HEALTH AND SAFETY POLICY FOR THE FACULTY OF DIVINITY
2021-2022

Updated 14 April 2021

THE UNIVERSITY

The **University's Health and Safety Division** is housed at Greenwich House, Madingley Rise. The contact number for that Office is: (3)33301.

The **University Fire Officer** can be reached on (3)37822.

After hours, the **University Security Control Centre** should be informed of problems relating to intruders and alarms:
Routine   31818
Emergency   101

The police can be contacted, if necessary, at the following numbers:
Routine   (9) 358966
Emergency   (9) 999

For further information about the **University's Health and Safety Policy**, please see the Health and Safety Division's website at:
http://www.admin.cam.ac.uk/offices/safety/
In particular see:
http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd134b/index.html
http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd136b/index.html
http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd122m/index.html
http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd150m/index.html

THE FACULTY

Health and Safety Objectives

The Faculty of Divinity is committed to managing Health and Safety issues in accordance with statutory requirements and the University's Health and Safety policy.

The Faculty's policy is to provide and maintain clean, safe and healthy equipment, working conditions and systems of work for all employees, students and others who enter the Faculty building; to provide such information, training and supervision as are needed for this purpose; and to manage risk through risk assessment.

Aim
By implementing this policy our aim is not only to avoid accidents and ill health, but also to encourage a creative and productive workplace.

Responsibility
All who enter the Divinity Faculty building, including students and visitors, have a responsibility to take reasonable care of themselves and of others. To achieve a healthy and safe workplace, all must make themselves aware of hazards and risks, where necessary deal with them, and report incidents.

LOCAL ARRANGEMENTS

I.   INDUCTION

♦   All new **members of staff** are inducted into all Faculty procedures (including safety), as well as being required to attend a University-wide induction day, where a manual including relevant information is given.

♦   All new **students** attend an induction day – Postgraduate students on the first Tuesday and Undergraduates on the first Wednesday of every Michaelmas Term. This induction includes instructions about safety. Every new student will be sent an email to give them the web link to this policy.

♦   **Visitors** unfamiliar with the Faculty would normally report either to the Facilities Management Team or to the Faculty Office, but are not given specific instructions about safety.

♦   **Visiting contractors** have to complete a form concerning health and safety and are told about safety issues. These forms are kept by the Facilities Management Team.

Since the Faculty is a 'public' building there is no way of controlling access to all parts of the building should visitors not report officially to a member of staff. A copy of this policy is therefore placed in a prominent position on the notice board in the main entrance hall of the Faculty building, as well as in the Faculty Library. Copies will also be placed in the common rooms, the Main Office and the Facilities Office.

II.   BUILDING AND SAFETY COMMITTEE

The Faculty has an Operations and Resources Committee which meets once per term and deals with health and safety if needed. This Committee reports to the Faculty Board which receives its minutes and also considers matters of health and safety. The minutes can be obtained from the Administrative Officer.

III.   FACULTY SAFETY OFFICERS

♦   The Chairman of the Faculty Board is the Faculty Officer with overall responsibility for safety.

♦   The Administrative Officer is the Faculty's Safety Officer (763017).

♦   Administrative Officer is the Fire Manager (763017) with the Facilities Management Team.

IV.   FIRE

The **Fire Manager**, who has delegated responsibilities for fire safety in the Faculty is the Administrator (763017).

The Fire Manager's duties are in liaison with the Facilities Management Team:
•   to instruct fire wardens in the basic use of fire extinguishers on induction or at the beginning of the academical year
•   to ensure that a notice of action to be taken in the event of a fire is prominently displayed in every room, and to check this once a year
•   to test the fire alarms on a weekly basis
•   to organise a fire drill every year
•   in the event of a fire to ensure, through deployment of the Fire Wardens, that everyone leaves the building safely.

Fire Wardens

There is one Fire Warden for each floor. He or she has lists of those with offices on that floor, has a master key, and is responsible for ensuring that everyone is evacuated from that floor in the event of an emergency and during fire drills.

Basement: Chief Secretary and Graduate Secretary (63002)

Ground floor: Facilities Management Team (63001)

First floor: Administrative Assistant (63115)

Second floor: Faculty Librarian and Senior Library Assistant (63043)

Fire Exits
All fire exits are indicated by the internationally-agreed sign. The Assembly Point in the event of an evacuation of the Faculty building is **between the Faculties of English and History.** If you need to leave the building through the rear garden, please go immediately through the side gate, where you can break the glass to obtain the key. **DO NOT USE THE LIFT** in an emergency, UNLESS you are a wheelchair user.

The exit procedures for the different floors of the Faculty building are as follows:

Basement   -   Through the fire escape door beside Room 5 and up steps to main concourse area
                    -      Up main staircase and out of front door or into garden

Ground floor   -   Through front door
                    -      Into rear garden and out of side gate

First floor   -   Down fire escape steps by Room 7
                    -      Down main staircase and through front door or through emergency exit doors into garden

Second floor   -   Down fire escape staircase
                    -      Down main staircase and through any of the exits listed above

Training is provided by the University's Health and Safety Office for all those involved in Health and Safety issues. Records of attendance at training sessions are kept by the individuals concerned and should be notified to the Faculty Administrator.

No lighted candles or other naked flame are permitted in the building.

V.   FIRST AID

If first aid is needed, the nearest University First Aider should be summoned. All members of the Facilities Management team in the building are first aiders. A list of Site First Aiders is kept by the Facilities Management Team and the Faculty Offices.

The Facilities Management Team holds a first aid box containing only agreed first aid material; there is also one located in the Faculty Office, the kitchen and the library. The Facilities Management team are responsible for keeping them checked and stocked.

A notice giving the location of first aid boxes is displayed in the entrance hall.

VI.   HAZARDS AND RISKS

It is the responsibility of all staff, students and visitors to be aware of workplace hazards and risks; to identify precautionary measures; and either to remedy or to report them.

The Facilities Management team carries out informal daily risk assessment. The Facilities Management team are responsible for ensuring that all equipment other than IT-related equipment is properly maintained. The Computer Officer is responsible for ensuring that all IT equipment is properly maintained, and keeps an inventory of all IT equipment. The Administrative Officer keeps a close eye on the building to ensure that there are no hazards.

Display screen equipment is regularly monitored by users (who have copies of the University's VDU booklet) and by the Computer Officer.

The risks of manual handling are assessed on a regular basis by the Librarian and the Facilities Management Site Supervisor. They have received training and manuals on this topic.

Portable electrical appliances are tested annually. Anyone who brings electrical items into the Faculty must have them PAT checked before use.

The **Occupational Health Service** is contacted if work-related health problems are experienced.

Examples of possible hazards and risks. This list is not exhaustive, nor is its order significant.

	HAZARD	PRECAUTION
1	Trailing wires	Check and avoid; cover temporarily
2	Smoking	Smoking is not permitted in the building; ash bins are provided outside
3	Cleaning materials	Check usage instructions; avoid using if not required to do so
4	Computers	Avoid spending too long at the screen; look away from the screen at regular intervals
5	Work-related limb disorders	Change position of arms/legs frequently; take breaks and move about
6	Lifting objects	Assess task and requirements Avoid if you can; if not, ask for help
7	Roof garden	Not for student use. Caution needed near the railings
8	Accessing high shelves	Use mobile steps - obtainable from the Faculty Office
9	Working alone/security	Aim to avoid working alone in the building, but if such work is necessary, let others know that you are there
10	Avoiding Trips and Slips	Sensible footwear must be worn at all times so that injuries to bare feet are avoided, such as cuts etc which could lead to infection. The Custodians keep an eye on the flooring to ensure that trip hazards (e.g. loose carpet tiles are fixed).
11	Food hygiene	Please keep the kitchen and other areas where food is stored tidy. Wash up all items used for eating and drinking every day, and clean up all spills immediately. Do not store food in the Faculty beyond its expiry date. See http://www.admin.cam.ac.uk/cam-only/offices/safety/food/ for the University's Food safety policy

12	Toilets	Make sure that towels are not dropped on the floor.
13	Alcohol	Alcoholic drinks may only be consumed at official Faculty functions or with the permission of the Chairman of the Faculty Board or his/her deputy.
14	Pets	Pets are not allowed in the building. Guide dogs are permitted.
15	Working away from the Faculty	Risk assessments should be undertaken for work and travel away from the Faculty.
16	Children	Children are allowed to enter the building for short periods provided that they are supervised and accompanied at all times by an adult who will take responsibility for them. It is not appropriate to have children present during teaching or supervision.
17	Covid	All staff have to complete a risk assessment, and all those who enter the building have to comply with rules such as sanitizing hands and social distancing.

See http://www.admin.cam.ac.uk/cam-only/offices/safety/food/ for the University's Food safety policy.

Reporting

ALL incidents, however major or minor, MUST be reported to the University Health and Safety Division - (3)33301 via their on line system. *Reporting accidents is required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. (References: HS(R)23 Guide to RIDDOR; HSE 11 Reporting an injury or a dangerous occurrence).* For all further information, contact the University Health and Safety Division ((3)33301)

EXAMPLES OF POSSIBLE INCIDENTS.

This list is not exhaustive.

TYPE OF INCIDENT	WHAT TO DO
Death or serious incident	Telephone University Health and Safety Division as soon as is practically possible.
Dangerous occurrence ('near miss')	Telephone University Health and Safety Division as soon as possible. Leave the location of the incident as intact as possible so that it can be examined, if necessary, by the Health and Safety Inspectorate.
Work-related illness	Report to University Health and Safety Division and to HR if away for more than three consecutive days (including weekends and bank holidays).
Minor accident	Please hand completed Accident form to DSO.

SUMMARY OF WHOM TO CALL IN AN EMERGENCY

Facilities Team	(7) 63001/ (7) 65006
Faculty Office	(7) 63002
Administrator	(7) 63017
University Safety Office	(3) 33301
University Fire Officer	(3) 37822
University Security Control Centre	(3) 31818 (Emergency: 101)
Police	(9) 358966/ (9) 999

APPENDIX 1: SAFE USE OF COMPUTER EQUIPMENT

Employers are required by legislation to provide a safe working environment, and to ensure all equipment provided is suitable. In addition, employees are required to use the equipment safely and sensibly, and to seek help or advice if required.

On behalf of the Faculty's Health & Safety Committee, the Computer Officer has prepared this paper on the safe use of computer equipment. It is based on the Health and Safety Executive's (HSE) document *Working with VDUs*. Despite its name, this document deals with the use of much more than simply a screen, and this paper follows the HSE's lead in offering advice and tips for your whole workstation area, as well as posture and arrangement of equipment in the office.

Am I at risk?

Visual Display Units (VDUs) have been blamed -- often wrongly -- for a wide range of health problems. In fact, only a small proportion of VDU users actually suffer ill health as a result of their work. Where problems do occur, they are generally caused by the way in which VDUs are being used rather than the VDUs themselves. So problems can be avoided by good workplace and job design, and by the way you use your VDU and workstation.

What about RSI?

Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted VDU work. 'Repetitive strain injury' (RSI) has become a popular term for these aches, pains and disorders, but it can be misleading, as it means different things to different people. A better medical name for this whole group of conditions is 'upper limb disorders'. Usually these disorders do not last, but in a few cases they may become persistent or even disabling.

How can I avoid these disorders?

Problems of this kind may have a physical cause, but may also be more likely if a VDU user feels stressed by the work (see next question). If you get aches or pains, you should alert your supervisor or line manager.

Problems can often be avoided by good workplace design, so that you can work comfortably; and by good working practices (like taking frequent short breaks from the VDU). Prevention is easiest if action is taken early, before the problem has become serious. If you need help with this, see the Computer Officer as soon as possible.

How can I reduce stress when working with my computer?

People who use a VDU sometimes complain of stress, but this usually arises from increased pace of

work or pressure to meet deadlines, not the VDU itself. Some VDU workers find stress reduced because the VDU makes their job easier or more interesting, but for others stress becomes worse. This can happen when a system does not work well, or when the user does not feel in control or competent to operate it. If this is the case, see the Computer Officer as soon as possible.

What about eyesight problems?

Extensive research has found no evidence that VDUs cause disease or permanent damage to eyes. But long spells of VDU work can lead to tired eyes and discomfort. Also, by giving your eyes more demanding tasks, it might make you aware of an eyesight problem you had not noticed before. You and your employer can help your eyes by ensuring your VDU is well positioned and properly adjusted, and that the workplace lighting is suitable. Employers are legally obliged to arrange and pay for an eye and eyesight test if asked (but not for any resulting lenses or glasses, consumables or other equipment), so ask for one if you still think there is a problem.

What about contact lenses or bifocals?

The heat generated by computers and other equipment can make the air seem drier, and some contact lens wearers find this uncomfortable. If you have this problem but don't want to change to spectacles, you can try blinking more often or using tear-substitute drops. Where the air is dry, employers can help by taking steps to increase the humidity.

People with bifocal spectacles may find them less than ideal for VDU work. It is important to be able to see the screen easily without having to raise or lower your head. If you can't work comfortably with bifocals, you may need a different type of spectacles. Consult your optician or doctor if in doubt.

What about headaches?

Headaches may result from several things that occur with VDU work, such as:

- ♦ screen glare;
- ♦ poor image quality;
- ♦ a need for different spectacles;
- ♦ stress from the pace of work;
- ♦ anxiety about new technology;
- ♦ reading the screen for long periods without a break;
- ♦ poor posture; or
- ♦ a combination of these.

Many of these things can easily be put right once the cause of the problem has been found, so don't be afraid to ask for help if you think one or more of these may be affecting you.

When should I take screen breaks?

Although legislation says you should take regular breaks from the screen, it doesn't say when or for how long. However, it does recommend that you take a break from your screen for at least ten minutes after not longer than seventy minutes of use.

Taking a screen break means actually moving away from your screen, perhaps to get a cup of tea, or do some other sort of work. Simply sitting in front of your screen but doing something else is not

sufficient: you must actually move away from it.

What about laptops and portable computers?

Laptops and other portables have to be compact and easy to carry. The resulting design features, like small keyboards, can make prolonged use uncomfortable, unless steps are taken to avoid problems, e.g. by using a docking station, or a full-size external keyboard. Ask the Computer Officer for advice if you think this will help.

It is best to avoid using a portable on its own if full-sized equipment is available. And like other VDU users, people who habitually use a portable should be trained in practices that minimise risks.

Such practices includes sitting comfortably, angling the screen so it can be seen clearly with minimal reflections, and taking frequent breaks if work is prolonged. Wherever possible, portables should be placed on a firm surface at the right height for keying (which despite the name 'laptop' is generally not your lap!).

What about the mouse?

Intensive use of a mouse, trackpad, or similar pointing device may give rise to aches and pains in the fingers, hands, wrists, arms or shoulders. This can also happen with a keyboard, but mouse work concentrates activity on one hand and arm (and one or two fingers), and this may make problems more likely. Risks can be reduced by adopting a good posture and technique.

Try to limit the time you spend using the mouse. Take frequent breaks — even short pauses to relax your arm can help, as can spells using the keyboard or doing non-computer work.

Place the mouse close, so it can be used with a relaxed arm and straight wrist. It can help to support your arm, for example on the desk surface or arm of a chair. If you still find using the mouse awkward, you could try a different shaped or sized one, or another device such as a trackpad.

See the Computer Officer if you need advice on use of the mouse or other pointing advice, or if you think changing the type of device you use might help.

Are you sitting comfortably?

♦ Make sure you have enough work space to take whatever documents or other equipment you need.

♦ Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.

♦ Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights.

♦ Adjust curtains or blinds to prevent unwanted light.

♦ Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.

♦ Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Using a keyboard

♦ Adjust your keyboard to get a good keying position. A space in front of the keyboard is

sometimes helpful for resting the hands and wrists when not keying.

♦ Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

♦ Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.

♦ Support your forearm on the desk, and don't grip the mouse too tightly.

♦ Rest your fingers lightly on the buttons and do not press them hard.

Using a screen

♦ Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.

♦ Make sure the screen surface is clean. Special screen-wipes are always available in the Faculty Office.

♦ In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).

♦ Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

♦ Don't sit in the same position for long periods. Make sure you change your posture as often as practicable.

♦ While some movement is desirable, you should avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).

♦ Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them.

♦ If there are no such natural breaks in your job, your employer should plan for you to have rest breaks.

♦ Frequent short breaks are better than fewer long ones.

The following link contains advice on working from home:

https://www.safety.admin.cam.ac.uk/system/files/hsd203p.pdf

Conclusion

We do our best to provide you with suitable equipment in a safe environment. If you are at all unsure about any of the things raised above, see either the Administrative Officer (for non-technical questions), or the Computer Officer (for technical matters). Both will be happy to talk over your

working environment with you, and offer advice and help with safe working in Divinity.

Mr D Goode

Here is a link to the DSE self-assessment. Hard copies are held in the Faculty Office if anyone would like one.
http://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist

Risk Assessment Document for Manual Handling; Possible problems, level of risk & policies to avoid the problems occurring.

1. Repetitive shelving or carrying of books causing strain or injury

LOW RISK

a. Shelving is shared among the members of staff, so no one person has the whole job every day.
b. Book shelving is performed periodically and not as a continuous activity.
c. Trolleys are used when large quantities of shelving or book moving need to be achieved. Aisles are sufficiently wide to allow trolleys to be moved near to the shelves.
d. Trolleys are pushed not pulled and are not overloaded.
e. Books are not too tightly packed, especially on high shelves, so as to avoid unnecessary pushing of items, or pulling a book causing a whole row to tumble.
f. All members of staff have read appropriate guidelines on safe practice.

2. Reaching and stooping when shelving or shelf-tidying

LOW RISK

a. Kick stools are used both for mounting, in order to reach higher shelves, and for sitting, to deal with lower.
b. Members of staff use a different foot to step onto kick stools if repeating the action several times in a row.
c. There are no very high shelves in the Library, either on the main floor or the mezzanine.
d. Members of staff wear low-heeled shoes.
e. Members of staff bend their knees to reach a lower shelf (keeping the back straight) rather than bending over from the waist.

3. **Carrying books**

LOW RISK

a. Only a few books are carried at a time.
b. A large proportion of the stock that is regularly used, and therefore needing to be regularly returned to the shelves, consists of smaller or paperback books.
c. Members of staff keep the books close to the body when carrying.
d. The floors are carpeted to avoid slippery surfaces.
e. Because the staircase is not carpeted, extra caution is advisable in case the steps are wet. Books should not be carried up the stairs until it is certain they are dry.

4. Strain from actions at issue desk

LOW RISK

a. Members of staff alternate responsibility for the issue desk.
b. Members of staff may sit or stand, and are able to move position easily.

c. The seat is raised so that the member of staff can interact without continual upward bending of the neck towards readers who are standing at the counter.
d. Members of staff use a scanner, the RFID work pad, or alternatively type in barcodes. The counter is long to accommodate easy movement of books.

5. Handling/carrying large parcels of books arriving from suppliers

LOW RISK

a. Library staff, or custodial members of staff bring the book parcels up to the Library on a barrow and leave the box in a convenient place for it to be unpacked.
b. Books are removed from the package one by one.
c. If further movement of the box is required, it is slid along the floor in preference to picking it up and carrying it.

6. Handling very heavy books

LOW RISK
a. There are very few exceptionally large or heavy books in the Library.
b. Members of staff ask for help from each other and custodial staff. They assess the risk sensibly before moving any heavy item.
c. Some heavier items are in sections 2, 6, and 7; in addition, a few older books in the archive room, which are rarely moved.

General points
a. All members of staff take care of their general health and maintain a sufficient state of physical fitness so that the physical aspects of the job are not onerous.
b. All members of staff are well informed about potential issues, and are aware of the dangers in manual handling, so that unnecessary risks are avoided.
c. There have been no recorded injuries from manual handling in the Divinity Faculty Library.

Dr Gresser, Librarian