

Faculties of Modern and Medieval Languages & Linguistics and Philosophy

SAFETY POLICY (FEBRUARY 2020)

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

“The University of Cambridge is committed to the highest standards of education and research. With this comes the responsibility for the health and safety of the staff, students, visitors and others who may be affected by our activities.

The University will take all reasonable steps necessary to provide a healthy and safe environment for work and study. Compliance with all statutory obligations is the minimum standard. It is the duty of every employee to take care of their own health and safety and that of others who could be affected by their acts or omissions. In addition, employees have a duty to bring to attention of the employer any failings in the arrangements made for health and safety. The University Health and Safety Policy can only be effective if there is commitment by all staff, students, visitors and others at the University.”

(University Safety Policy, 2019)

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. Controlling risk is one of the main roles of the management of the University.

1.2 Corporate responsibility for health and safety rests with Council and the General Board. The committee structure which gives effect to the implementation of Health and Safety Policy together with the main safety management roles are shown in Annex A.

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

1.4 To assist in 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 The Colleges have responsibility for the management and application of their own health and safety policies and procedures. However, the University and colleges liaise on those matters of health and safety which impact on the wider University community.

1.6 Heads of Departments* are responsible within their own domain for implementation of University Health and Safety Policy. In addition, the Head of Department must set out their own organisational arrangements for safety.

1.7 Each Head of Department shall prepare a Departmental Safety Policy, which together with this University Health and Safety Policy 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 (DSO). This person monitors the implementation of University and Departmental Health and Safety Policy and advises the Head on the effectiveness of departmental arrangements. The appointment of the DSO and other persons involved in the management of health and safety does not transfer the responsibility from the Head of Department to those individuals. If no DSO (or other statutory role associated health and safety) 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 Deputy and sufficient Fire Wardens to ensure that procedures and controls are developed for the evacuation of their areas in an emergency.

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 in order to define a safe system of work. The supervisor of any activity, whether this is a field trip, practical task, office work or teaching must have an understanding of the hazards and associated risks and make the risk assessment appropriate for the circumstances.

1.11 All staff in a supervisory position must be familiar with both the University and Departmental 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.

1.12 Private companies or other independent institutions or bodies embedded within University accommodation must comply with the University Health and Safety policy as a minimum requirement and cooperate and liaise with the University on all issues of health and safety management relating to their presence on University property.

* 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.

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

2.1 **MMLL/Philosophy Safety Committee**

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

*Chair of Committee - MMLL/Philosophy Chair/Co-Chair of Faculty Board
RFB Departmental Safety and Fire Safety Officer or – MMLL Faculty Coordinator
Deputy RFB Departmental Safety and Fire Safety Officer - Philosophy Faculty
Principal Secretary
Philosophy Faculty Administrator
MMLL Faculty Manager
Disability Officer
MMLL & Philosophy IT Managers
MMLL and Philosophy Library representatives
CSAH Research Area representative
RFB Facilities Site Supervisor
First Aider representative
Representative of the University Health and Safety Division

*Chairmanship/leadership of this Joint Committee alternates between the Faculties of MMLL and Philosophy. **In 2019-20 MMLL takes the lead and the Chair is Dr Geoffrey Kantaris.**

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 MMLL/Philosophy Faculties.

The Faculty Safety Officer

The Chair of the Faculty Boards of MMLL or Philosophy acts *ex officio* as Safety Officer; Chairmanship alternates between the two Faculties each year. (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 MMLL/Philosophy Faculties on University Safety committees (or sends a deputy). (S)he may delegate certain duties to a Departmental Safety Officer or Deputy.

Departmental Safety Officer/Deputy

These officers are responsible for the implementation of health, safety and security issues on a day-to-day basis. They are responsible for noting possible hazards and for liaising with colleagues concerning health and safety issues. The Departmental Safety Officer or Deputy 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

Information about safety is available on the University's Safety Office web pages: <https://www.safety.admin.cam.ac.uk/> Consult these pages if you have a problem and none of the people listed above are 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 of benefit to others, please pass it to the Departmental Safety Officer or Deputy.

2.3 Safe equipment

Although there is little equipment in the Faculty that 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 and toasters 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.

University personnel test electrical equipment regularly. Do not continue to use equipment which has failed the safety test.

In any instance where equipment needs to be repaired see the Departmental Safety Officer or Deputy 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. Please do not daisy chain plugs (plug one extension cable into another). Only CE approved travel adaptors are allowed to use. Safe travel adaptors are available to borrow in the MMLL Library.

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 the Departmental Safety Officer or Deputy about it. It may be possible to adjust your working environment or offer training that will reduce the problem.

2.5 Reporting of accidents and incidents

Any incident relating to health and safety should be reported on the University online accident/incident reporting system which can be accessed via the link: <https://www.safety.admin.cam.ac.uk/subjects/accidents-incidents>. Anyone in the University who has RAVEN password is able to report an incident via the AssessNet PORTAL. Accident reports will be signed by Departmental Safety Officer/Deputy.

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 appointed Disability Officer(s) 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.

2.6 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 Departmental Safety Officer or Deputy 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:

<https://www.safety.admin.cam.ac.uk/files/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 southwest 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 that 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.

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 two years' 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.

February 2020

Signed:

G Kantaris

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Dr Geoffrey Kantaris (Chair of the Joint Safety Committee for MMLL and
Philosophy, Co-Chair of MMLL Faculty Board)

General Emergency Evacuation Plan, Raised Faculty Building.

1. Procedures relating to those who work in or are visiting the building.

Action to be taken by a person discovering a fire:

- Shout “fire”, and operate the nearest fire alarm call point immediately
- Without taking risks, if you have received appropriate training and only if you feel confident to do so, attempt to extinguish the fire with the equipment provided
- Leave the building immediately using the nearest available exit, proceed to the designated assembly point and report the details of the incident to the Fire Safety Manager

On hearing the fire alarm:

Leave the building immediately using the nearest available exit and proceed to your designated assembly point:

- Do not stop to collect personal belongings
- Close all doors and windows
- If it is safe to do so, switch off any heat generating equipment
- Stay calm, walk do not run
- Do not use the lifts (except if specifically intended for emergency use)
- Do not re-enter the building until you are told you can do so

Users in areas of specific risks must ensure the areas are made safe prior to evacuating, if it is safe to do so, for example:

- Kitchens - Turn off all cooking appliances

2. Procedures relating to the Fire Safety Managers

Upon activation of the Fire Alarm system, the Departmental Fire Safety Manager or Deputy should obtain relevant information from the fire alarm control panel (and possibly personnel) and clarify if there is a fire or not. If checks confirm a false alarm (eg: the red light on a smoke detector constantly on and no evidence of a fire):

- The Departmental Fire Safety Manager/Nominated Person should contact the University Security Control Centre (USCC) on 31818 or 101 and give the following information: their name, premises location, **location of activated device and reason for activation where known.**
- If the USCC duty officer accepts the details they will advise the caller that Cambridgeshire Fire and Rescue Service (CFRS) will be informed and there may be no fire appliance attendance.
- The Departmental Fire Safety Manager/Nominated Person can then arrange for the fire alarm to be silenced at the fire panel and may then allow all persons to re-enter the building.

- If necessary the incident must then be reported to the EM Helpdesk (37784) so that a fire alarm engineer can be notified and attend if deemed necessary. All details including the zone and device number where appropriate should be recorded in the building fire safety logbook located in the Custodians' Office.
- The system should only be re-set once the affected device has been cleared, repaired, replaced or removed by a competent person.
- In order to be able to comply with this procedure, nominated Departmental personnel (Facilities staff) must be capable of silencing the alarm at their fire alarm panel and re- setting the system where appropriate. If required, instruction can be arranged by contacting the Fire Safety Advisors.

If a fire has been confirmed

- Ensure the Fire & Rescue Service has been called
- Proceed to the appropriate assembly point (**Front parking area next to Little Hall**)
- Obtain / note information from Fire Wardens or others as required
- Where appropriate, designate members of staff/Fire Wardens to monitor the exits from a safe distance to ensure no-one re-enters the building.
- Upon their arrival, assist the Fire & Rescue Service as required and confirm the location of the Emergency Action Plan (EAP) file if required
- Call for further assistance if required and keep the University Security Control Centre informed.
- After any incident implement any necessary Post Incident Procedures, fill in the fire safety logbook and complete any other documentation required.
- Review procedures if necessary and notify the Fire Safety Office of any changes.

3. Procedures relating to Fire Wardens

Providing it is safe to do, fire wardens should

- Co-ordinate the actions of all users of the building, including disabled persons
- Ensure safe evacuation is complete by checking all rooms, including lavatories etc. in designated areas
- Where possible, ensure all doors and windows have been closed and where practical switch off any heat generating equipment,
- Report all relevant information to the Departmental/Deputy Fire Safety Manager
- Provide further assistance as requested

4. Procedures relating to the discovery of a fire in the building

Anyone discovering a fire in the building should:

- Operate the nearest fire alarm call point immediately
- Without taking risks, if you have received appropriate training and only if you feel confident to do so, attempt to extinguish the fire with the equipment provided
- Leave the building immediately using the nearest available exit and proceed to the designated assembly point
- If the Fire Safety Manager or Deputy is not present, call the Fire & Rescue Service by dialling 999 to report the incident

ANY PERSON WHO IS NOT CAPABLE OF LEAVING THE BUILDING WITHOUT ASSISTANCE IN THE EVENT OF AN EMERGENCY SHOULD **NOT** ENTER THE BUILDING OUTSIDE THE NORMAL WORKING HOURS OF THE MML FACULTY OFFICE.

February 2020

Signed:

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