

Faculty of History

Health and Safety Policy

This paper was last reviewed in June 2020, and is a revised version of the Health and Safety Policy originally approved by the Faculty's Personnel Committee in November 2004.

1. Commitment

- 1.1 The Faculty is committed to continuously improving our record on Health and Safety issues and to complying with statutory requirements in accordance with the University's Safety Policy:

<http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd016m/index.html>

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

2. Responsibilities, Management and Duties

- 2.1 Corporate responsibility for Health and Safety rests within the University with the Council and the General Board. The Chair of the Faculty is responsible for implementation of University Health and Safety policy within the Faculty.
- 2.2 The Chair has delegated in writing the role of the Safety Officer to Mr Steve Corbett. The primary function of the Safety Officer is to advise the Chair on health and safety matters as they affect the Faculty.
- 2.3 In the absence of the Safety Officer, his/her Deputy will carry out their duties as required, and report to the Chair.
- 2.4. The Faculty is divided into four broad sections;
- 2.4.1 Faculty Administrative Staff (reporting to the AO for graduate programmes (graduate team) and the Principal Secretary (all other administrative staff)
 - 2.4.2 Faculty Custodial (reporting to the Principal Secretary)
 - 2.4.3 Computer Staff
 - 2.4.4 Academic Staff
- 2.5 The head of each section has line management duties for upholding safety standards, identifying safety training requirements and taking any remedial or disciplinary actions. A personal health and safety training record will be held for all staff in sections 2.4.1-3. This will be reviewed periodically, usually at appraisal. Faculty Teaching Staff are expected to identify their own training requirements and have a duty of care to students when teaching or supervising in the Faculty.
- 2.6 All individuals have a personal responsibility to take care of their own health and safety, and not to compromise that of others. Some of the risk assessments require the individual to undertake a self-assessment, e.g. for a DSE workstation.

Please see university guidance at

<https://www.safety.admin.cam.ac.uk/subjects/workplace/display-screen-equipment>

the HSE guidance 'working with display screen equipment'

<https://www.hse.gov.uk/pubns/indg36.pdf>.

For those working from home, see <https://www.safety.admin.cam.ac.uk/system/files/hsd203p.pdf> on setting up a home workstation.

Duties are assigned as follows, and signatures to be recorded annually to confirm responsibility:

Faculty Safety Officer	Mr Steven Corbett	
Faculty Fire Safety Managers	Mr Steven Corbett	
Deputy Safety Officer	Mr Maciej Krzciuk	
Emergency Services Contact	Mr Steven Corbett, Mr Maciej Krzciuk, Dr Elizabeth Haresnape	
First Aid Contact	Mrs Angela Wilson	
Emergency Key Holders	Mr Steven Corbett, Mr Maciej Krzciuk Dr Elizabeth Haresnape, Dr Linda Washington,	

2. 8 The Faculty has a Safety Committee which meets once a term, with supplementary meetings if required. Its remit is reviewed annually in the Easter Term. The Health and Safety Policy is reviewed annually in the Michaelmas term, and goals are set for improvement over the academic year. Each review will ensure that health and safety management is risk-based, and that high risk or essential items are prioritised.

3. Safety Induction, Information and Training

- 3.1 All members of non-academic staff undergo an induction process at the start of their employment, based on the PD24 form provided by Personnel. During the induction the following safety-related items will be covered:
- 3.1.1 Tour of the building including Fire Exits
 - 3.1.2 Action in event of fire
 - 3.1.3 Evacuation procedure and assembly point
 - 3.1.4 Location and use of fire-fighting equipment
 - 3.1.5 Fire wardens for building
 - 3.1.6 Safety Officer and other safety representatives
 - 3.1.7 Faculty safety policy
 - 3.1.8 Location of first-aid boxes and qualified staff

- 3.2 All permanent members of assistant staff are encouraged to attend a University Induction Course, at which basic information on University safety arrangements is available.
- 3.3 Due to the open nature of the Faculty and lack of permanent staff presence on the ground floor visitors are usually not signed in and out of the building. During the Covid 19 pandemic, however, the Faculty expects all users of the building to sign in using the available google sign-in system. Information for those entering the building is organised according to the groups into which they fall:
 - 3.3.1 Staff, both teaching and administrative, receive safety information packs when they start their courses, and updates via email as appropriate.
 - 3.3.2 Students receive safety information via their information packs when they start their courses, and updates via email as appropriate.
 - 3.3.3 Library visitors are informed about safety procedures in the Library when they are given access; for students this is during an induction process at the start of each academic year.
 - 3.3.4 Contractors are required to report to the Custodians or the Safety Officer/Deputy Safety Officer before starting work, and risk assessment documents or work permits may be requested.
 - 3.3.5 Other visitors (people visiting staff, friends and family, etc.) enter by one of three doors, all of which have general health and safety information posted nearby, with directions to the General Enquiries Office.
 - 3.3.6 Children are only permitted to enter the Faculty building when accompanied by a responsible adult, subject to the discretion of the head of section or Safety Officer.
- 3.4 Those who have safety duties delegated to them receive training as appropriate. This involves attendance on training courses given by University staff (e.g. EMBS, HSD) or University-approved providers. Skills are maintained by regular updates as required by law.

4. Risk Assessment, Inspections and Control measures

- 4.1 There are three main areas of risk assessment which take place within the Faculty:
 - 4.1.1 Individual Risk Assessment of DSE workstations by the end user.
 - 4.1.2 Risk Assessments by the appropriate head of sections of the generic roles in the Faculty, namely:
 - 4.1.2.1 Administrative (Principal Secretary), including computer use, manual handling and electrical safety.
 - 4.1.2.2 Custodial Staff (Principal Secretary), including computer use, manual handling, electrical safety and hazardous materials.
 - 4.1.2.3 Computing Staff (Computer Officer), including computer use, manual handling and electrical safety.
 - 4.1.2.4 Academic Staff (individual staff).
 - 4.1.3 Risk assessment of generic building user, undertaken by the Safety Officer through annual review of the building and facilities with assistance from heads of section or their nominated deputies. Such risk assessments may also take place in response to an incident or accident report.

- 4.2 Risk assessment of the main functions and the generic building use are reviewed annually and revised where required. The History Faculty is not formally responsible for Library staff, however risk assessments for library space use will be undertaken by the Seeley library team, and shared with the DSO in order to ensure joined up safety management.
- 4.3 The risk assessment defines the procedures to be followed, and protective clothing or equipment if required. All such protective measures are purchased by the faculty as a result of individual needs, should be maintained correctly and stored appropriately, and replacement requested if needed.
- 4.4 All portable electrical equipment belonging to the Faculty is subject to annual routine testing and inspection; this is carried out by the Building Services Technicians who arrange for the testing, record the results, and recommend or undertake remedial work.
- 4.5 All individual must report any equipment defects; in the case of a serious defect, the equipment must be taken out of use immediately.
- 4.6 Contractors engaged to complete any work in the building (including cleaning) will be required to have carried out risk assessments as appropriate to the work to be undertaken, identifying hazards, risks and control measures.
- 4.7 Work of a specialist nature, e.g., electrical supply repair, asbestos survey, hot work, or roof work needs a Permit to Work, (see; <http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd038m/index.html>)
- 4.8 All staff, but in particular Academic Staff, may find it necessary to work away from the Faculty. It is the responsibility of each member of staff to conduct appropriate risk assessments when working away (see; <http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd039m/index.html>).
- 4.8 Fire Risk Assessment is carried out by the EMBS Fire Safety Team.
- 4.9 Risk assessment for stress at work should be undertaken by all staff where they have concerns, in liaison with their line manager or in consultation with the wellbeing advocates in the Faculty.
5. Accommodation
- 5.1 The Faculty building is situated on West Road, Cambridge CB3 9EF. The EMBS Building Surveyors are Richard Phillips and Matt King.
- 5.2 Routine repairs or maintenance issues are passed on to the EMBS Maintenance Helpdesk by the Custodians. The Faculty representative on building projects is nominated by the Chair.
6. Fire Safety
- 6.1 The building is equipped with fire alarms, detection equipment, automatic door closers and fire extinguishers; all of which is maintained by the Fire Safety Team in EMBS.
- 6.2 The following individuals are nominated as Fire Wardens in the building, and their signatures are updated annually to ensure risk ownership.

Main Entrance and Ramp	M Krzcuiuk	
Basement (incl. fire panel)	S Corbett	

Seeley Library	N Pavlovic-Rider and P Cooke	
Floor 1	M Weaver	
Floor 2	M Weaver	
Floor 3	E Partridge	
Floor 4	J Pearson	
Floor 5	J Robb	
Floor 6	J Robb	

- 6.3 All Fire Wardens have undergone training, and this training is refreshed annually.
- 6.4 The Fire Safety Manager will undergo Fire Manager training which will be reviewed and refreshed if necessary on an annual basis.
- 6.5 It is every individual's responsibility to sound an alarm if fire or smoke is discovered, evacuate their room including any visitors in their charge and alert others in adjacent rooms.
- 6.6 Fire evacuation exercises are arranged on a roughly annual basis by the Fire Manager, and are aimed to test the effectiveness of the building evacuation systems and procedures.
- 6.7 Alarm tests are conducted by a Custodian on a weekly basis and recorded in a folder which is kept with the Fire Safety Log Book. Tests occur on Mondays around 07:45.
7. Building Access, Alarms and Personal Safety
- 7.1 The Faculty is usually open from 08.00-19.15 during term time and from 08.00-17.00 during vacations. Outside these hours access is only granted via card readers through the ramp door (for graduates) or the main front door (for staff).
- 7.2 Intruder alarms operate in the Library and Computer Office, and are set when those area are vacated by the relevant staff.
- 7.3 Both staff and graduates may find themselves working in the building outside normal working hours (though during the Covid 19 pandemic, the building will not be open to out of hours working). Post-pandemic, out of hours work may resume; as such work is normal office work documented risk assessments are not required. However, staff and students are made aware (via signage or email) that great care should be taken by anyone working alone, and of the emergency procedures in the event of an incident, accident or alarm activation.
- 7.4 During the Covid 19 pandemic, all visitors to the building must also sign in to a google sign-in page, so that a record is kept of who is using the building.
- 7.5 Security guards are available 24 hours a day, by calling 01223 (3)31818, or in an emergency dial 999. Further guidance is provided at <https://www.safety.admin.cam.ac.uk/system/files/hsd052m.pdf>
8. First Aid
- 8.1 Mrs Angela Wilson is the First Aider for the Faculty. The contact details for other first aiders on the Sidgwick Site are posted in the staff tea room on the fourth floor (4.8) and the Custodian's office on the ground floor.

- 8.2 First Aid boxes are located in the Office (4.12) and the Custodian's Office. Both boxes are checked by the First Aider to ensure that they are fully stocked and up to date, and any use of supplies from these boxes should be reported to the First Aider.
- 8.3 Staff with a health problem which they feel would be useful for other appropriate individuals to know, in confidence, are encouraged to disclose this information, and to wear an SOS or Medic Alert identification.
9. Accidents, Incidents or Ill Health
- 9.1 Any individual involved in an accident, witnessing such or assisting afterwards, must either complete a standard University accident report form or contribute to supplementary reports accompanying the form. Blank versions are available from:
<http://www.admin.cam.ac.uk/cam-only/offices/safety/accidents/forms.html>
- 9.2 Information from these forms is logged onto the accident database, and kept in confidence.
- 9.3 Any sickness absences due to ill health or accident must be reported either to the Personnel Clerk or the relevant line manager, ideally by phone.
- 9.4 If you suspect you are experiencing symptoms of ill health related to work, you can either discuss this with your line manager or you may self-refer to the University Occupational Health Service. If you have any other concerns over health and safety matters, you should discuss with the DSO, your line manager, or the Faculty Deputy Chair (depchair@hist.cam.ac.uk)
10. Access to the Faculty for People with Limited Mobility
- 10.1 As far as practically feasible, the faculty will endeavour to make the building accessible to wheelchair users and visitors, staff or students with limited mobility.
- 10.2 All floors, with the exception of the sixth and semi-basement, are accessible by a lift which is able to accommodate a wheelchair or small scooter.
- 10.3 The teaching rooms are located on floors 0, 2 and 3. Floor 0 (seminar rooms 1, 2 and 3) is reached by a short flight of stairs, and is currently only accessible to disabled users via a route through the Seeley Library.
- 10.4 There is a disabled lavatory on the ground floor behind the Custodians Office, opposite the rear door of the building.
- 10.5 Within the Seeley Library, the loans desk, computers and photocopying room are all at ground level and easily accessible. The reading area, book stacks, reference and audio-visual rooms can be reached by a lift. A small number of book stacks are based on the upper mezzanine floor, which is only accessible via a staircase, but staff are available to retrieve books on behalf of disabled users of the Library.
- 10.6 The Faculty starts to plan to assist disabled students, staff or visitors as soon as it is notified of their arrival. Faculty staff will show that disabled person around the building, discuss his/her needs, and make whatever provisions are necessary within their capabilities. Key contacts are:
- 10.6.1 Dr Linda Washington (Seeley Head Librarian)
- 10.6.2 Mrs Elizabeth Partridge (Principal Secretary and Disability Liaison Officer undergraduate)

10.6.3 Mr Chris McCartney (Administrative Officer and Disability Liaison Officer Postgraduate)

10.6.4 Mr Steven Corbett (Safety Officer, Custodian)

10.7 If the Faculty's fire alarm sounds, the lift must never be used as a means of exiting the building, since this could leave a wheelchair user vulnerable on the upper floors. The Faculty has implemented the following preventative measures.

10.7.1 Each disabled student, member of staff or visitor will meet with either the Safety Officer or Disability Liaison Officer on their arrival to devise a Personal Emergency Evacuation Plan (PEEP). Where necessary, the disabled person will be invited to try the Stairclimber, and meet the members of staff who would be assisting him/her in the event of fire.

10.7.2 The Fire Wardens will have copies of the student's lecture timetable.

10.7.3 Evac Chairs are installed on the 1st Floor outside the Graduate kitchen and on the fourth floor in the east stairwell, just past the Computer Office (4.19).

10.7.4 The following staff are trained in the use of the Evac chair

10.7.4.1 Mr S Corbett

10.7.4.2 Mr M Weaver

10.7.4.3 Mrs Judith Robb

10.7.4.4 Mrs A Wilson

10.7.4.5 Mr M Krzcuiuk

10.7.4.6 Miss A Haworth

10.7.4.7 Miss E Gilbert

10.7.4.8 Mr A Rowe

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Approved by Safety Committee: 11 June 2020

Faculty Chair: Dr A Walsham

Signed:

Date: