, the Senior Tutor, and the Senior Bursar, and ten Fellows (including the President) elected by the General Meeting for periods not exceeding four years, is responsible for all the ordinary business of the College, and normally meets once a fortnight during Term.

Other Fellows may be invited to attend meetings of the Council to speak, but not to vote, on particular items of business. Students are represented at College Council meetings, for all items except reserved business, by the Presidents of the M.C.R. and G.C.S.U. and the Vice-President of the G.C.S.U., who may speak, but not vote, on all items for which they attend. There are several Committees on which both senior and junior members serve which make recommendations to the College Council.
MATRICULATION

At the beginning of the Michaelmas Term, in the presence of the Master and the Tutors, all freshmen are required to sign the Matriculation Registration Form of the University. (The term freshman is used to denote all first-year men and women undergraduates and graduates.) In doing so they subscribe to the following declarations:

*I understand that in becoming a member of the above College I accept the responsibility of membership of the College and University community and to abide by the statutes, rules and regulations of these institutions and to do nothing that is harmful to the work or reputation of either of them.*

*I consent to the processing by the College and the University of personal data (including sensitive personal data as defined in the Data Protection Act 1993) about me for the proper purposes of these institutions.*

*I undertake to observe the Provisions of the Data Protection Act 1998 in relation to any personal data I may myself hold and process as a student of the College and the University, and I agree to indemnify the College and the University from liability for any claims or damages that may arise from the processing of this data.*

*I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.*

On the same occasion, by signing the College Matriculation Book, each freshman declares as follows:

*I promise that I will pay due respect to the Master, the Fellows and the Officers of Gonville and Caius College; that I will conduct myself in a quiet and orderly manner; that I will observe the Statutes of the College so far as they concern me; and that I will conform to all such orders and regulations as may from time to time be made by the Master or the College Council for the good government of the College.*

Scholars are admitted to their Scholarships at a ceremony in the College chapel during the Michaelmas term, in the course of which each reads the following declaration to the Master:

*I, A.B., elected scholar of Gonville and Caius College, promise that I will in all things obey the constituted authorities of the College, and will set an example of order, diligence, good conduct and simplicity of living to the other students of the College.*

It is in consideration of these promises that persons are admitted to membership of the University and of the College, and to their Scholarships.
STATUTES

College Statute 24, of which a complete copy is available for consultation in the Library, provides as follows:

Statute 24. Persons in Statu Pupillari

Members of the College in statu pupillari shall pay such fees at such times as the College Council shall from time to time determine. They shall moreover show due reverence and obedience to the Master and Fellows and the Officers of the College. They shall conduct themselves in a quiet and orderly manner and shall observe the Statutes and shall conform to all such orders and regulations as may be made by the Master or the College Council from time to time for the good government of the College and if any such member not being a Fellow of the College shall fail to observe and conform to all the Statutes orders and regulations aforesaid or shall be guilty of any conduct subversive of or prejudicial to discipline or good order or tending to bring scandal upon the College he shall be punished by the College Council or the Master or any Tutor Dean Lecturer or Assistant Tutor provided always that the penalty of final removal from the College or in the case of a Scholar Exhibitioner or Research Student of temporary or permanent deprivation of his status as Scholar Exhibitioner or Research Student or of any of the emoluments or advantages thereof shall be inflicted only by the College Council and that the penalty of temporary removal from the College shall be inflicted only by the College Council or the Master.

Under this Statute the College Council has made the Regulations that follow. These may be varied or augmented at any time.
ACADEMIC

1. Students of the College are required to pursue their studies diligently under the direction of their Tutors, Directors of Studies, and Supervisors. Scholars and Exhibitioners are elected for one year at a time, and their awards may be renewed after satisfactory examination results and reports from their Tutors and Directors of Studies.

2. A student who has failed to be classed in an examination will not be allowed back into residence unless the College Council is prepared to make an exception for special reasons.

3. The College admits undergraduates only to read for Honours, and will not normally permit them to remain in residence unless qualified to read for an Honours Degree, nor to read another subject after one examination failure has made it impossible to continue with the course for which they were originally admitted. A change of subject may be made only with the agreement of the Tutor and Directors of Studies concerned.

4. Students must satisfy the University’s requirements as to the keeping of terms for the B.A. Degree. Nine academic terms must be kept by residence and these terms must normally be consecutive. Graduate and undergraduate students keeping terms by residence are required to be present in the rooms allocated to them during some part of the day (reckoned from 6 am to midnight) and of the following night (except that the day alone may count as the last day of residence) on 59 nights in each of the Michaelmas and Lent Terms, and on 52 in the Easter Term.

5. Undergraduates are required to reside during the whole period of Full Term. They must sign the Redit Book in the Porters’ Lodge on the day they return. No undergraduate may be absent overnight without having obtained an Exeat from a Tutor. Nights not kept during Full Term must be kept during the periods of University Term before or after Full Term.
DOMESTIC

6. In order to promote the health and safety of both students and staff smoking is not permitted inside any building on College sites, including hostels, at any time, by any person regardless of their status. The College’s smoke-free policy is printed as Appendix 5 in the College Regulations booklet.

7. Rooms in College, or in College hostels, are allocated to students for their personal use only. Any damage to a room or to its furniture will be charged to the occupant. Alterations to furniture or fittings may not be made nor may anything be attached to the walls so as to spoil the decoration. Cooking is only allowed in gyp rooms. Movable heating apparatus may only be used with the direct authorisation of the Domestic Bursar.

8. Animals may not be kept in College rooms or in hostels or lodgings. Firearms and ammunition, pyrotechnics and fireworks, air-guns, crossbows, bows and arrows, etc., may not be kept in College Rooms or in hostels or lodgings.

9. Students of the College are expected to behave at all times in a proper and orderly manner and to avoid making unnecessary noise, particularly at night. Musical instruments, including radios and stereos, etc. may not be played before 9.00 am or after 11.00 pm., nor at any time with windows open or in such a way as to cause disturbance or annoyance to members of the College. (This regulation applies to public rooms other than the music practice rooms as well as to private rooms. Junior members may, however, listen to instruments through earphones in their rooms at any time, provided the speakers are turned off.) Washing machines and tumble driers should only be used after 7.30 am and before 11.00 pm in the central laundry facilities.

10. A party of more than ten persons with or without alcoholic liquor, whether held in College or elsewhere, requires written tutorial permission which must be handed in to the Porters’ Lodge (for parties in College or in hostels), or posted on to the householder (for parties in lodgings) not less than three clear working days in advance. Music hours must be strictly observed for all parties in College or in hostels, unless the permit is specifically endorsed to the contrary. Parties in hostels and lodgings must end by 11.30 pm and parties in College must end by 11.45 pm. A charge of £5 will be made if the permission is handed in late and this will be increased to £20 if the permission is not handed in at least 24 hours before the party. If the permission is not handed in before the party, the charge will be increased to £30. This charge is in addition to any fine that may be imposed if Tutorial permission has not been obtained for the party. Permission from the Senior Tutor is required for parties in public rooms in College.
Students holding parties should ensure that the rooms are cleaned after the parties so as not to leave an undue burden on housekeeping staff.

11. Students resident in College are permitted to accommodate a guest overnight in their rooms for not more than three nights in any consecutive seven. Students are at all times responsible for the proper behaviour of their guests in College and in hostels or lodgings.

**GENERAL**

12. Students of the College are required to comply with any instructions given by College or University officers, or by any other person authorised to act on behalf of the College or University, in the proper discharge of their duties. They must state their names and that of their Colleges when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.

13. Students of the College must not disrupt or impede or attempt to disrupt or impede the activities and functions of the College or of the University or of any other College.

14. Students of the College must not impede freedom of speech or lawful assembly within the College or the Precincts of the University (i.e. anywhere within three miles of Great St. Mary’s Church). They must give any notice which is required to be given to a College or University officer under the terms of the Codes of Practice issued by the College and the University under the provisions of Section 43 of the Education (No. 2) Act 1986. (The College’s Code of Practice is printed as Appendix 1 in the College Regulations booklet, and copies of the College’s and University’s Codes are posted on the College notice boards.)

15. The College takes a serious view of any form of substance abuse, whether involving alcohol or drugs. Such abuse may incur the most severe disciplinary measures.

16. The rules for the use of the College Library must be strictly observed. In particular, the taking out of books from the Library without correctly registering each loan is forbidden.

17. The use of the College computer network and any related facilities is subject to the ‘Rules and Regulations’ published by the University Computing Service. Any infringement of these rules is regarded as a serious matter and may
incur a fine or result in the suspension of a student’s authorisation to use IT facilities in both College and University.

18. Members of the University must wear gowns when dining in Second Hall (including Guest Nights) during Full Term, and surplices or gowns at evening services in the College Chapel. A proper standard of dress is required at all times.

19. Students may not walk on the grass in the Old Courts, including St. Michael’s Court, nor may they climb or sit on the roofs of College buildings. They may not play games in the courts or in the Harvey Court Gardens (other than croquet on the croquet lawn).

20. Notices may be posted only on approved notice boards in the College. Advertisements, posters and banners may not be displayed from College rooms or in public parts of the College without tutorial permission. Public parts of the College may not be used for bookstalls or similar purposes, nor fund raising by collections or other means, and notices may not be handed out in Hall.

21. Students are required to register with a Medical Practitioner and with the Dental Service in Cambridge.

22. Students of the College may not keep or use motor vehicles (other than mopeds) without permission both from the Senior Tutor and from the University Motor Proctor. Motor vehicles may be parked in Harvey Court or on any other College property only if a College Parking Permit is displayed, and they may not be parked in St. Mary’s Court. Bicycles and motorcycles kept by students must have painted on them a College number allotted by the Head Porter. They may not be ridden or wheeled through the College Courts.

23. The rules for the use of the bar in College must be strictly observed.

24. No trading on College premises is permitted without the agreement of the College Council.

FINANCIAL

25. College accounts are required to be paid before the end of the first fortnight in each Full Term, and overdue accounts will be subject to charges. The College may refuse to permit students to return into residence, or to present them for a degree, until their accounts have been paid in full.
26. Undergraduates are required to dine at, and pay for, not less than thirty eight (or, in Easter Full Term, thirty five) dinners in Hall in each Full Term, and in addition to pay for at least five further dinners to be taken by themselves or their guests.

GRADUATES

27. Graduate Students resident in College are required to conform to the general rules for undergraduates as set out above. Graduates, however, do not need a formal Exeat to go away from Cambridge during Term, nor do they need to obtain a Terminal Exeat from their Tutor at the end of each Term. They must, however, inform their Tutor if they are to be away from Cambridge for any prolonged period. Graduate students are required to dine at, and pay for, not less than sixteen Hall dinners each term (eight dinners if married).
Appendix 1

MEETINGS ON COLLEGE PREMISES
Code of Practice under Section 43 of the Education Act (No.2) 1986

1. Section 43 of the Education Act (No.2) 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers. A copy of the section is annexed to this code.

2. The section also requires the College to issue and keep up to date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required of those persons in connection with meetings. This Code of Practice therefore applies to all students, other members and employees of the College in respect of meetings on any of the College's premises. Outdoor, as well as indoor, meetings are included. College premises include not only the College itself, but also land and premises elsewhere in the occupation of the college, such as College Hostels, the Sports Grounds and the Boathouse.

3. The attention of members of the College is drawn to the following College regulations:

12. Members of the College are required to comply with any instruction given by a College or University officer, or by any other person authorised to act on behalf of the College or University, in the proper discharge of his duties. They must state their names and that of their Colleges when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.

13. Members of the College must not disrupt or impede or attempt to disrupt or impede the activities and functions of the College or of the University or of any other College.

14. Members of the College must not impede freedom of speech or lawful assembly within the College or the Precincts of the University. They must give any notice which is required to be given to a College or University officer under the terms of the Codes of Practice issued by the College and the University under the provisions of Section 43 of the Education (No.2) Act 1986.
These regulations apply to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies; and members of the College are reminded that actions that disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline.

ORGANISATION OF MEETINGS ON COLLEGE PREMISES

4. Permission is required for all meetings, including dinners, to which speakers who are not resident members of the College are invited and for any other meeting at which more than 30 persons are expected to be present, whether or not the meeting is open to the public. (Particular classes of meetings may be specifically exempted by the Senior Tutor.) The permission must be obtained from the Senior Tutor not less than 3 days beforehand, and if a room is to be reserved a booking must be made through the Kitchen Office. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University. This requirement extends to meetings and gatherings in junior members' own rooms if more than 15 persons are expected to be present.

5. The organisers of a meeting to which paragraph 4 applies must comply with any conditions set by the College authorities in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall not be changed, that those who speak do not act unlawfully, e.g. by inciting racial hatred, and that the meeting may be ordered to be cancelled if serious public disorder is anticipated. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

CONDUCT AT MEETINGS ON COLLEGE PREMISES

6. The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by any College officer or by any other person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. The attention of members of the College is drawn to the College regulations set out in paragraph 3 above. Any person
attending a meeting who is not a member of the College may be required at any time to leave the College's premises notwithstanding any payment he may have made to attend the meeting.

THE UNIVERSITY

7. The provisions of Section 43 of the Education (No.2) Act 1986 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that the University disciplinary regulations apply on College premises as elsewhere within the precincts of the University.

OTHER LEGAL REQUIREMENTS

8. The attention of organisers of public meetings and assemblies is drawn to Section 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements may affect the conduct of meetings. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

APPLICATION OF THE CODE

9. Any person who is in any doubt about the application of this Code of Practice to a meeting or public gathering in the College is under an obligation to consult the Senior Tutor who will determine whether the provisions of the code apply. The Senior Tutor or his deputy may exempt certain categories of meeting from some or all of the requirements of paragraph 4 of this Code; and he may issue from time to time Notes of Guidance on the application of the requirements to particular premises and categories of meeting.

10. Breach by any member of the College of any of the requirements of this code may be treated as a serious disciplinary offence.

23 July 1987
ANNEX

Section 43 of the Education (No.2) Act 1986

43. (1) Every individual and body of persons concerned in the government of any establishment to which this section applies shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.

(2) The duty imposed by subsection (1) above includes (in particular) the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with

(a) the beliefs or views of that individual or of any members of that body; or
(b) the policy or objectives of that body.

(3) The governing body of every such establishment shall, with a view to facilitating the discharge of the duty imposed by subsection (1) above in relation to that establishment, issue and keep up to date a code or practice setting out

(a) the procedures to be followed by members, students and employees of the establishment in connection with the organisation

(i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and
(ii) of other activities which are to take place on those premises and which fall within any class of activity so specified and

(b) the conduct required of such persons in connection with any such meeting or activity;

and dealing with such other matters as the governing body consider appropriate.

(4) Every individual and body of persons concerned in the government of any such establishment shall take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the code of practice for that establishment, issued under subsection (3) above, are complied with.

(5) The establishments to which this section applies are

(a) any university;

(b) any establishment which is maintained by a local education authority and for which section 1 of the 1968 (No.2) Act (government and conduct of colleges of education and other institutions providing further education) requires there to be an instrument of government; and

(c) any establishment of further education designated by or under regulations made under section 27 of the 1980 Act as an establishment substantially dependent for its maintenance on assistance from local education authorities or on grants under section 100 (1) (b) of the 1944 Act.

(6) In this section -

"governing body", in relation to any university, means the executive governing body which has responsibility for the management and administration of its revenue and property and the conduct of its affairs (that is to say the body commonly called the council of the university);

"university" includes a university college and any college, or institution in the nature of a college, in a university.

(7) Where any establishment

(a) falls within subsection (5) (b) above; or

(b) falls within subsection (5) (c) above by virtue of being substantially dependent for its maintenance on assistance from local education authorities;

the local education authority or authorities maintaining or (as the case may be) assisting the establishment shall, for the purposes of this section, be taken to be concerned in its government.

(8) Where a students' union occupies premises which are not premises of the establishment in connection with which the union is constituted, any reference in this section to the premises of the establishment shall be taken to include a reference to the premises occupied by the students' union.
Appendix 2

STUDENT UNION
Gonville and Caius College Statement of Practice

Under the Education Act 1994 the College is obliged to advertise the right of individuals to opt out of student union membership and to publish a procedure for dealing with complaints against the student union. The College Council has approved the provisions set out below.

A. MEMBERSHIP OF GONVILLE AND CAIUS COLLEGE STUDENTS’ UNION (G.C.S.U.)

1. Any student may exercise the right not to belong to the G.C.S.U. by giving notice in writing to that effect to the President of the G.C.S.U. or to the President of the M.C.R. within two weeks of the commencement of any Michaelmas Full Term. A student who has given such notice shall cease to be a member of the G.C.S.U. for the duration of that academic year.

2. Students who exercise the right not to belong to the G.C.S.U. shall not be disadvantaged with regard to the provision of services or otherwise. Such students may, however, be excluded from certain privileges conferred outside the College by possession of a valid student union membership card.

B. COMPLAINTS PROCEDURE

1. Students who are dissatisfied in their dealings with the G.C.S.U. or who believe they are unfairly disadvantaged by reason of their having exercised the right not to belong to the G.C.S.U. may submit their complaint in writing either to a member of the G.C.S.U. Executive (to a member of the M.C.R. Committee in the case of graduate students) or to the Ombudsman, who is Dr. Elizabeth Harper.

2. Complaints submitted to a member of the G.C.S.U. Executive or of the M.C.R. Committee shall be dealt with by the relevant body within two weeks of their receipt. If a student is dissatisfied with the response he or she may appeal to the Ombudsman.

3. Complaints or appeals submitted to Dr. Harper shall be considered by her, in consultation with the Tutors where appropriate, within two weeks of their receipt.

4. Any complaint or appeal shall normally be treated in confidence.

5. While the College Council shall not review the substantive decisions of the Ombudsman a further complaint may be made to the
College Council regarding procedural delay or unfairness in the handling of the complaint or regarding the inadequacy of any remedy provided.

September 1996
Appendix 3

FIRE SAFETY
Gonville and Caius College Statement of Practice

The College wishes to ensure that its students, staff, Fellows and visitors are protected from fire risks and has adopted the following to assist in their prevention.

1. BUILDINGS

Being the owner of Listed Buildings and of buildings that are used for a variety of different reasons, ranging from the Library, the Auditorium to private homes, presents considerable challenge to the College.

Mandatory legislation regarding the fire precautions necessary in Houses in Multiple Occupation and the workplace requires the College to conduct Fire Risk Assessments to provide a safe place of residence for students and a safe working environment for employees. The Fire Risk Assessment will identify all safety deficiencies that must be addressed and rectified.

The College is reluctant to deny anyone the opportunity to study by insisting upon temporary closure of accommodation but may have to do so in the interests of safety.

2. INDIVIDUAL RESPONSIBILITY

Individuals have a personal responsibility of care for themselves and others and to take great care of the fabric of the College.

The damaging or misuse of any item of fire prevention equipment may be a criminal offence and will be regarded very seriously by the College.

3. SPECIFIC RESPONSIBILITY

The Head Porter as Fire Safety Officer has specific operational responsibility for fire safety matters and is suitably qualified to advise on any fire safety related point under the overall authority of the Domestic Bursar. He is assisted by the Deputy Head Porter and the Senior Porter at Harvey Court who are suitably qualified and by a fire Safety Assistant who conducts the weekly fire alarm testing.
4. HEALTH & SAFETY COMMITTEE
Issues concerning fire safety can be drawn to the attention of the Health and Safety Management Committee which meets termly. Its constitution is described in the College’s Health and Safety Policy.

5. TESTING OF FIRE ALARM SYSTEMS
These will be tested weekly with the intention of ensuring that defects are identified and repaired.

6. TESTING OF EMERGENCY LIGHTING
These will be tested monthly with the intention of ensuring that defects are identified and repaired.

7. MAINTENANCE OF FIRE SAFETY EQUIPMENT
Fire safety equipment such as fire extinguishers and fire blankets are maintained and tested annually by an approved contractor. Monthly visual checks are carried out by College staff to ensure serviceability.

8. MAINTENANCE OF FIRE ALARM SYSTEMS
Fire alarm systems are maintained on either a quarterly or six monthly basis by an approved contractor. Any defects identified are rectified at once.

9. MAINTENANCE OF EMERGENCY LIGHTING SYSTEMS
Emergency lighting systems are maintained twice yearly by an approved contractor. Any defects identified are rectified at once.

10. FIRE EVACUATION DRILLS
These will be held annually in all areas of College on a rolling programme, usually without warning. They provide an opportunity for all persons within the College to demonstrate their ability to vacate the building and assemble at a designated rendezvous point.

11. TRAINING
The Head Porter is responsible for arranging suitable training to be given to all Porters on immediate response to fire alarms and live fire fighting training. All administrative staff receive bi-annual individual fire training and a record of such training is held by the Head Porter. All members of staff are instructed on the College fire policy and evacuation procedures during their induction. Students receive a
comprehensive fire safety briefing from the local fire authority on their matriculation into College.

12. FIRE WARDENS
In addition, a number of staff will be identified by the Head Porter as fire pickets whose principal duties will be:-
   a) Assisting evacuation
   b) Maintaining fire instruction signs
   c) Reporting any obvious defects
Where greater fire risks appear likely, e.g. workshops, kitchens, staff will be given suitable extra training.

13. DOCUMENTATION
The Head Porter is responsible through the Domestic Bursar, for collating and updating all relevant documentation including fire logs, training records and system manuals related to fire safety within the College.

14. RESPONSIBLE PERSONS
Two Fellows, resident within the Old Courts and Harvey Court, are appointed by the College Council to be available for consultation by students on any point relating to fire safety. They may also be able to assist, if present, during the ‘silent hours’ if evacuation is required or in liaison between the College and the fire brigade.

College Council
3rd May 2006
HEALTH & SAFETY
Gonville and Caius College Statement of Practice

HEALTH AND SAFETY POLICY

This document is a statement of policy of Gonville & Caius College. Its primary purpose is to ensure that all members of the College are aware of their responsibilities in relation to Health and Safety and to assist them to discharge those responsibilities. The policy takes into account the requirements of The Health and Safety at Work Act 1974 and associated legislation and as such must be brought to the attention of all College members.

Prepared By: College Health and Safety Adviser
Date of Issue: 1 November 2006
Authorised By: Gonville & Caius College Council
Review Date: 1 year hence
GONVILLE & CAIUS COLLEGE HEALTH AND SAFETY POLICY STATEMENT OF INTENT

1. Background

In accordance with the provisions of the Health and Safety at Work Act 1974, this document sets out the policy of Gonville & Caius College towards the health, safety and welfare at work of its Fellows, staff, students and others who may be affected by its activities. It also explains the organisation and arrangements, which the College Council has established to put the policy into effect.

The College recognises that a high level of commitment to health and safety has benefits to the College including good financial sense. The scope of this policy includes the occupational health of all our Fellows, students and staff as well as their safety at work. The College views health and safety as an issue that must continually progress and adapt to changes. The approach is based on the assessment of health and safety through the implementation and maintenance of a robust health and safety management system.

The College regards health and safety as the responsibility of every member of the College but recognises that key personnel have specific duties and responsibilities to comply with both the letter and spirit of this policy. As an academic institution we also promote the active involvement of students and their representatives to ensure they act in accordance with the requirements of this policy.

Appropriate levels of resources allocated to support health and safety and a positive culture is encouraged through the active support and involvement of Fellows, staff and students in the decision-making process, either on an individual basis, or through their representatives.

Adequate, monitoring and reviewing of the implementation of the health and safety policy is undertaken with the aim of continual improvement.

1.1 General Statement of Intent

To this end, the College commits itself, so far as is reasonably practicable, to achieving the following objectives:-

- To ensure that health and safety risks inherent in the activities of the College are assessed and steps taken to remove or control these. The process of risk assessment will be used to ensure that
this is done in an efficient, systematic and cost effective manner.

- To consult with Fellows, staff and students on matters affecting their health and safety.
- To provide and maintain its environment, plant, equipment and systems of work in such ways that are safe and without risks to the health of staff, students and visitors to the College.
- To make arrangements for the safe use, handling, storage and transport of articles and substances.
- To provide the necessary information, instruction and training to staff and others, including temporary staff, to ensure their competence with respect to health and safety and to regularly assess their performance.
- To prevent accidents and cases of work-related ill health and investigate dangerous occurrences or incidents that does not result in injury.
- To liaise and work with all necessary persons to ensure that adequate arrangements are in place for ensuring the health and safety of fellows, staff, students and visitors. These arrangements will include the provision of a safe and healthy working environment, including appropriate welfare facilities and emergency systems.
- To implement and maintain monitoring systems to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with and to take any additional measures considered necessary.
- To ensure appropriate arrangements are in place for the effective review and revision of this policy statement as necessary at regular intervals.

Date: ...........................                  Gonville & Caius
College Council
2. HEALTH AND SAFETY ORGANISATION

2.1 College
The College has ultimate legal responsibility for the health and safety of Fellows, staff and students and other people affected by the college’s activities.

2.2 The Domestic Bursar
The Domestic Bursar is the College Health and Safety Officer and accountable to the College Council for the day-to-day operational responsibility to ensure compliance with relevant statutory health and safety legislation and for ensuring this policy is put into practice.

2.3 Head of Departments
Head of Departments are responsible for ensuring that health and safety standards are complied with within their area of control and that staff are kept fully informed of health and safety issues.

2.4 Fellows, Staff, Students, Visitors and others
All Fellows, staff, students, visitors and others have a duty to cooperate with the College in complying with the health and safety arrangements in force and must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. In addition, they must not interfere with or misuse anything that is provided in the interest of health and safety. They must also abide by relevant statutory provisions.

2.5 Advisory Responsibilities

2.5.1 The College Health and Safety Adviser is responsible through the Domestic Bursar for advising on relevant legislation and providing professional advice on matters of general health and safety, advising the College council on the strategy and formulation of its Health and Safety policy.

2.5.2 A qualified Occupational Health Professional, currently from the Occupational Health Department at Hinchinbrooke Hospital, provides Occupational Health advice and requirements for College employees. This service is available through the College’s Human Resources Officer.
2.5.3 The **College Head of Maintenance** is responsible for advice and management through the Domestic Bursar to the College Council for the physical safety of buildings and property under the control of the College. He is additionally responsible for advising on relevant legislative matters, and providing professional advice on construction and building related matters, asbestos and legionella management.

2.5.4 The **College Fire Safety Adviser** is responsible through the Domestic Bursar, for, advising on relevant legislation, providing professional guidance and operationally responsible for matters of fire safety and its management.

2.5.5 **Food Hygiene** advice and requirements are provided by an external consultant who is responsible for advising on relevant legislation, environmental health matters, conducting quarterly kitchen hygiene audits and providing relevant certified hygiene training for kitchen employees.

2.6 **Resolution of Health and Safety Issues**

If a member of staff wishes to raise a health and safety issue they should first raise it with their Head of Department. If the Head of Department has insufficient resources to deal with the issue they should raise the matter by use of the College Health and Safety Adviser. The exception to this rule would be if there was a situation of serious and imminent danger where the emergency services should be contacted or, if this was not appropriate, the College Health and Safety Officer. At any stage in this process a College Adviser (see section 2.5. Advisory Responsibilities) may be contacted for guidance, however the responsibility for the resolution of a problem would as much remain within the affected department’s management process.
3. HEALTH AND SAFETY GENERAL ARRANGEMENTS

This section details the day-to-day arrangements that are provided for the effective management of health and safety within the College.

3.1 Guidance on Implementation

To facilitate the successful implementation and maintenance of this policy, the College uses the model management system called: Successful Health and Safety Management, (known as HSG65). Developed by the Health and Safety Executive, it is extremely well respected and is flexible enough to be compatible with most quality assurance systems. The main elements are illustrated diagrammatically below.

Key elements of successful health and safety management

The flexibility of this management system means that, through careful monitoring, it is possible to continually develop and add necessary policies and procedures to ensure that the College’s health and safety arrangements continually improve.
2.3 Policy Implementation
The College’s Health and Safety Policy, is based on best practice. This Policy, together with the College “Health and Safety Manual”, and local arrangements, should influence all relevant activities and decisions.

3.3 Health and Safety Risks Arising from College Activities
It is a legal requirement for the College to ensure that an assessment of the risks to health and safety is carried out before any work commences. It is the responsibility of each Head of Department to ensure “suitable and sufficient” risk assessments within their area of responsibility and control are carried out, recorded and reviewed. Risks and their controls must be incorporated in departmental assessments and care should be taken to ensure that new members of staff are made aware and a record of this having been done is to be kept.

The College risk assessment process should be used to highlight any deficiencies in these arrangements. In order to establish control, Heads of Departments may delegate specific health and safety roles to appropriate members of staff or request assistance from such employees. These roles may include Assistant Fire Wardens, Display Screen Equipment Assessors, Fire Risk Assessors or others.

3.4 Employee Consultation and Representation
The College actively promotes and supports staff and student involvement and consultation and as such, a Health and Safety Management Committee (a Committee of the College, chaired by The Master of the College and consists of Fellows of the College, but will have the power to co-opt various Heads of Departments, staff or student representatives as necessary.

The Committee’s terms of reference are:

- To oversee the College Health and Safety Policy and to monitor its implementation. To hear and resolve issues that have not been resolved through the appropriate Head of Department and College Officer.
- To advise and make recommendations to the College on matters relating to health and safety policy.
• To propose an annual budget and monitor expenditure, whilst
directing significant financial requirements in excess of £50000
arising from health and safety matters to the College Council.

• To audit the implementation and effectiveness of health and
safety matters in the College.

• To ensure that the College complies with all relevant health and
safety legislation.

Note:

1. The Health and Safety Management Committee will meet three
times annually, once during each Michaelmas, Lent and Easter term.

2. The minutes of the meeting will be circulated widely and it is to
this Committee that unresolved issues should be brought for
resolution.

Heads of Departments have particular responsibility to ensure the
safety of their own staff and must ensure that staff are competent to
carry out their duties by providing the necessary information,
instruction, training and supervision. This should be a subject
frequently raised in formal and informal discussion with staff so that
good ideas and ways of enhancing working practices can be identified
and implemented.

3.5 Accident, First Aid and Work-related Ill health

The College provides detailed guidance on the action required for both
the reporting of incidents and the provision of first aid within
departmental health and safety files. All accidents/incidents on
College property will be recorded in the incident book retained in the
Trinity Street Porters’ Lodge. The causes of injuries should be
analysed so that the risk of further injuries is minimised. The record in
itself forms part of the College’s ability to measure its health and
safety performance. First aid boxes are strategically placed in the
College and it is the responsibility of departmental heads to ensure
that these boxes are well maintained in conjunction with the Nurse.
The Human Resources Officer will ensure that nominated staff receive
appropriate training to qualify them as first aiders or competent
persons. The College Housekeeper in conjunction with the Nurse, will
display the names of these in prominent positions throughout the
College. More information can be sought from the First Aid Policy
and Procedure document provided within the Health and Safety Manual.

### 3.6 Training

The advance of legislation and the development of new work processes can be managed more easily and understood with the assistance of professional training. From such training, Heads of Departments are responsible for holding individual certification or documentation for all their staff. All members of staff will receive regular training updates as appropriate. However, training and learning is not ultimately dependent on formal situations and learning processes can continue through work activities.

### 3.7 Planning and Implementing

In discharging their responsibilities, Heads of Department will ensure that a clear framework of standards, procedures and systems exist and are used to deal with the requirements of this policy document and associated guidance.

College health and safety policies, procedures and policy guidance will be developed by, or under supervision from, one or more of the College’s advisers (see section 2.5 Advisory Responsibilities) approved by the College’s Health and Safety Management Committee and the College Council. This guidance will form part of the Health and Safety Manual.

In addition and in support of this policy, the College Clerk of Works is responsible through the College Health and Safety Officer (Domestic Bursar) for advising on the physical safety of all buildings in use by College staff and students. He/she is also responsible for ensuring that these buildings meet the relevant statutory provisions insofar as is reasonably practicable, in conjunction with the Health and Safety Officer and Adviser. In particular, this shall include construction management, fire safety management, security management, asbestos management and legionella management.
3.8 Measuring Performance
Performance measurement will be linked into active and reactive monitoring systems. Active monitoring will be carried out at Department level through:-

- Assessment of training needs and the delivery of suitable training;
- Regular inspections and health and safety tours;
- Health surveillance, (where appropriate);
- Environmental monitoring, (where appropriate);
- Direct observation of compliance with health and safety standards.

A key element of reactive monitoring will be the collection and analysis of incident reporting data. This data will be reported back to the Health and Safety Committee and Heads of Departments, so that standards can be developed to prevent future incidents.

3.9 Reviewing Performance
Performance review will be a continuous process undertaken at different levels within the College, although much of the review process will be concentrated in the activities of the Health and Safety Management Committee.

Reviewing will include: -

- Responses by Heads of Department and employees to failures to implement workplace precautions discovered either as issues brought to their attention through the incident reporting procedure, or observed in the course of routine activities.
- Actions to remedy sub-standard performance identified through formalised monitoring procedures.
- Assessment and response to action plans.
- Reactions to the results of audits or inspection.
3.10 Auditing
All control systems tend to deteriorate over time or become obsolete as a result of change. Therefore a system of auditing will be established in order to ensure that:-

- Appropriate management arrangements are in place.
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation.
- Appropriate workplace precautions are in place.

3.11 Fire Emergency Procedures
The College provides detailed guidance on the appropriate action to be taken in the event of a fire. Full details are available by consulting the College Fire Safety Policy, the College Emergency Action Plan, the Health and Safety Policy Manual or the College Fire Safety Adviser.
Appendix 5

Smoke-Free Policy

1. Introduction
The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. This policy recognises that the Health Act 2006 expressly bans smoking in all public places and workplaces.

2. The Policy
The College is a community with large numbers of resident members. This policy is designed to ensure that those who live and work here and who do not smoke are not affected by the smoking of others. This means that smoking is prohibited inside all buildings and work vehicles.

3. Restrictions on Smoking
In order to promote the health and safety of both students and staff smoking is not permitted inside any building on College sites, including hostels, at any time, by any person regardless of their status.

4. Exceptions
Smoking in the Courts and outside buildings is permitted. Those doing so must ensure that their smoke does not enter buildings, and refrain from dropping cigarette butts. The ban will not apply to resident Fellows who wish to smoke in their sets provided that they do not do so when students or staff are present or expected.

5. Visitors
This policy applies to all visitors to the College including contractors, delivery drivers and conference guests. Therefore members and staff who meet visitors are asked to ensure that they comply with this Policy. (There will be a display of no-smoking notices and the inclusion of appropriate statements in publicity material, particulars of appointments, invitations to events, external contracts and the like.)

6. Vehicles
Smoking is not permitted in College vehicles, or in any private vehicles being used on College business when another member of staff is being conveyed.
7. **Support in Giving up**
The College Nurse is available to offer advice, support and encouragement to those who would like to give up smoking. The NHS Stop Smoking Services (e.g. Cambridge Oasis 01223 723022) or the National Don’t Give Up freephone helpline 0800 169 0 160 provide free advice and practical support for those people wishing to give up smoking

8. **Disciplinary Action**
Those in a supervisory capacity should be alert to the need to remind anyone found smoking in smoke-free areas of the College of the College’s policy and ask them to stop immediately or leave the building.

Staff contravening this policy will be dealt with under the College’s disciplinary procedure.

Any member of staff leaving their place of work to go to smoke during working hours and outside official rest periods will be expected to make up the time accordingly. Continual breach of this rule will be dealt with under the College’s disciplinary procedure.

Students contravening this Policy will be reported to the Senior Tutor and be subject to disciplinary procedures.

9. **Monitoring and Review**
This policy will be reviewed annually by the College’s Health and Safety Management Committee to ensure that it continues to operate satisfactorily and meet legislative requirements.

College Council

May 2007
INDEX

Abuse
  substance, vi
Animals, v
Bicycles, vii
Breakfast Room
  Harvey Court, vii
Bursar, i
  Senior, i
Chapel, vii
College Council, i, ii, iii, iv, viii, 13, 14
Committee, i
  G.C.S.U., 13
  M.C.R., 13
Complaints, 13
Cooking, v
Data Protection Act 1998, ii
Dental Service, vii
Directors of Studies, iv
Exeat
  Terminal, viii
Fellows, i, ii, iii
Fire Risk Assessment, 15
Firearms, v
Freedom of Speech, vi
Graduates, viii
Guest
  overnight, vi
Hall
  meals in, viii
Harvey Court, vii
Head Porter, vii
Health and Safety, 18
Hostels, 9
Junior, v
Kitchen Office, 10
Lawful assembly, vi
Library, i, iii, vii
Master, i, ii, iii
Matriculation, ii
Music, v
Music hours, v
Musical instruments, v
Notices, vii
Overnight guest, vi
Parking, vii
Parties, v
Porters, iv, v
President
  G.C.S.U., i, 13
  M.C.R., i, 13
Public Order, 11
Redit Book, iv
Rooms, v
Scholars, ii, iv
Scholarships, ii, iii
Senior Bursar, i
Senior Tutor, i, vi, 10, 11
Smoke-free policy, v, 29
Smoking, v
Statutes, i, ii, iii
Substance abuse, vi
Term, ii, i, ii, iv, vii, viii
  Full, 13
  keeping, iv
Terminal Exeat, viii
Tutor
  Senior, i, vi, 10, 11
  Tutors, ii, iv, 13
University, ii, iii, iv, vi, vii, 9, 10, 11
  Computing Service, vii
  Dental Service, vii
  discipline, 10
University, Precincts of, vi, 9