



**UNIVERSITY OF
CAMBRIDGE**

Department of Psychology

Safety Policy and Manual

Issue; August 2016

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1 HEALTH AND SAFETY POLICY

a) University Policy for Health and Safety

The Department of Psychology endorses the University Policy for Health and Safety, which can be found here;

www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd016m/hsd016m.pdf

b) Departmental Policy

The Department of Psychology considers that high standards of health and safety are of importance in enabling it to achieve its objectives. Compliance with the legal requirements is the minimum standard that is acceptable.

The Department is committed to planning, implementing and reviewing its health and safety arrangements in order to achieve continual improvement in performance, the aim being to promote best practice in all areas of health, safety and the environment. This Policy and the arrangements in force extend to staff, students and all those having access to the Department or visiting the premises and facilities, including the Innes building and Herschel Smith Building.

The maintenance of safe and healthy working conditions requires the active co-operation of everyone in the Department, each of whom has a duty to take care of his or her own safety and that of others. Every person has a duty to bring situations that they believe to be dangerous, or shortcomings in the safety arrangements, to the attention of the Departmental Safety Officer.

A primary focus for the Department is to ensure that Health and Safety considerations do not arise as an addendum to a new project. Rather such concerns should be included in a project's development as early as is practicable. This can prevent substantial delays at later stages of the project that might otherwise result if installed hardware or other working practices failed to satisfy Health and Safety guidelines.



Head of Department

2 Safety organisation and responsibilities within the Department

a) Safety organisation

Safety within the Department is ultimately the responsibility of the Head of Department (HoD). He or she may devolve day-to-day management to the Departmental Safety Officer (DSO) and designated Health and Safety Personnel (Appendix 1), supported by the Safety Committee (Appendix 2).

b) Departmental Safety Committee

The Committee consists of representatives from all sections of the Department, School and University. It meets termly and is chaired by the DSO (see Appendix 1). Minutes from these meetings are received at staff meetings (regular review and strategic planning meetings attended by the HoD, School Safety Officer (SSO), DSO and academic staff with representatives from support and research staff in attendance).

The purpose of the Safety Committee is:

- To develop and update a Health and Safety Strategy for the Department.
- To monitor the day to day implementation of the Departmental Health and Safety Policy and to make recommendations regarding changes in safety policy or procedures as appropriate.
- To monitor and review the practical implementation of new legislative requirements or changes in the Health and Safety Policy as recommended by the DSO, SSO or the University Health and Safety Office.
- To consider reports from enforcing authorities, reports and other data from internal inspections, surveillance and monitoring and to make recommendations to the HoD for consequent improvements to health and safety procedures.
- To study accidents, incidents and dangerous occurrences statistics in order to identify unsafe and unhealthy conditions and practices and to make recommendations for corrective actions to the HoD.
- To monitor and review the effectiveness of health and safety training and to make appropriate recommendations.
- To consider recommendations or complaints from staff or students and recommend appropriate action.
- To deal with unresolved health and safety issues.
- To monitor the adequacy of health and safety communication and publicity within the Department.
- To exercise such powers as may from time to time be delegated to it.

c) Safety Responsibilities

i) Head of the Department (HoD)

In accordance with the law, the Head of the Department of Psychology is responsible directly, or through delegation (which is detailed in writing), for the following aspects of Health and Safety in the Department;

- To ensure adherence in all respects to the Health and Safety Policy of the University of Cambridge and in particular to ensure that the necessary resources for implementation are available.
- To plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any visitors (including contractors).
- To carry out general risk assessments and specific risk assessments as required by health and safety legislation.
- To ensure that training and instruction have been given in all relevant procedures including emergency procedures.
- To inform the University Safety Office and SSO before any significant hazards are introduced or when significant hazards are identified.
- To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires, and to report immediately to the University Safety Office and SSO any serious or potentially serious accidents, incidents or fires.

Some parts of these responsibilities have been delegated to others, as follows.

ii) Departmental Safety Officer (DSO)

The DSO is responsible for;

- Advising on the measures needed to carry out the work of the Department with the minimum of risk to health and safety.
- Liaising with the University Health and Safety Office, SSO and Enforcement Authorities on all matters of health and safety.
- Coordinating any safety advice given to the Department by specialist advisers and the University Health and Safety Office and providing a point of reference on all health and safety matters.
- Liaising with Safety Officers from other departments with regard to safety arrangements for shared buildings, e.g. William Hardy Building with Dept of Geography, and Craik Marshall Building with Dept of Physiology, Development and Neuroscience, etc.

- Investigating and reporting on accidents causing injury and/or damage and recommending remedial action to prevent reoccurrence.
- Monitoring health and safety within the Department and reporting any breaches of the Health and Safety Policy to the HoD.
- Facilitating safety training for staff and students.
- Chairing Departmental Safety Committee and providing reports to the HoD and at regular Staff meetings (Academic Staff Meeting).

iii) **Biological Safety Officer (BSO)**

The BSO is responsible for;

- Advising on the safe use of biologically hazardous materials within the Department.
- Giving guidance on the preparation of appropriate COSHH and other risk assessments and assessing their veracity.
- Establishing safe operating procedures for the use of biologically hazardous materials and ensuring that local rules are in place and being followed.
- Cooperating and liaising with the University Health and Safety Office, SSO, Occupational Health Service and outside specialists and inspectors on matters of biological health and safety.
- Ensuring that the Department cooperates with the University in the implementation of policies to cover waste disposal and the safe transport and storage of biological materials.
- Acquiring any licences or authorisations which may be required for the work being carried out in the Department e.g. from the HSE, DEFRA, EA etc, i.e. that statutory notifications are in place.
- Arranging, undertaking or assisting in the periodic inspections of Departmental premises where biological work is being undertaken.
- Investigating any biological emergency or incident or accident and establishing and actioning any necessary remedial action.
- Providing regular reports to meetings of the Departmental Safety Committee.

iv) **Radiation Protection Supervisor (RPS)**

The RPS is responsible for;

- Ensuring observation of Departmental 'Local Rules' in the use of ionising radiation and those procedures comply with Best Available Techniques (BAT).

- Coordinating the record keeping and reporting systems required by the requirements of the Ionising Radiations Regulations 1999 (IRR99).
- Arranging the disposal of radioactive waste from the Department and ensuring that all work with radioactive substances and any work giving rise to radioactive waste are subject to the Environmental Permitting Regulations 2010 (EPR10).
- Providing regular reports to meetings of the Departmental Safety Committee.

v) Fire Safety Manager (FSM)

The FSM is responsible for;

- Monitoring, recording and co-ordinating the implementation of University Fire Safety policy locally.
- Advising the HoD on the effectiveness of the local fire safety provisions and the adequacy of control measures.
- Providing regular reports to meetings of the Departmental Safety Committee.
- Managing Departmental fire evacuations.
- Addressing the roles of staff and visitors in an emergency.
- Explaining the emergency procedures as required.
- Ensuring staff receive fire safety related training on induction and at future intervals.
- Acting on any reported fire safety related defects as soon as possible.
- Organising an annual fire evacuation drill.
- In buildings in multiple occupation, liaising and co-operating with other departmental FSMs to ensure a nominated FSM is on duty to give assistance to the Fire and Rescue Service, Security and Maintenance Staff etc at any incident.
- Administering and organising the duties of the Departments' Fire Wardens, as required.
- Ensuring the Departmental Response Emergency Action Manual and Fire Safety Log Book are kept up to date.
- Identifying the location of hazardous materials or processes to the Fire and Rescue Service on their arrival.
- Reminding the Fire and Rescue Service that 'Building Plans etc' are available in the Premises Information Box and specify its location.

vi) Departmental Secretary (DS)

The DS is responsible for;

- Staff/visitor, graduate induction including Health and Safety policy and procedures including maintaining, updating and issuing induction pack containing Health and Safety related documentation.
- Receiving and maintaining accident/injury reports and alerting the DSO, Safety Committee, SSO and Health and Safety Office.
- Participating in annual Health and Safety inspection of the Department.

vii) Principal Investigator/Supervisor

Responsibilities are:

- Ensuring that all new members of staff are aware of the Department safety policy and that they receive a copy of any Local Safety Rules.
- Ensuring that all work in their group is conducted in line with Department policy.
- Ensuring that suitable and sufficient risk assessments on all projects are in place before commencement.
- Ensuring that staff and students have access to adequate information regarding the hazards associated with their projects.
- Assessing the degree of experience of each member of their group and if necessary, recommending to the DSO that persons should attend training course(s).
- Ensuring that personal safety training record for the individual are reviewed regularly and updated as necessary.
- Ensuring that short-term workers, visitors and students within the group are closely supervised at all times while working in any of the specific risk areas listed under Section 4 of this manual.

viii) Teaching Officer

The Teaching Officer leading any teaching session, is responsible (in so far as is reasonably practicable) for the safety of those attending the session. This duty may not be delegated to demonstrators, post-graduate students or technicians.

ix) Individual

All employees, affiliated members, students and all other persons entering onto the premises or who are involved in University activities are responsible for exercising care in relation

to themselves and others who may be affected by their actions or omissions. Those in immediate charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the Department's safety rules and procedures.

Staff, visiting researchers and graduate students must ensure that their Safety Training Records are regularly reviewed and up-to date. They will be able to use this document to demonstrate that they have read any relevant safety documentation, safe-operating procedures (SOPs) and risk-assessments for their work, or undertaken their own risk assessments where required. As a result they must be aware of any potential hazards to theirs and others health & safety and the way to control this risk of injury or illness. The document can also assist their supervisor or Head of Group to ensure all their staff have received the necessary instruction and training to enable them to work safely.

In addition, individuals should;

- Make sure that their work is carried out in the approved way and in accordance with University Policy. If they feel they have insufficient training to complete a task safely ask their supervisor for training to be arranged.
- Warn the DSO directly, or via their supervisors, of any significant new hazards to be introduced or newly identified significant risks found in present procedures.
- Ensure that any portable electrical appliances brought in to the Department are tested (PAT) by a suitably qualified individual (usually the teaching technician).
- Report all fires, incidents and accidents immediately to the DSO or DS and recorded in the Department Safety Book kept by the DS.
- Offer any advice and suggestions that they think may improve health and safety.

3. General Safety Arrangements

a) Information on safety related matters

Induction on arrival

All new staff and visitors staying in the Department for a period of over seven days receive health and safety (and other) advice on their arrival. It is the responsibility of the supervisor or host to arrange this. Every new member of staff also receives Health and Safety advice within their welcome packs provided by the University and Department. Contractors/service engineers are provided with summary Health and Safety advice upon arrival.

Each individual will be given a copy of the Personal Safety Records document which they, together with their supervisors, should keep up-to-date.

Communication of H&S matters

All appropriate messages from the University Health and Safety Office, the SSO or changes relating to Departmental Health and Safety policy and/or procedures are drawn to the attention of relevant staff by the DSO/DS.

The Departmental Health and Safety Policy and Arrangements are available on the Departmental website;
www.psychol.cam.ac.uk/staffinfo/health-and-safety/hands

The minutes from the Departmental Safety Committee are received at Departmental Meetings and are also posted on the staff area of the Department's website.

b) Safety management

i) Risk assessment

All work undertaken within the Department must be assessed for hazard and risk. Documentary evidence of this assessment is required when the hazards involved pose specific or significant risk. This is usually the case for work with chemicals, pathogens, genetically modified organisms and radioactivity. In these cases, advice must be sought from the appropriate safety advisers and risk assessments completed. Risk assessments must be regularly reviewed (no less than annually) to ensure they continue to be relevant to the work. It is the duty of the person responsible for supervising the work to ensure that assessments are made and are available and explained to those involved in the work.

Generic risk assessment forms can be found here;
www.admin.cam.ac.uk/offices/safety/risk/guidance.shtml

ii) Health and safety review

Within the Department a Health and Safety 'walk around' is undertaken once a year by the DSO, FSM and DS to identify any likely hazards. The results of the review are reported to the Safety Committee and any issues resolved.

The University Health and Safety Office undertakes a Health and Safety audit of Departments on a regular basis.

iii) Safety training

It is the aim of the Department that, by example and training, staff and students should be encouraged to develop an attitude of mind which accepts good safety practice as normal. All

having a supervisory role in the Department are expected so far as is reasonably practicable to identify and give warning of the hazards of their working environment to those who may be affected by them, and to take steps to ensure that health and safety will not be endangered. They must instruct persons under their supervision in safe working practices and endeavour to obtain their supervisees' commitment to a positive health and safety culture.

Depending on training needs, training may be acquired in house, arranged by supervisors, or by attending Health and Safety Office courses for staff and students. All safety training should be recorded in the individual's Safety Training Record.

4 Arrangements for specific risk areas/activities

The following areas/activities present identified significant risks in this Department: Access to these areas is restricted to authorised and suitably trained personnel. Where appropriate, groups have prepared safe working practice documents that supplement the University and Departmental policy documents.

a) Biological Safety Policy

The Department does not have a separate Biological Safety Committee. However, Biological Safety appears as a standing item on the agenda for the general safety committee meeting. This includes risk assessments for work with genetically-modified (GM) organisms.

i) Schedule 5 - Anti-Terrorism Crime and Security Act

Anti-Terrorism, Crime and Security Act 2001 Schedule 5 list of specified pathogens and toxins. Acquisition, storage and use of a specified form of an item on this list will require notification to the National Counter Terrorism Security Office (NaCTSO). It is a criminal offence to hold or work on a Schedule 5 toxin or pathogen unless certain physical security measures are in place.

<http://www.safety.admin.cam.ac.uk/files/hsd165b.pdf>

ii) Genetically Modified Contained Use (GM (CU))

Projects involving the use of genetically modified micro-organisms (GMMs) or genetically modified organisms (GMOs) must be adequately risk assessed by the end user in consultation with the BSO and reviewed by the Safety Committee in accordance with Genetically Modified Organisms (Contained Use) Regulations (GM (CU) Regs). In addition, certain work with GMMs and GMOs may require notification to the Health and Safety Executive (HSE) prior to commencement.

iii) Control of Substances Hazardous to Health (COSHH)

A BioCOSHH risk assessment is required by law for the possession or use of biological agents or hazards. Managers and principal investigators are responsible for BioCOSHH risk assessments. All workers including staff and students must be properly informed, trained and supervised to enable them to safely and competently perform the work.

iv) Specified Animal Pathogen Order (SAPO)

To work with a specified animal pathogen or a carrier of a specified animal pathogen at a laboratory in England, you must obtain a licence under the SAPO.

b) Work in Labs/Workshops - General

A risk assessment should be in place to cover all activities in laboratories and workshops. Suitable protective clothing/equipment should be identified and provided. No eating or drinking is permitted in laboratories or workshops.

i) Neurobiology Laboratories

The Department has a wet lab area on the 2nd floor of the Main Building this is a supervised area where research work on neurobiological techniques takes place routinely. Regularly reviewed risk assessments for procedures involving chemical and bio hazardous substances are in place in order to manage risks from exposure to these hazards in accordance with the Control of Substances Hazardous to Health Regulations 2002 and University Policy on Biohazards. In addition, Local Rules are being observed in order to minimise, as far as practicable, the release of chemical and bio hazardous waste to the environment.

Before commencing work in the Neurobiology Laboratory, all researchers are required to meet with the Neurobiology Laboratory Manager for an induction session during which they obtain a copy of the Neurobiology Laboratory Manual and discuss the Local Rules, including safety-related ones, contained in this document.

The BSO maintains a list of all substances used or produced in the Department that fall within the scope of the Regulations, together with hazard data sheets for those substances. Group leaders are expected to notify the DSO of additional substances not covered by the Department list, or to maintain their own collection of hazardous substances data.

Each Group Leader is responsible for carrying out an assessment of the risks associated with every proposed

research project before work commences. This assessment should be recorded on the approved University form, signed and dated and returned to the DSO.

The assessment document is a declaration that a risk assessment has been carried out and that no significant exposure to hazardous substances will occur under the conditions of the local safety rules or any extensions to them that have been adopted. The document should also contain a date for the next assessment of the project (which should be not more than one year later). The Group Leader must ensure that a re-assessment at an earlier date is carried out if the risks associated with a project change. The DSO should be notified of any changes.

People working in the 2nd floor neurobiology laboratories must wear appropriate personal protective equipment (PPE) as specified in the relevant risk assessment. For several procedures (e.g. working with ionising radiation) this may include eye protection. No food or liquids should be consumed in these laboratories.

Group Leaders must ensure that their staff are trained to handle, store and dispose of substances used in their group in a safe manner; that they are aware of the hazards associated with substances that they use and that they are familiar with any contingency plans. Hazards in the neurobiology laboratories fall into three categories: (i) biologicals (e.g. viral vectors); (ii) chemicals (including solvents); and (iii) cryogenics (e.g. dry ice, liquid nitrogen). Work involving agents that fall into these categories must be risk assessed, with risk assessments updated on a regular basis (e.g. annually) or when the manner of their use changes significantly.

The BSO organises the regular inspection and maintenance of equipment providing local exhaust ventilation such as fume cabinets. It is, however, the duty of the Group Leader to ensure that regular visual checks are made of the functioning of safety equipment.

ii) Work with radioactive substances

Any deliveries of radioactive substances are held in a locked cupboard until they can be transferred to the Supervised Area (Room 202) where research work with radioactive substances may take place. Regularly reviewed control measures are in place in order to keep potential radiation doses to researchers and others within the Department as Low as Reasonably Possible (ALARP). In addition, Best Available Techniques (BAT) are being observed in order to minimise, as far as practicable, the release of radioactive waste (quantity and activity) to the

environment, and minimise any radiation doses to members of the public.

Before commencing work with radioactive substances, all researchers are required to meet with the RPS of the Department in order to (i) discuss proposed work, (ii) arrange attendance at one of the University's courses on safe use of radioactive substances, (iii) obtain a copy of the Departmental Local Rules for the use of Ionising Radiation; and (iv) complete a risk assessment. A disclaimer agreeing to abide by these rules must be signed and handed to the RPS who will also conduct an induction session tailored to the needs of each new user of the Department's radiation supervised facility.

iii) Work with animals

Any staff or students who will be working with animals will be required to submit a health questionnaire to the Occupational Health Section. Work will only be permitted once clearance has been given. It is the supervisor's responsibility to ensure that clearance is obtained. Workers will be asked to complete an annual questionnaire on any symptoms they have experienced working with animals.

In addition, an induction session within the Animal Facility, including relevant H&S matters, will be provided to each individual before they are authorised to work with animals.

Training and risk assessments on specific procedures will be arranged by the relevant supervisor. PPE must be worn when working in the Combined Animal Facility and other animal houses in Cambridge (Phenomix lab, Addenbrooke's, Innes building).

It is imperative that individuals monitor any reaction they may have when working with animals (e.g. running eyes, skin rash, wheezing) and/or an abnormal response to a rat bite suggestive of an allergic reaction. Any concerns must be immediately raised with the DSO where further control measures, in consultation with Occupational Health, may be recommended.

iv) Work with human tissue samples

There are a number of governance and regulatory protocols which must be observed in relation to using human tissue in research (this includes blood, saliva, buccal samples, hair follicles or any other material containing human cells).

In particular a **record of consent** is required for each individual donor (unless the sample was provided before 1 September 2006 ie the date of the Human Tissue Act).

If human tissue is to be **stored** and the relevant research work has not been approved by the NHS Research Ethics Committee (www.nres.nhs.uk) then an individual licence under the HTA will be required (this has an associated cost).

Anyone intending to undertake research work involving human tissue in the Department should contact the Departmental Safety Officer in advance of starting work.

More information on the codes of practice concerning the use of human tissue together with generic donor consent and record forms can be found here;
www.safety.admin.cam.ac.uk/subjects/biologicals/human-tissue-act

v) Work in the Electronics Workshop

Only members of the Electronics Workshop are authorised to use these facilities. Risk assessments and training of his/her members of staff is the responsibility of the Workshop manager, who will report on H&S matters to the DSO.

vi) Lone working

Lone working arises whenever an individual's physical isolation from others exposes them to increased risk. A common sense definition might be whenever the individual is working out of earshot of anyone else, they are lone working. One of the primary sources of risk in lone working is the potential inability for an injured individual to summon First-Aid, or to raise the alarm (e.g. in the case of fire).

Every risk assessment should make explicit reference to whether the assessed activity is to be permitted under lone working conditions. In the case of office work (a low risk activity) the risk assessment provided by the DSO and DS should greatly expedite this process. However, for any laboratory work, careful consideration of worst-case lone-working scenarios is required for each activity that is risk-assessed. Particularly highlighted risks involve the use of sharps, autoclaves, fume cupboards, COSHH substances and machinery with accessible moving parts. However, many further hazards may be specific to a particular research topic or project. For example, one often-overlooked risk is associated with testing of human volunteer participants – which poses a threat to the investigator's, and indeed the Department's, security.

vii) Working Out of Office Hours (WOOH)

Lone working risks are particularly likely to arise, and any adverse effects may be exacerbated, when an individual is

working out of office hours (after 6.30 pm or before 8 am and at weekends/bank holidays).

In formulating the following policy, the Department recognises that its primary duty is the care of its employees. At the same time, it does not wish to put obstacles in the way of experienced staff who may wish to work out of hours. The guiding theme is therefore to accommodate the needs of industrious workers without compromising safety.

Working alone may present an unacceptable risk. This is true of jobs where the circumstances are such that a person could be injured or die before others knew their plight. The Department therefore recommends in general, that staff should not work alone. Some activities are however less hazardous than others. Book or computer work are activities that pose little risk to the individual.

Regardless of other rules, undergraduates, inexperienced staff and visitors may only work in the building in the presence of their supervisor. Group Leaders must make a judgement about the degree of experience of their staff.

Staff working alone, particularly for long periods 'out of office hours', are advised to;

- Alert the Security Section (01223 (3) 31818) to their potential vulnerability in the Department.
- Notify another person (e.g. family/friend) of each out-of-hours visit to the Department, location, contact number and the expected time of return.
- Carry a mobile phone.
- On arrival make contact with anyone else in the building, and notify them of your departure.
- If working in the Main Building, sign in on the white board by the Department Lecture Theatre (initials, room number where you are working, date) – erase this information when you leave or when normal working hours next commence, whichever is the sooner.
- **Note the out-of-hours emergency telephone number 01223 (3) 31818**
- Note the location of nearest fire exit and fire extinguisher.
- Avoid engaging in hazardous activities while lone-working

See the following website for further guidance;
www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd056m/hsd056m.pdf

viii) Driving at Work

Activities involving driving at work should be covered by a specific risk assessment which is the responsibility of the supervisor.

A generic guide can be found here;
www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd130m/hsd130m.pdf

NB: The vehicle used (whether owned or hired) must be safe and fit for purpose; own vehicles must be insured for 'business use'.

ix) Personal safety e.g. volunteers

Activities involving work with volunteers should be covered by a risk assessment which is the responsibility of the supervisor. Security of staff and the work place is a key consideration.

x) Other common workplace hazards

Manual handling/lifting equipment

Consideration should be given prior to moving heavy loads.

Advice can be found here;
www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd149p/hsd149p.pdf

If you need assistance call on the Department's Teaching Technicians who also have access to trolleys and sack barrows etc.

Noise

Excessive noise must be reduced where possible by engineering controls of other practical measures. Staff, students and visitors will be provided with hearing protection if noise exposure cannot be reduced and health surveillance put in place.

Display Screen Equipment

Information on working with computer screens and other display screen equipment is included in the Department's induction pack. Anyone requiring a DSE assessment should contact Kayleigh Paske (kjp37@cam.ac.uk). An annual reminder is also issued to everyone in the Department.

Pressure equipment

Anyone using pressure equipment should do so under the University's code of practice which can be found here;
www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd046p/hsd046p.pdf

Gas cylinders

Anyone using gas cylinders should do so using the University's compressed gas user guidance which can be found here; www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd032c/hsd032c.pdf

Work Equipment/Machinery

Work equipment is any equipment or machinery which is used by an employee at work. Therefore the range is extremely wide and covers everything from spanners, photocopiers, vehicles and even tower cranes. Risks to worker's health and safety from the supply and use of work equipment, including employee's own equipment if used at work, must be properly controlled and comply with the relevant legislation. It is the supervisor's responsibility to ensure that the equipment is suitable for the intended use, safe and maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case. Inspections should be carried out by a competent person. The equipment should only be used only by people who have received adequate information, instruction and training. The equipment should be provided with suitable safety measures e.g. suitable guards, protective devices etc. All appropriate markings and warnings should be in place and personal protective equipment provided where appropriate. A specific risk assessment and standard operating procedure should be provided where the risks relating to the equipment are high.

Working at height

Working with ladders and other access equipment can be a hazardous operation. Risks can be minimised if staff are aware of the risks. The University provides helpful guidance; www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd012p/hsd012p.pdf

5 Arrangements regarding accidents and emergencies

a) Emergency assistance/First aid

Contact numbers for First Aid and 'out of hours' security assistance are found on the back of each door:

First Aid: To summon a First Aider telephone Reception on 01223 (3)33550. If Reception is closed, telephone the University Security Office on 01223 (3)31818.

University First Aiders: A list of University First Aiders can be found here; www.admin.cam.ac.uk/cam-only/offices/safety/firstaid/list.html

Security: To contact University Security telephone 01223 (3)31818.

The Department has a defibrillator in the Main Building; call Reception for assistance.

b) Evacuation in the event of an emergency

Evacuation follows the standard fire evacuation procedure, involving the triggering of an alarm and local area clearance by Fire Wardens. Alarms are tested regularly.

Evacuation drills are held annually and documented by the Fire Safety Manager, in line with current University Policy.

c) Reporting of accidents and incidents

All accidents whether they involve injury or not (including near accidents) must be reported to the DS and an accident report form must be completed. The relevant form can be found here; www.admin.cam.ac.uk/cam-only/offices/safety/accidents/forms.html

Appendix 1

Check the Departmental resources area of the website for any updates;
www.psychol.cam.ac.uk/staffinfo/health-and-safety/hands

Department of Psychology Designated Safety Personnel

| Role | Name | Location | Office 'phone | E-mail |
|---|----------------|---|---------------|-------------------|
| Departmental Safety Officer (2016/17) | Jeff Dalley | Room 215, Main Building, D10E, Downing Site | ext 65291 | jwd20@cam.ac.uk |
| Fire Safety Manager (Main Building, Craik Marshall Building) | James Glasberg | Room 4, Main Building, D10E, Downing Site | ext 66484 | jg286@cam.ac.uk |
| Biological Safety Officer & Radiation Protection Supervisor (Main Building) | Jeff Dalley | Room 215, Main Building, D10E, Downing Site | ext 65291 | jwd20@cam.ac.uk |
| Radiation Protection Supervisor (Innes Building) | Hannah Clarke | Innes Building, West Cambridge | ext 39012 | gjh41@cam.ac.uk |
| Departmental Secretary | Kate Stacey | Room 100a Main Building, D10E, Downing Site | ext 33936 | ks298@cam.ac.uk |
| First Aiders | James Glasberg | Room 4, Main Building, D10E, Downing Site | ext 66484 | jg286@cam.ac.uk |
| | Greg Davis | Room 307, Main Building, D10E, Downing Site | ext 65231 | gjd1000@cam.ac.uk |
| | Alex Drew | CAF, Main Building, Main Building, D10E, Downing Site | ext 3550 | ad613@cam.ac.uk |
| | Natasha Mead | Room 311, Craik Marshall Building, Downing Site | ext 67508 | nf262@cam.ac.uk |

Appendix 2

*Check the Departmental resources area of the website for any updates;
www.psychol.cam.ac.uk/staffinfo/health-and-safety/hands*

Department of Psychology Safety Committee

Membership

Chair; Departmental Safety Officer, Professor Jeff Dalley (for 2016/17)

Secretary; Departmental Secretary (Ms Kate Stacey)

Members; Head of Department (Professor Trevor Robbins)

Biological Safety Officer (Professor Jeff Dalley)

Radiation Protection Supervisor (Professor Jeff Dalley)

Fire Safety Manager (Mr James Glasberg)

First Aider (Mr James Glasberg)

Laboratory Technician (Mr Colin McKenzie)

Senior Animal Technician, Innes Building (Mr Colin Windle)

Health and Safety Office Representative (Ms Linda Hinton-Mead)

School of Biological Sciences Safety Officer (Mr Mark Elsdon)