



WORCESTER COLLEGE  
UNIVERSITY OF OXFORD

# **Staff Handbook**

## **2025**

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<b>Staff Handbook</b>			
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5	July 2024	HR Department	28, 31, 35
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## **A Welcome from the Provost**

I'm delighted to welcome you to Worcester College. Worcester is characterised by the diversity of its people and the beauty of its surroundings. It is a place that brings together a vibrant academic community of Fellows and lecturers; a lively and varied student body, and a group of dedicated staff, all of whom come from a wide range of backgrounds and experiences.

This is a place for learning and living, where over 600 students currently study and reside, and from where over 9,000 old members launched their early adulthoods and careers. As one of our staff members, you are among over 200 people who provide essential services that help promote teaching and research by:

- Caring and providing for our students and academic staff. This means helping meet their accommodation, catering, cleaning and other support needs
- Providing support for our teaching, research and welfare work
- Maintaining the whole College environment – our buildings, gardens, grounds, equipment and facilities
- Running our Development Office or working in our Conference business

Together we are one community – or as we describe it: “One Worcester”.

We also are a forward-looking college – one that balances tradition and innovation, is outward- turned and civic-minded. We are a supportive and caring community where our values are central to how we treat each other and how we do things: with respect, consideration and kindness.

I hope you will embrace all the opportunities that come with working here, and feel as proud as I do to be part of Worcester College.

**Provost David Isaac, CBE**

## **A Welcome from the Finance and Estates Bursar**

Welcome to Worcester College!

We are all here – every one of us - to play an important part in education, learning and research. No matter what your role, you help us to deliver these charitable purposes. That's because we are all part of a team, playing our particular parts, every one of which matters.

We are committed to developing all our people so we each constantly learn, innovate and improve. We value teamwork, flexibility, and mutual respect and together we are greater than the sum of our parts. We invite you to embrace this approach and work collaboratively with your colleagues whatever their role, always focussing on the bigger picture and our common aims.

One thing that makes it easier for all of us is good communication. We try to be as open and sharing as possible and it will help us if you do the same. Please share your thoughts, ideas and suggestions.

We spend a large part of our lives at work, so it is important that we enjoy what we do and get the most out of our jobs. It isn't always plain sailing, but good teamwork and a positive attitude will help us take the College forward.

I look forward to working with you.

**Mike Huggins**

## About Worcester College

Worcester College is one of the 39 constituent Colleges of the University of Oxford. It is both an academic and social community that provides a home for over 600 students with many different spaces for work, study and recreation.

As a community, our students, staff and academics represent a wide range of backgrounds and experiences all working to support the advancement of learning and research for the future.

As an institution of higher education in a world-leading university, we have three strategic priorities in which every member of our community plays a role. These are:

- **Academic excellence** – To support every student to reach their full potential, and to foster an enriching and rewarding research environment.
- **College culture** – To be recognised as an inclusive and forward-looking institution that balances tradition and innovation, and in which every member of our community feels welcome, valued, and respected.
- **Governance and operations** – To ensure that our processes of decision-making and ways of operating function efficiently, effectively and collaboratively, with transparency and trust at their heart.

### Our values

In delivering these priorities we aspire to be a college that balances tradition and innovation, is outward-turned and civic-minded. Our priorities are underpinned by a set of values which we will use to guide our work. These are:

- **Excellence** – Excellence in teaching and research are part of the fabric of Oxford University and at the core of everything that Worcester does. We strive for excellence in all that we do: in the care of our gardens and grounds, the quality of our facilities and food, and the standards by which everyone in College operates.
- **Inspiration** – Through our teaching and the values that underpin it, we inspire students with learning for life. Through our research, we generate ideas capable of shaping the world.
- **Community** – We believe that communities thrive when every member can fulfil their potential. Even as we embrace differences in perspective, opinion and ideas, we foster a sense of togetherness and belonging.
- **Inclusivity** – We listen respectfully, support each other with compassion, sincerity and generosity, and celebrate our differences. Widening participation is key to being inclusive. We want Worcester College to feel welcoming to every member and visitor.
- **Trustworthiness** – Trusting and rewarding relationships are rooted in

reciprocity and generosity. As a forward-looking College, we aim to make sense of the past, present and future. Trust and transparency are essential in the way we reach decisions and implement them.

<https://www.worc.ox.ac.uk/about/history-college>

## **Structure**

Like all Oxford Colleges, Worcester is an independent self-governing institution established by Royal Charter within the University of Oxford. The College is a charity, and the Provost and Governing Body Fellows are legally its Trustees. You can find out who the Trustees are through following this link:

[WORCESTER COLLEGE, OXFORD - 1143479](#)

The following link takes you to the area on the intranet which outlines the structure of the College and who the main contacts are:

[People & Departments](#)

The College, as part of the University of Oxford, operates on an academic year divided into three terms and three vacations. Within each term, a "Full Term" of eight weeks is the main teaching period. These are known as Michaelmas Term (October-December), Hilary Term (January-March) and Trinity Term (April-June). Find out more about Oxford term dates here:

<https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>

With most of our students and some staff living on site, Worcester College has some operations that are open 24 hours. The standard working day, however, is 9am to 5pm, with lunch served in the main hall from 12noon to 2pm, and snacks and sandwiches available in the Nash Café from 10am to 4pm.

## **About the Staff Handbook**

This Staff Handbook is designed both to introduce you to Worcester College and to be of continuing use during your employment. It outlines your contractual terms and conditions, the benefits available to you, the policies that apply to your employment and resources and information to support your health and wellbeing and provides links to the full details.

If you require any clarification, or additional information, please contact [human.resources@worc.ox.ac.uk](mailto:human.resources@worc.ox.ac.uk)



## **Contractual Terms and Conditions**

### **1. Job Description**

You will have received the Job Description for the role when you applied to work here at the College. The Job Description is an outline of the responsibilities of the role, rather than a full list of tasks. Amendments may be made to your Job Description from time to time in relation to the changing needs of the College.

### **2. Hours of Work**

The total number of hours you are expected to work is stated in your contract of employment. Staff working part-time receive the appropriate rate of pay in proportion ("pro rata") to the full-time rate of pay. Annual leave entitlement for part-time employees is also calculated on a pro rata basis.

### **3. Probation**

You join us on an initial probationary period of six months unless advised otherwise. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

The Probation Policy can be found here:

[WORC - GovPlan - Appraisal and Assessment - All Documents](#)

### **4. Training and Development**

At the commencement of your employment, you will, where appropriate, receive training relevant for your specific job including induction training. The College has a staff appraisal scheme in place for the purpose of monitoring staff performance levels with a view to maximising the effectiveness of individuals. It is an expectation that all staff are appraised at least annually, with an interim review recommended after 6 months.

[WORC - GovPlan - Appraisal and Assessment - All Documents](#)

Training is supported across the College and at all levels. For more information on how Worcester College can support your development, please contact your line manager and/or HR.

### **5. Disclosure and Barring Service (DBS), Cautions, Convictions and Offences**

Your initial employment may be conditional upon the provision of a satisfactory

Disclosure and Barring Service (DBS) check of a level appropriate to your post. You may be required to undertake subsequent criminal record checks from time to time during your employment as deemed appropriate by the College. In the event that such certificate(s) are not supplied, your employment with us may be terminated. If your DBS contains a caution, conviction or offence which you have not disclosed to the College, disciplinary action may be taken, up to and including dismissal.

During your employment with Worcester College, you are required to immediately report to the College any cautions, convictions or offences, including traffic offences. This needs to be reported either to your line manager or the HR Manager.

You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice. Details are provided on our website: <https://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>

## 6. Right to Work

All employees are required by law to provide evidence of their eligibility to work in the UK. As an employer, we have the legal obligation to comply with the applicable immigration legislation which includes ensuring that employees provide the appropriate documentation prior to the commencement of employment.

In the event that an employee is unable to provide satisfactory evidence of their eligibility to work in the UK the College reserves the right to terminate the employment without notice.

All costs relating to any immigration application must be borne by the employee in question.

Details of how you prove your right to work in the UK can be found on this Government website:

[Prove your right to work to an employer: Overview - GOV.UK](#)

## 7. Pay

Your pay grade and starting point will be outlined in your Contract of Employment. Worcester College is an Oxford Living Wage employer, more details can be found here:

[The Oxford Living Wage | Oxford City Council](#)

For salaried staff the pay period is the calendar month. Basic salaries and wages are paid by 21st day of the month in arrears. You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the

deductions that have been made and the reasons for them, e.g., Income Tax, National Insurance, etc.

Any pay queries that you may have should be raised through:  
[payroll@worc.ox.ac.uk](mailto:payroll@worc.ox.ac.uk).

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

At the end of each tax year, you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

Pay is reviewed annually in August; however, there is no guarantee of an automatic increase in your pay as a result of any review. You will, however, receive an increment on your pay within the Grade for your role, up to the top of the Grade (excluding Discretionary Points). Discretionary increments need to be applied for through the Finance and Estates Bursar.

All overtime and overtime payments must be authorised by your Head of Department.

Those staff who are entitled to work overtime, i.e., hours worked above their total contracted hours per week, can take these additional hours as time-off in lieu (TOIL) or paid as overtime.

Grades 2-5 of the College's pay structure are entitled to paid overtime. Grade 6 or above are not eligible for an overtime payment, however they will be compensated by equivalent TOIL. TOIL must be agreed in advance with your line manager and taken as soon as possible after it has been accrued. TOIL cannot be carried over to a new Annual Leave Year.

### [TOIL and Overtime Policy](#)

#### [7.1 Regrading Requests](#)

Any regrading requests resulting from an employee or manager must be related to a change in the job role and must be submitted to the HR Committee for consideration, with a revised Job Description and a business case. Evaluating a job will be based on role requirements and responsibilities, and not due to the volume of work or the ability of the postholder.

#### [Regrading Procedure](#)

In cases where members of staff are asked to temporarily assume the duties and responsibilities of a higher-grade post, other than to cover annual leave or short-term sickness absence (e.g. during a period of extended absence of the postholder) for a minimum period of six consecutive weeks, the member of staff will receive an 'acting up allowance' to cover the period concerned.

## Acting Up Policy

### 8. Pension Scheme

The pension scheme that you are entitled to join will be outlined in your Contract of Employment. The College operates a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the College. For further details, you can contact Payroll: [payroll@worc.ox.ac.uk](mailto:payroll@worc.ox.ac.uk).

### 9. Annual Leave

You are entitled to 30 days annual leave and 8 days bank holidays (pro-rata for part time staff). The College's annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

It is College policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment, or in cases of long term sick or family related leave.

Your line manager must approve your annual leave before you make any firm holiday arrangements. Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

You may not normally take more than two working weeks consecutively. You should give at least four weeks' notice of your intention to take holidays of a week or more and one week's notice is required for odd single days.

Staff are eligible for the additional holiday entitlement once they have passed the length of service threshold outlined below:

Years of continuous service		
More than (yrs)	Less than (yrs)	Days leave *
5	7	1
7	10	2
10	15	3
15	20	4
20	-	5

The extra day will be applied from the start of the holiday year within which the length of service threshold will be crossed.

Your entitlement to public/bank holidays is shown in your Contract of Employment. Members of the support staff may be required to work on any public/bank holidays which fall in the College Full-Term. You will be entitled to time of in lieu for these days.

#### 10. Changes in Personal Details

You must notify HR of any changes in name, address, contact details, emergency contacts, health etc so that we can maintain accurate information on our records and make contact with you in an emergency, as well as to support you during your employment with Worcester College.

#### 11. Offboarding

All resignations must be supplied in writing, stating the reason for your resignation, giving the notice period required in your contract.

If you terminate your employment without giving or working the required period of notice, you may have this deducted from your final payment. You will be required to use all outstanding annual leave due to you before your termination date.

On the termination of your employment, you must return all Worcester College property which is in your possession or for which you have responsibility.

Any garden leave agreed with the College will include you receiving full pay and contractual benefits. You will not be expected to attend work but will still be employed by the College.

## Employee Benefits

### 1. Staff Discounts

You are able to receive various staff discounts, including 10% off the University of Oxford shop, the Oxford University Press Bookshop, the Ashmolean Museum shop, and the Bodleian Library shop.

### 2. Meals

For all staff who work a 6-hour day, lunch will be provided free of charge, either in the Dining Hall or in the Nash Café during term time. Your Contract of Employment will outline if you have dining rights for the Senior Common Room and what this includes.

### 3. Bus / Rail Pass Loan

The College provides an annual bus pass loan scheme, to be deducted from your wages monthly. Details are available from the HR Department.

### 4. Cycle to Work Scheme

Worcester College participates in the Green Commute Initiative (GCI) Cycle to Work scheme. To access this scheme:

Visit the Green Commute Initiative website:

<https://www.greencommuteinitiative.uk/quote/>

Enter the Employer Code: **WCFGCI** and complete your registration details. Follow the steps as directed on the GCI website. Once you have selected your bicycle and accessories the HR Department will receive an email asking to confirm this. Once your application is approved, GCI will issue the collection voucher to you, which you should take to the bike shop when you are ready to collect the bike.

### 5. Eye Tests / Glasses

All DSE users are required to complete the IHASCO DSE Online Training. The College will then cover the cost of an eye test up to £25. The cost of the eye test should be the basic provision relevant to your DSE use. The College will also cover the cost of a basic pair of corrective glasses up to £75 required specifically for your work with DSE, provided this is specified on the optician's report, which should be passed to payroll before the final contribution is agreed.

If there are any other benefits that you think the College could offer, please contact the HR Manager.

## **Policies**

### **1. Flexible Working**

As an equal opportunities' employer, Worcester College tries to accommodate staff requests for flexible working, where it is fair and appropriate to do so. If the nature of your duties allows you to work from home or outside of the College's normal working hours, please discuss your options with your line manager in the first instance. The College has a duty to balance personal requests for flexible working with the principle of fairness and practical requirements of your role. Every employee is entitled to make two flexible working requests per year, from the first day of your employment.

#### [Flexible Working Policy](#)

### **2. Attendance**

You must attend work punctually at the specified time(s) and you must comply with any time recording procedures relating to your work.

All absences must be notified in accordance with the procedures laid out in the appropriate policies.

Repeated lateness or absence may result in disciplinary action.

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide for your dependants. Should this be necessary, you should discuss this with your manager who may agree the time off.

Reactions to bereavement may vary according to individual circumstances, you should discuss this with your line manager / HR and agree the appropriate time off.

Employees with caring responsibilities may be entitled to take Carer's Leave in line with current statutory provisions.

Circumstances may arise where you need time off for medical / dental appointments, or for other reasons. Proof of the appointment should be provided to your manager / HR. Where possible, these appointments should be made out of working hours.

### **3. Sickness**

You must notify, by phone on the first day of sickness at the earliest possible opportunity, and no later than your start time. All staff should notify their line manager, supervisor or HR, outlining what is the reason for the absence, when you think you may be able to return, what work needs covering and if any support is needed for your return. The notification procedures should be followed on each

day of absence unless you are covered by a Fit Note from a medical professional, which is required when your sickness absence extends beyond seven calendar days. You will then agree with your line manager about how they are to keep in contact with you during your absence.

When you return to work, after every sickness absence, your line manager will complete a return-to-work meeting with you, discussing reasons for absence, levels of sickness absence, support required for your return (including Occupational Health), any changes or updates on work and the impact of your absence.

You are entitled to sick pay in accordance with the Sickness Absence Policy and Procedure and are calculated on a rolling 12-month period counting back from the first day of your current absence. The HR Department will write to you when you are running out of contractual sick pay.

### [Sickness Absence Policy and Procedure](#)

#### 4. Conduct and Capability

The College requires good standards of discipline and satisfactory standards of work from all members of staff. These will be set during your probation period and monitored through one-to-one meetings, team meetings and the College's appraisal process. If your standard of work or conduct consistently falls below an acceptable standard, you may be liable to disciplinary action which may include dismissal.

### [Probation Policy](#)

### [Capability Policy and Procedure](#)

#### 5. Family Friendly Leave

All staff members who meet the relevant qualifying provisions regardless of staff groups, grade or hours worked, will be eligible for Worcester College's Maternity, Paternity, Adoption, and Shared Parental Leave.

If a member of staff becomes pregnant, they should notify their manager and HR as soon as possible. Early notification enables Worcester College to explain any entitlements and obligations and to carry out a work environment risk assessment to ensure that there are no health and safety risks to them or their baby.

For Family Friendly Leave, a copy of the MATB1 certificate (provided by the midwife at or after the 20-week scan) or an adoption placement certificate must be provided to HR.

### [Maternity Policy](#)



[Paternity Policy](#)  
[Adoption Policy](#)  
[Shared Parental Leave Policy](#)

## 6. Information and Data

All information that:

- is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
- relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort; and
- has not been made public by, or with our authority

shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

Official statements and comment to reporters from newspapers, radio, television, etc. in relation to college business may be given only by the Provost, Finance & Estates Bursar or Communications Manager.

The General Data Protection Regulation (GDPR) and the current Data Protection Acts regulate our use of your personal data. As an employer it is our responsibility to ensure that the personal data, we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully in line with our privacy notices in relation to both job applicants and employees.

We reserve the right to monitor all e-mail/internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.

[Information security & data protection](#)

[Email and Teams Guidance](#)

## 7. Dress Code

It is important that you appear presentable particularly when you may be in contact with external clients, other business contacts or the general public.

It is important that you dress in a manner appropriate to your working environment and the type of work you do. We may require certain staff to meet specific clothing requirements, for example, academic dress. However, reasonable adjustments may be made in accordance with needs arising from protected characteristics.

Employees in certain roles may be required to wear uniforms provided by us, which should be kept clean and neat.

Clothing should not carry wording or pictures that might be offensive or cause damage to the college's, its members' or its employees' reputations.

Footwear must be safe and clean and take account of health and safety considerations.

Where college provides safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

You should not wear clothing or jewellery that could present a health and safety risk.

## 8. Expenses

Worcester College will reimburse you for any reasonable expenses incurred whilst travelling on college business and agreed in advance with your line manager, where possible. Receipts must be provided and an expenses form submitted to Payroll.

## 9. Employees' Property

Worcester College does not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested to not bring personal items of value onto the premises, and in particular, not to leave any items overnight. Articles of lost property should be handed to the Lodge who will retain them whilst attempts are made to discover the owner.

Parking at Worcester College must be in strict adherence to the policy:

### [College car park](#)

Staff must use their Bod / University card to enter all buildings. A Bod card and computer password are for the exclusive use of the individual to whom they were issued. They must not be passed onto another person, or used for another person's benefit.

The College does not accept responsibility for any private mail sent to our premises. Private mail can be sent care of our address; however, no private mail

may be posted from our premises. All mail received by us address to employees may be opened.

You are not allowed to buy or sell goods on your own behalf on our premises or during your working hours.

Unless specific authorisation is given by the Finance and Estates Bursar, no collections of any kind are allowed on our premises.

#### 10. Grievances

It is important that if you feel dissatisfied with any matter relating to your employment, you have an effective means by which such a grievance can be aired and where possible, resolved.

#### [Grievance Policy](#)

#### 11. Other Policies

There are a number of other policies that may be relevant to you either as an employee or as a specific requirement related to your duties. It is important that you familiarise yourself with these policies, and follow guidance provided within them.

#### [College Policies](#)

#### [Public Interest Disclosure \(Whistleblowing\) Policy](#)

#### [College Safeguarding Policy](#)

#### [Health and Safety Policy](#)

#### No [Smoking Policy](#)

#### [Equality and Diversity Policy](#)

## **Health, Safety and Wellbeing**

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown on our Policies and Procedures page of the website: <https://www.worc.ox.ac.uk/about/policies-and-procedures>

You must not take any action that could threaten the health or safety of yourself, other employees, clients or members of the public.

### **1. Refreshments**

We provide refreshment making facilities for your use, which must be kept clean and tidy at all times.

### **2. Alcohol and Drugs**

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

Smoking on the premises is not permitted. You may only smoke during authorised breaks, in the designated smoking areas. This includes the use of e-cigarettes.

[Alcohol and Substance Misuse Policy](#)

[Smoking Policy](#)

### **3. First Aid**

Any exposed cut or burn must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

We will comply with our obligations regarding first-aid at work and ensure that all employees are given details of our first-aid arrangements, in accordance with current legislation. This may include (but is not limited to) providing trained first-aiders, depending on the outcome of our first-aid needs assessment.

#### 4. Food Safety

You must wash your hands immediately before commencing work and after using the toilet.

Any cut or burn on the hand or arm must be covered with an approved visible dressing.

Head or beard coverings and overalls/uniforms, where provided, must be worn at all times.

No jewellery should be worn, other than plain band wedding rings, without the permission of a manager.

You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn. Nails should be kept clean and short.

If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.

You must ensure that you strictly comply with our hygiene rules and regulations at all times.

#### 5. Fitness for Work

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

#### 6. Manual Handling

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

#### 7. Working Time Regulations

The Working Time Regulations 1998, which came into force on 1st October 1998, include provisions that:

- 1) You are entitled to a daily in-work rest break of 20 minutes if your daily working time is more than 6 hours (for members of staff under 18 years of age, the entitlement is to a 30 minute in- work rest break if daily working

- time is more than 4.5 hours.)
- 2) You are entitled to a daily rest period of 11 consecutive hours between each working day (for members of staff under 18 years of age, the entitlement is to a 12-hour daily rest period in each 24-hour period.)
  - 3) You are entitled to a weekly rest period of 24 hours in each 7-day period which may be averaged over a two-week period i.e., two days' rest over a fortnight (for members of staff under 18 years of age, the entitlement is to two days' rest in each week which cannot be averaged.)
  - 4) Your average working time should not exceed 48 hours a week, normally averaged over a 17-week period, unless you have signed an agreement to opt out of this limit. (There are no separate rules for members of staff under 18 years of age.)

## 8. Lone Working

Lone Workers are people who “work by themselves without close or direct supervision” (The Health and Safety Executive). This may refer to individuals who are working alone, that cannot be seen or heard by others, cannot expect a visit from another worker for a period and where assistance is not readily available.

Lone working is not where individuals experience brief situations in which they find themselves alone, but where individuals are knowingly placed in circumstances where they work without direct or close supervision. This will not usually be for working environments such as offices unless the work being conducted is outside of standard office hours for that person.

### [Lone Working Policy](#)

## 9. Menopause

Menopause is when your periods stop due to lower hormone levels. It usually happens between the ages of 45 and 55, although it can sometimes happen earlier. Menopause can have a big impact on your life and work for a number of years.

The purpose of the guidance is to assist with creating an open and menopause friendly workplace where managers and those experiencing menopause feel comfortable discussing any issues associated with this, and to ensure the necessary help is known about and offered to those affected.

### [Menopause Guidance](#)

## 10. Employee Assistance Programme (EAP)

We recognise that sometimes you may face certain challenges in your work and home life that are difficult to deal with. Worcester College has a free employee assistance programme (EAP), offered through the company, Health Assured. They offer a 24/7 confidential helpline (**0800 047 4097**) where you can get support in a

wide range of areas, from financial and tax information to support for anxiety, family issues and bereavement. All calls are handled by an experienced therapist or advisor who will offer friendly support in a non-judgmental manner.

Quote your **name** and company name of **Worcester College, Oxford** when calling Health Assured in order to get the help needed

You can also make use of the new Health Assured online health portal and app, Wisdom: [Wisdom \(healthassured.org\)](https://www.healthassured.org). Code to use: **MHA016219 (Peninsula Clients)**. Once downloaded (or accessed via the web), register by clicking 'create an account', entering the unique code above, then setting your own email address and password.

### 11. Wellbeing

We want all staff to thrive at Worcester and aim to provide you with all the tools you need to perform at your best. Sometimes you may face certain challenges in your work and home life that are difficult to deal with, and so here we've gathered some of the resources you may find useful to help look after your health and wellbeing at work.

There are professionally skilled people among our staff, who might be a good source of advice or assistance if you are experiencing difficulties. You can try speaking to your manager or a trusted colleague in the first instance, or you can turn to the College Chaplain, College Nurse or any member of our HR team. The HR Manager is a Mental Health First Aider and will be able to assist with any mental health concerns.

### [Staff health & welfare](#)

### 12. Disability Confident Employer

Worcester College is a Disability Confident Committed Employer meaning we think differently about disability and take action to improve how we recruit, retain, and develop disabled people. The 5 commitments are:

- 12. Ensuring our recruitment process is inclusive and accessible;
- 13. Communicating and promoting vacancies;
- 14. Offering interviews to people with disabilities;
- 15. Anticipating and providing reasonable adjustments, as required;
- 16. Supporting existing employees who acquire a disability or long-term health condition, enabling them to stay in work.

For more information on this please see below:

[Level 1: Disability Confident Committed - GOV.UK](#)

**We hope you have found this Staff Handbook useful. If you have any questions, please contact [human.resources@worc.ox.ac.uk](mailto:human.resources@worc.ox.ac.uk).**

**We wish you every success in your working life here at Worcester College and thank you for being a valuable member of our community.**