

Faculty of History Health and Safety Information

These notes should be read in conjunction with the details on the University website at <http://www.admin.cam.ac.uk/offices/safety/> and with the University's Health and Safety leaflet <http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd129m/hsd129m.pdf>

Departmental Safety Officer

The Faculty Safety Officer is Dr Linda Washington (office 2.3, ext 35337, email lw213@cam.ac.uk). The Deputy Safety Officer is Mrs Liz Partridge (office 4.9, ext 35313, email esp23@cam.ac.uk)

Fire Safety Manager

The Faculty Fire Safety Managers are Dr Elizabeth Haresnape (office 3.3, ext 35303, email eh273@cam.ac.uk) and Mr Kelemen Antal (Custodians Office, ext.35300, email ka324@cam.ac.uk).

First Aid

The Faculty First Aider is Mrs Joanne Pearson (office 4.13, ext 35350, email jen26@cam.ac.uk)

Custodians

Mr Kelemen Antal; Mr Peter Clifton

The Custodians Office is located on the ground floor of the Faculty building (ext 35300, email history-custodians@lists.cam.ac.uk).

Security

University Security can be contacted on (3)31818 (routine calls) or in an emergency by dialling 101 on an internal telephone.

Accidents

The First Aider (see above) can assist in the event of accident, injury or illness in the Faculty Building. All accidents must be reported to the First Aider or to the Safety Officer (see above) and an accident form must be completed.

Emergency Procedures

An alarm will sound in the event of fire. On hearing the alarm you must leave the building immediately by the nearest signed exit, without making detours to collect possessions. Do not use the lifts.

The Fire Assembly Point is under the Raised Faculty Building, on the south side of the Faculty. Do not re-enter to the building before the official 'all clear' is given by a Faculty Fire Warden.

Exiting the Faculty Building during 'Closed' Hours

The Faculty building is open for the same hours as the Seeley Library (see details posted on the Library's web pages and on Faculty notices). At other times the building is electronically locked. If you need to exit the building when the doors have locked, please press the green 'exit' button located to the left of the doors.

Emergency Telephones

The Faculty has a VOIP phone system which relies on an electrical supply. Phones in the Senior Combination Room, Graduate Research Room and Junior Common Room have battery back-up and can be used in the event of a power cut. The lift emergency phone will also continue to operate.

No Smoking

The Faculty does not permit smoking anywhere in the building.

Children

No children (aged 16 and under) are permitted in the History Faculty Building except as part of a supervised visit authorised by the Faculty.

September 2010