

University of Cambridge
Department of History and Philosophy of Science

Health and Safety Policy and Procedures

General Statement

The Department of History and Philosophy of Science, in line with the University's Safety Policy, is committed to the highest standards of excellence in education and research and will ensure, so far as practicable, to provide a healthy and safe environment for all its staff and students. 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 Tim Lewens, 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, including the Safety Officer: Ms J. Clare, Assistant Safety Officer/FSM: Toby Bryant, Radiation Safety Officer: Mr S. Kruse, Museum Staff, and the Fire Wardens.

Organisation

Safety Meetings: The Department holds an Annual Safety and Security Committee Meeting, which all members of the Department who are concerned with these matters are required to attend.

Alarms Meetings: The Department also holds Annual Alarms Procedure Review Meeting, in which staff are familiarised with procedures for setting and unsetting alarms and action to be taken in the event of an alarm going off.

Agreed Objectives

The role of these Committees is to ensure that:

- The University's 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 and, where appropriate, to ensure safe systems of work.
- Regular risk assessments are undertaken of the various aspects of work in the Department and, where necessary, control measures are established.
- 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 (at least once a year) safety inspections are made in the Department.
- All accidents and incidents are reported and investigated through the University's standard procedures.
- 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, and instructions for the safe use of office equipment (especially personal computers) are made known to all staff.
- The potential hazards associated with the building (e.g. Mercury and Asbestos) are regularly monitored.
- All staff who are responsible for setting and unsetting 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.

HPS Safety Officers

All the persons below are ex-officio members of the HPS Safety Committee. Other parties are invited to attend safety meetings as required.

Head of Department responsible for safety: Professor Tim Lewens Whipple Museum Security:
Joshua Nall

Safety Officer: Jane Clare

Fire Manager: Toby Bryant

Assistant Safety Officer, record keeper, routine safety testing: Toby Bryant

First Aiders: Jack Dixon, Morgan Bell

Radiation Supervisor: Steve Kruse

Computer Security: Andy Judd (IT Manager Faculty of HSPS, Deputy Manager Support Services UIS)

Whipple Library Safety and Security: Jack Dixon

Fire Wardens: Jane Clare, Steve Kruse, Josh Nall, Louisa Russell, Toby Bryant, Jack Dixon,
Alison Smith, David Thompson, Morgan Bell, Alison Giles

Flow of information specific to this Department

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 annual safety meetings are received by the HPS Board and forwarded to the University Safety Office along with the Annual Safety Questionnaire and Emergency Keyholders List.
- As part of their induction, all members of the Department are made aware of the fact that they share responsibility for their own, and their colleagues' health and safety at work. At the start of each year all members of staff are instructed to complete the H&S section of the on-line induction system.
- As part of their induction, all new staff are provided with information about how to report an accident, how to get first aid, how to contact the department's safety officer and how to access safety information.
- All staff are told that any perceived problems or potential hazards to health and safety should be reported as soon as possible to a Safety Officer.
- 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.
- All new initiatives are discussed by the Department's Executive Committee which includes representatives of the Safety Committee. This ensures the general safety of all projects and that staff and students are duly aware of their responsibilities. This is particularly relevant when discussing allocation of space to a person/project, allocation of facilities to a person/project, starting up of a new course, starting up of a new project, new building developments, alterations to physical space, and out of normal hours opening for special events.
- 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 used by University Security.
- The Department Safety notice is posted in various prominent places round the Department so that everyone gets to see it.
Key cabinets are kept up to date and keys are labelled appropriately and door codes are also available in the key cabinet.
- EAP plans are reviewed annually and discussed by all those who would be responsible for implementing them in the case of an emergency.

Identification of training needs and safety requirements

Staff

All new staff receive instruction on the health and safety policies of the Department and the University as a whole as part of their Departmental induction and again as part of their University induction (so they receive it at least twice). Staff training needs are formally assessed at the biennial Staff Review and Development Scheme (SRD). The main purpose of this scheme is to enhance work effectiveness and facilitate career development, but safety and security training needs are part of that. The scheme was updated in 2008 in line with SRD framework requirements so that all staff groups (academic and support staff) are treated under the one scheme. The Scheme involves meetings between individual members of staff and two reviewers which provide a format for discussing ways in which the work of the member of staff can be developed and ways in which any difficulties or obstacles to progress can be removed. It tries to ensure that staff are clear about their responsibilities and it provides a formal regular opportunity (at least every two years) to discuss any help they may need in meeting them.

Students

Training needs of graduate students are identified at the point of admission. Projects are closely examined to determine whether or not the project is 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. Travel risk assessments and Field work risk assessments are required. Forms are available on the Department's website.

Special needs

Any safety issues surrounding members of staff or students with disabilities are identified as soon as we know the person is going to be 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.

Specific safety roles

- Alarm setting: staff with responsibilities for setting and unsetting alarms receive regular training to keep them up-to-date and familiar with procedures. Every time there is a change to a member in this staff category procedures are reviewed.
- First Aiders: receive qualification training and then refresher training every year.
- Fire Managers and fire wardens: after their initial training have refresher training every three years. Fire evacuation exercises: are held in the Department every year which tests the ability of all occupants of the building to evacuate quickly.
- Role changes: When a member of staff is transferred to another role (e.g. from the Office to the Museum), safety induction, object handling, and security training is given in order that they can perform competently and safely in the role.
- Safety Officers: receive training and guidance from the University Safety Office as to their roles and responsibilities.

Information

- There is a red cabinet on the inside of the front door of the Department which contains the EAP for HPS Department, the Whipple Museum and Library. In a grey cabinet, on this same side is kept 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.
- First Aid Kit and Accident book are kept in the General Office. The other two first aid kits are kept in the museum and in the library.
- Safety information guidance booklets are located in a folder in the General Office

Planning and Implementation

- Risk assessments are carried out annually by the staff who are responsible for each of the distinct areas of the building (museum/library/offices/classrooms/computing facilities). They inspect their areas and report back to the Safety Committee. Outside of the annual assessment period, risk assessments are carried out if an area has a change of use, or if we are instructed by the University to conduct a risk assessment for a specific purpose.
- Routine assessments are done in an informal but informed way, reporting to the Safety Committee. More recently, formal risk assessments have been carried out using a standard form which is designed to identify and put in place measures to control risks.
- Risk assessment findings are reported to the Safety Committee which takes responsibility for ensuring the overall safety of the Department including museum and library.
- All health and safety management documents are kept on a shelf in the General Office which is accessible by all staff.
- When asked to conduct a risk assessment of their workplace (safe use of VDUs) all staff responded within a 48 hour period.
- Minutes of Safety Committee Meetings are kept in the Administrator's Office, copies are sent each year to the University Safety Office.
- All relevant staff are given instruction in object handling techniques and are also instructed in when it is relevant to wear protective clothing such as gloves and goggles.
- Regular monitoring of levels of mercury vapour in the air is conducted by staff from the University Safety Office using specialist 'sniffing' equipment.
- Regular monitoring of water temperature is carried out by the General Assistant and the Maintenance Section are alerted immediately if any anomalies are found.
- 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 Departmental Radiation Supervisor.
- All Visiting Scholars to the Department are given a full induction on arrival by the Senior Secretary.
- All other visitors are either overseen by a museum attendant, or library staff, or they are involved in activities which are being led by a senior member of staff (lectures, seminars etc).
- 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 staff, library or museum staff. Contractors working in sensitive areas, such as the Museum, 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:
<https://www.safety.admin.cam.ac.uk>

Health and Safety publications are available from the Safety Office website:
<https://www.safety.admin.cam.ac.uk/policy-guidance>



Professor Tim Lewens October
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