

Department of History and Philosophy of Science

Safety Arrangements

2025-26

General Statement

The Department of History and Philosophy of Science adheres to the [University's Health and Safety Policy](#). The Department is committed to the highest standards of excellence in education and research, and will ensure, so far as practical, to provide a healthy and safe environment for all its staff, students and visitors. Everyone in the Department is obliged by law to take reasonable care of themselves and anyone else who may be affected by what they do while they are in the Department.

The Head of Department, Professor Hasok Chang, takes overall responsibility for health and safety matters in the Department, and others are deputised to assist in the achievement of health and safety practices, namely Francesca Anthony as Departmental Safety Officer (DSO) and Toby Bryant as Departmental Fire Safety Manager (DFSM).

Organisation

Safety meetings: The Department holds a termly Safety Committee meeting, which all members of the Department who are concerned with safety responsibilities are required to attend.

'Museum and Library Emergency Plan' and 'Incident Management and Business Continuity Plan': The Department has produced both a 'Museum and Library Emergency Plan' and an 'Incident Management and Business Continuity Plan'. Therefore, all likely incidents have been considered with mitigations and action plans put in place in case they occur.

Safety hazard and risk register: Via the Safety Office's [Safety Management Hub](#), the Department have considered the residual risks of 46 likely hazards. These risks have been ranked in a risk register and mitigations considered. Currently the Department's highest safety risks are mercury, working with members of the public, and asbestos.

Safety matters: Safety matters are raised as a standing item in the termly Executive Committee meetings.

Agreed Objectives

- The University's health and safety policy is made known to all staff.
- Teaching and research within the Department is conducted safely, and the necessary training and information are provided to ensure safe systems of work.
- Regular risk assessments are undertaken for various aspects of work in the Department and, where necessary, control measures are established.
- Travel risk assessments are undertaken and approved for any work conducted outside of the United Kingdom via [Peregrine Foresight](#).
- All equipment in the Department is kept in a safe condition and proper steps are taken to remedy defects in the services and fabric of the Department.

- Regular safety inspections are made in the Department.
- All accidents and incidents are reported and investigated through the University's standard procedures ([AssessNet](#)). Near misses are also expected to be reported.
- All staff understand the arrangements for fire precautions.
- The Department co-operates with the University in the provision of first-aid and safety training.
- All staff are provided with office equipment which is conducive to safe and comfortable working conditions. New starters are asked to complete a Display Screen Equipment (DSE) Workstation Assessment Checklist.
- The potential hazards associated with the building (e.g. mercury and asbestos) are regularly monitored.
- All staff who are responsible for setting and un-setting alarms have regular training sessions to refresh their knowledge of the alarm systems and how to respond in an emergency.
- That there is a group of emergency keyholders who are fully appraised with the layout of the Department, including the Museum and the Library, and willing to respond to an emergency at any point of the day or night and to implement disaster plans if necessary.
- There are Gold and Silver emergency response teams who are fully appraised of the appropriate responses to serious incidents affecting the Department, such as adverse weather, IT disruption, loss of access to the building.

Relevant HPS Staff Members for Safety

Head of Department: Hasok Chang

Departmental Safety Officer: Francesca Anthony

Deputy Departmental Safety Officer: Jack Dixon

Whipple Museum Security: Steve Kruse

Whipple Library Safety and Security: Jack Dixon

Departmental Fire Safety Manager: Toby Bryant

First-Aiders: Francesca Anthony, Morgan Bell, Jack Dixon, Alison Giles, Annie James

Radiation Supervisor: Morgan Bell

Computer Security: Andy Judd (IT Manager Faculty of HSPS)

Fire Wardens: Francesca Anthony, Morgan Bell, Toby Bryant, Jack Dixon, Adriana Dote, Alison Giles, Annie James, Steven Kruse, Natalie McIntyre, Adam Priestley, Sophia Syddall, David Thompson, Elizabeth White

Flow of Information

The following procedures are in place to ensure the effective flow of health and safety information into, within and out of the Department:

- Minutes of Safety Committee meetings are received by the HPS Board and forwarded to the University Safety Office.
- As part of staff inductions, new starters are:
 - Given a fire/safety tour – this includes information on how to report an accident, how to contact a first-aider, the location of the first-aid boxes and defibrillator, and how to access departmental safety information.
 - Asked to complete the mandatory online safety modules (as shown on the

- induction checklist).
- Enrolled onto the staff [SharePoint](#) site which has a safety section for risk assessments, training logs, safety checklists etc.
 - Asked to arrange a meeting with the DSO to discuss safety matters, including risk assessments, use of AssessNet and the Department's Lone Working Policy
 - Provided with basic safety tips in their induction meeting (locking offices, closing windows, awareness of Security's phone number etc.)
 - Asked to read this Safety Arrangements document
 - Staff are routinely reminded that any perceived problems or potential hazards to health and safety should be reported as soon as possible to the DSO. They are also told to report accidents, incidents or near-misses as soon possible via AssessNet.
 - All new safety initiatives are discussed by the Department's Executive Committee, which includes representatives of the Safety Committee. Key safety updates are circulated to all staff via the University's Key Issues Bulletin or the DA's Bulletin.
 - The 'Museum and Library Emergency Plan' and 'Incident Management and Business Continuity Plan' are reviewed annually and discussed by all those who would be responsible for implementing them in the case of an emergency.
 - The emergency keyholders' list is positioned so that everyone who needs to see it can see it and a copy is sent to Estate Management to be use by University Security. Key cabinets are kept up to date and keys are labelled appropriately and door codes are also available in the key cabinet.
 - Staff and students are reminded of the Lone Working Policy and out-of-hours events will only be approved in special circumstances by the DSO.
 - To deter the opportunistic thieving which is rife in Cambridge, staff and students are regularly warned not to leave their bags and other valuables unattended, to lock their offices when they leave them, to use lockers to store their belongings if they don't have an office, to lock their bikes to a fixed object, not to walk home alone late at night, to take a well-lit route when walking home, and to turn out lights and shut windows when leaving the building. This information forms part of the formal induction, and regular notices are sent out by email as reminders throughout the course of the year.

Identification of Training Needs and Safety Requirements

Staff

Staff training needs are formally assessed in probation meetings and annual appraisals. Staff are encouraged to speak to their line manager or the DSO if they have identified a gap in their training. New Professional Service Staff are asked to complete fire warden training. Safety training logs are held on the staff SharePoint.

Students

Training needs of postgraduate students are identified at the point of admission. Projects are closely examined to determine whether or not the project it suited to the Department and to identify any training needs. A PhD log is kept by each student to ensure that they meet the training goals that have been identified for them by the Department. Students must submit a risk assessment via Peregrine Foresight if they wish to travel or complete fieldwork for their studies. This must be approved by the DSO or Deputy DA, and will initiate University travel insurance. Students should get permission from their supervisor for annual leave and notify them if they are leaving the country.

Special requirements

Any safety issues surrounding members of staff or students with disabilities are identified at the point of joining the Department, and then in discussion with the person concerned and the Accessibility and Disability Resource Centre. Measures are put in place to ensure that person's safety in the event of an accident, emergency or fire, such as a PEEP.

Specific safety roles

- Alarm setting: staff with responsibilities for setting and un-setting alarms receive regular training to keep them up-to-date and familiar with procedures.
- First-aiders: receive qualification training and then routine refresher training.
- Fire wardens: after their initial training, fire wardens have refresher training every three years.
- Safety officers: receive training and guidance from the University Safety Office as to their roles and responsibilities. They may wish to undertake IOSH training.
- Evac chair: fire wardens are trained by the DFSM to properly use the evac chair.
- Annually the contents of the first-aid boxes are checked and refreshed, and the condition of the evac chairs are checked.

Information

- There is a red cabinet on the inside of the front door of the Department which contains the 'Museum and Library Emergency Plan' and the 'Incident Management and Business Continuity Plan'. DOFRA plans for HPS Department, the Whipple Museum and Library, Blueprints of the Department, indicating the layout of the estate, and showing where the main power supply switch and stopcock are located, and fire logbook, a record of fire alarm system services and Defensor plans of the system and its zones are kept in the grey cabinet in the foyer.
- First-aid kits are stored in the Admin Office, Museum and Library.
- The defibrillator is stored on the first floor landing.
- The evac chairs are stored on the first floor landing, second floor Library fire escape and the Museum refuge point.
- Key departmental safety information and logs are found on the staff SharePoint.

Planning and Implementation

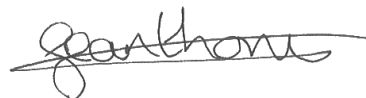
- The Department holds risk assessments for key tasks, such as manual handling, working at height, outreach activities etc. Staff are asked to review and sign these on the staff SharePoint before undertaking the task. Template risk assessments are available for events and excursions; before an event or excursion can take place, the risk assessment must be approved by the DSO.
- Abroad travel risk assessing is completed through Peregrine Foresight. Before a staff member or student can travel abroad for their work or studies, the online risk assessment must be approved by the DSO or Deputy DA. For UK travel, the line manager or supervisor must be informed of the location and date of the trip.
- Key findings are discussed in the termly Safety Committee meetings and highlighted to the Executive Committee and/or HPS Board. Minutes of the Safety Committee are held on the staff SharePoint and sent to the University's Safety Office.
- A monthly safety walk around according to a checklist is completed and logged. The DSO completes an annual check and produces a safety report for the HPS Board. Ladders and kick-stools are checked monthly.

- The fire risk assessment is reviewed annually and fire evacuation exercises are held at least once a year to test the ability of all occupants of the building to evacuate quickly. The fire alarm panel, smoke detectors, alarm sounders, emergency lights and fire extinguishers are checked annually. The DFSM checks the emergency lights and door release overrides monthly, and conducts a weekly fire alarm test and emergency voice comms testing.
- Regular monitoring of water temperature is carried out by a water Safety Office contractor to control Legionella.
- Mercury levels in the Department have been checked by the Safety Office. Ongoing mitigations include a special floor laid in P19 and continuous ventilation in P11.
- Electrical appliances are given a PAT annually.
- Any work requiring damage to the fabric of the building will have an AIRF submitted to the Safety Office in advance for the Asbestos Team to check the asbestos register.
- Museum staff are instructed in the use of specialist personal protective equipment specific to the task of working with and handling museum objects.
- Monitoring and inspection of radioactive items in the Whipple Collection, housed at the Polar Museum/SPRI in its controlled area, is regularly performed by the Radiation Supervisor.
- COSSH have been created for Whipple Museum conservation chemicals and departmental cleaning chemicals.
- All Visiting Scholars and Students to the Department are given a full induction and safety tour on arrival.
- All contractors must report to Reception. Contractors are not permitted to work in any part of the building without prior arrangement with either a member of administrative, Museum or Library staff. Contractors working in sensitive areas, such as the Museum stores, are accompanied by a member of staff at all times.

Further details of safety procedures in the university can be obtained from the [Safety Office website](#). Policies and guidance: <https://www.safety.admin.cam.ac.uk/policies-and-guidance>.



Professor Hasok Chang
Head of Department



Francesca Anthony
Departmental Administrator
Departmental Safety Officer