

Faculties of Modern & Medieval Languages and Philosophy

SAFETY POLICY

Generally speaking, the Raised Faculty Building presents few (if any) serious hazards to health or safety. However, accidents do happen, so in order to keep these to a minimum and to maintain the building as a safe place, please bear in mind the instruction and advice contained in this safety policy. Please remember that

"Each employee of the University and each student working in the University has a responsibility to care for his or her own safety and for the safety of others. All persons working in the University should direct their minds to the importance of safety. By example and training, staff and students alike should be encouraged to adopt an approach to their work which incorporates good safety practice."

(University Safety Policy, 1998)

There are three sections to this safety policy statement:

- (1) a summary of the University Safety Policy;
- (2) the MML/Philosophy Faculties' own policy (which customises, but does not replace, the University's policy);
- (3) a summary of the legal implications of the Health & Safety at Work Act, as they affect the University.

1. University Policy

1.1. The University recognises that failures in health and safety management can potentially lead to loss of life, personal injury, damage to property and legal action. Control of risk is a management responsibility inseparable from other aspects of professional management.

1.2. Corporate responsibility for health and safety rests within the University with the Council and the General Board. The committee structure which gives effect to the implementation of University Health and Safety Policy is shown as *Appendix A*, whilst certain safety roles are defined in *Appendix B*. (see <http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd016m/hsd016m.pdf>)

1.3. The underlying principle of the Health and Safety policy is that those who create the risks must manage them.

1.4. To assist in the task of identifying and controlling risk, persons "competent to advise" are appointed by the University, in accordance with the Management of Health and Safety at Work Regulations. These persons may work in any sector of the University.

1.5. For individual college properties and domus areas, each College has responsibility for the management and application of its own health and safety policies and procedures. Nevertheless, the University and colleges maintain a regular liaison on those matters of health and safety which have general impact or joint effect on both organizations.

1.6. Heads of Departments* are responsible within their own domain for implementation of University Health and Safety Policy.

1.7. Each Head of Department shall prepare a Departmental Safety Policy, which together with this University Statement fulfils the requirement under Section 2 (3) of the Health and Safety at Work Act.

1.8. Each Head of Department must ensure, as far as is reasonably practicable, that everyone who may be affected by the activities of the Department, is aware of the health and safety arrangements, and has appropriate information, equipment, knowledge, time, training and supervision** to enable risks to health and safety to be identified and controlled.

1.9. Each Head of Department must appoint in writing an appropriate member of staff as Departmental Safety Officer. This person monitors the implementation of safety policy and advises the Head on the effectiveness of departmental arrangements. The appointment of

this and other persons does not transfer the responsibility for health and safety. If no Departmental Safety Officer is appointed then, by default, the Head has that role.

1.10. The Head of Department must also appoint a suitably trained Fire Safety Manager and sufficient fire wardens to ensure that procedures and controls are developed for the evacuation of their areas in an emergency.

1.11. As required by the Management of Health and Safety at Work Regulations and other regulations, no work shall be undertaken unless suitable and sufficient assessment of risk has been carried out by the appropriate person. This will be the person who supervises any activity, whether this is a field trip, practical task, office work or teaching.

1.12. All staff in a supervisory position must be familiar with the University Health and Safety Policy, and recognise that they have in this respect responsibility for those whom they supervise. This means promoting and practising good working standards, ensuring equipment is maintained in a safe condition, ensuring that instructions are in place and being followed, and reporting and investigating accidents in order to identify and implement remedial measures. Where students are involved this person is the teaching officer connected with the teaching of undergraduate studies, or the academic supervisor for post-graduate research and teaching.

1.13. Private companies embedded within University accommodation must comply with the University Health and Safety policy as a minimum requirement.

1.14. In accordance with the Management of Health and Safety at Work Regulations, all occupants of buildings whether University, National Health Service Trust, research organisation or private company must liaise and agree their arrangements for managing health and safety.

* Head of Department in this instance includes Heads of Academic Departments, Institutions and Divisions, and is the person who has administrative authority for the implementation of University Health and Safety Policy.

**Supervision means, in this context, the process of overseeing and agreeing the work to be undertaken, whether intellectual or practical.

As part of the University commitment to improving health and safety standards, this policy is reviewed every two years.

The following is an extract from Appendix B of the University's Health and Safety Policy

The Head of Department is responsible for:

- appointing a Departmental Safety Officer
- appointing a Fire Safety Manager and Fire Wardens
- convening a safety committee when appropriate
- receiving and acting on reports from the Departmental Safety Officer
- ensuring that regular safety inspections are undertaken
- nominating and appointing appropriate individuals to identify hazards and control the risks through the preparation of risk assessments
- ensuring that there is a policy which sets out Departmental arrangements for:
 - reporting accidents and incidents
 - assessing and controlling risk
 - giving induction and training

Departmental Safety Officer duties include:

- monitoring the implementation of safety policy locally
- advising the Head of Department on the effectiveness of the local arrangements and the adequacy of the control measures
- reporting on safety to the Head of Department

2. **Safety Policy for the Faculties of Modern & Medieval Languages, and the Philosophy**

2.1 MML/Philosophy Safety Committee

Issues of safety are dealt with by the MML/Philosophy Safety Committee. At present the Committee consists of:

MML/Philosophy Safety Officer
(Chair of the Faculty of MML)
(Chair of the Faculty of Philosophy)
Safety Executive Officer/MML Faculty Administrator
Philosophy Faculty Administrator
MML Faculty Chief Secretary
Philosophy Faculty Chief Secretary
MML Computer Officer
Philosophy Computer Office
MML Library representative
Philosophy Library representative
Department of Linguistics representative
CSAH Research Area representative
RFB Custodian
Faculty First Aiders

The Committee meets annually or more often if necessary.

If you have any concerns or suggestions about safety issues please contact one of the people listed above. They will make sure that action is taken. The line of responsibility for safety issues in the Faculty is as follows:

The Faculty Boards

They are ultimately responsible for making sure the health, safety and security measures are implemented in the MML/Philosophy Faculties.

The Faculty Safety Officer

The Chair of one of the Faculty Boards acts *ex officio* as Safety Officer, the two Chair take the position in turns. (S)he chairs the Safety Committee and is responsible for ensuring that Faculty users (UTOs, administrative staff, students, and longer-term visitors) are informed of safety and security issues. (S)he is also responsible for presenting Faculty Boards' views and directives concerning health, safety and security to the Safety Committee and/or the Safety Executive Officer. Lastly, (s)he represents the MML/Philosophy Faculties on University Safety committees (or sends a deputy).

Safety Executive Officer

This officer is responsible for the implementation of health, safety and security issues on a day-to-day basis. (S)he is responsible for noting possible hazards and for liaising with the Safety Officer, her/his colleague in the other Faculty and Senior Faculty Secretaries concerning health and safety issues to be dealt with. She acts as Secretary to the Committee and relays health, safety and security information (e.g. from University Safety Office) to the relevant Faculty safety official.

2.2 Information about safety

The University Safety Manual is kept in the Faculty Offices, together with certain other publications on safety. Consult these if you have a problem and none of the people listed above is available. A member of the Committee can also obtain advice from the University Safety Adviser if an issue demands it. If you have information on safety which could be added to the Faculty file please give it to the Chief Faculty Secretary.

2.3 Safe equipment

Although there is little equipment in the Faculty which presents a serious hazard to life and limb, any equipment which is used irresponsibly or which is not maintained properly can become dangerous. Please bear in mind common-sense procedures such as: make sure damaged flex or plugs on electrical equipment are repaired at once by a qualified person; don't use electrical equipment near water; remember to turn off equipment like fans and heaters when you leave the room (bar fires are not allowed in the Faculty building); don't leave objects lying around or flex trailing; don't attempt to lift heavy items by yourself.

Electrical equipment is tested regularly by University personnel. Do not continue to use equipment which has failed the safety test.

In any instance where equipment needs to be repaired see the Safety Executive Officer first to find out who should do this. Please do not use your own items of electrical equipment in the Faculty until University personnel have tested them.

2.4 Health issues

If you feel that an aspect of your work may be affecting your health (e.g. using a VDU or keyboard, lifting heavy objects) talk to your Senior Faculty Secretary about it. It may be possible to adjust your working environment or offer training which will reduce the problem.

2.5 Reporting of accidents and incidents

Any incident relating to health and safety should be reported. If you need help to fill out the form see a First Aider. If the incident is serious it may be necessary to investigate why it happened in order to help prevent it from happening again.

2.6 Fire precautions

The RFB has a comprehensive fire alarm system fitted. Instructions as to how to behave, and how to handle fire extinguishers, are placed around the building. Make sure you know what to do in the event of a fire. Regular fire drills are held in the building. Please co-operate in these. It is essential to make sure that the building can be cleared quickly and safely in an emergency, especially since members of the public and large numbers of people attending lectures may be present.

Dealing with the safe emergency evacuation of disabled people

All disabled people, whether staff or students should have their own PEEP (Personal Emergency Evacuation Plan). It is the responsibility of the Health and Safety Officer to negotiate these procedures with disabled persons. It is not acceptable for disabled persons to be taken to a refuge and to rely on the Fire crews to effect the evacuation from there.

2.7 First Aid and safety training

Lists of names of first aiders are on the notice-boards, reception areas and the library issue desks.

Safety training is available for certain specialised jobs, e.g. lifting heavy objects safely, and all new members of staff should have attended an introductory safety course run by Staff Development. If you have not done so please let the Chief Faculty Secretary know. If you feel that you require further safety training for some aspect of your work it might be possible to arrange this with the Health and Safety Division.

2.8 Lone working

Anyone working in the building when nobody else is present is advised to telephone the Security Office (31818) to inform them of their arrival, and the length of time they

intend to be in the building. The person should then phone Security again when they leave the building. Health and Safety have now published guidance on the web for lone workers, at:

<http://www.admin.cam.ac.uk/offices/safety/publications/>

<http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd052m.pdf>

2.9 Procedures in the event of a power cut:

All telephones rely on the data network, which in turn relies on the electrically powered communications switches. An Uninterruptible Power Supply (UPS) has been installed in the south and south-west communications rooms. This should provide approximately

30 minutes of emergency power in the event of a power cut to all telephones in the Faculty of Philosophy and all other phones in the south wing.

There is an emergency BT landline telephone outside the custodians office which is not connected to the network and will not be affected by a power cut. The number to call security from that phone is: 331818 (during office hours). Out of hours or in an emergency the number is: 767444. There is also a BT phone in the main RFB lift which connects straight to the security office and could therefore also be used in the event of a power cut.

Any other phones in the RFB will not receive power backup.

Out of hours the procedure is to evacuate the building. During office hours each Faculty is to decide on the appropriate action, bearing in mind the likely duration of the power outage.

3. Health and Safety at Work Act

For the information of employees of the University and students working in the University, the following sections summarise the principal legal implications of the Health and Safety at Work Act 1974.

3.1 The purpose of the Act is to secure the health, safety, and welfare of persons at work, and to protect other persons against risks to health and safety arising out of or in connection with the activities of persons at work. To this end, the Act places the following duties on every employer:

- (i) to ensure so far as is reasonably practicable the health, safety, and welfare of his or her employees;
- (ii) to conduct his or her undertaking so that as far as is reasonably practicable persons not in his or her employment are not exposed to risks to their health or safety;
- (iii) to ensure so far as is reasonably practicable the safety of premises under his or her control (in connection with his or her undertaking) for persons not his or her employees to whom the premises are made available as a place of work or as a place where they may use plant or substances provided for their use there;
- (iv) to ensure so far as is reasonably practicable in respect of any substance or article for use at work that the substance or article is safe and without risks to health when properly used.

The Act places the following duties on every employee:

- (i) to take reasonable care for his or her own health and safety and those of other persons who may be affected by his or her acts or omissions at work;
- (ii) to co-operate with the employer to enable the latter to comply with any duty or requirement of health and safety legislation.

The Act places the duty on all persons (and it is this duty that applies to students)

that they shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.

- 3.2 The scheme of enforcement of the Act is twofold: on the one hand there is a system of improvement and prohibition notices which may be served on employers and which can be used if necessary to secure the immediate termination of any dangerous activity, and on the other hand there is a scheme of criminal sanctions for breach of duty which applies equally to employers, employees, and other persons.

In the case of a corporate body (such as the University) those exercising the function of management can also be convicted if found guilty of neglect, as if they were employers. The maximum penalty on summary conviction is a fine of £20,000 and/or six months' prison sentence; the maximum penalty on conviction on indictment is an unlimited fine.

Proceedings may not be instituted except by an Inspector of the Health and Safety Executive or by or with the consent of the Director of Public Prosecutions. It is not possible to insure against criminal liability arising under the Act.

- 3.3 The Act in no way alters the extent of civil liability of negligence, and the policy of the act is to impose inescapable personal liabilities through the criminal law without modifying the civil law in any way.

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