

August 2019



UNIVERSITY OF
CAMBRIDGE

Faculty of Music

Health and Safety Policy

*To be circulated (without appendices) to all members of staff,
and to be published (in full) on the internal section of the Faculty's website at
<https://www.mus.cam.ac.uk/current-students/policies-and-information>*

*To be read in conjunction with the University's current Health and Safety Policy, to be found at
www.admin.cam.ac.uk/offices/safety/*

To be reviewed annually, including appendices, by the Health & Safety Officer and Head of Department

Policy drafted by Sue Round (on behalf of Dave Scott, Departmental Safety Officer) in 2013 with the assistance of the Health and Safety Division and Fire Safety Office, and approved by Faculty Board.

1. General Policy

1.1 Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from work activities;
- To consult with Faculty members on matters affecting their health and safety;
- To ensure safe handling and use of substances and equipment;
- To provide information and instruction for Faculty members;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

1.2 The Health and Safety Policy of the University of Cambridge states that:

“Every individual in the University is responsible for:

- take care of their own health and safety
- not compromising the health and safety of other individuals
- not interfering with equipment provided for safety
- familiarising themselves with University Health and Safety Policy
- Complying with University and departmental requirements in matters such as attending training and wearing personal protective equipment.”

(Health and Safety Policy, University of Cambridge, September 2013)

Signature of Head of Department:

Ian Cross, Chairman, Faculty Board of Music

2. Arrangements

- 2.1 Overall and final responsibility for health and safety is that of the Chairman of the Faculty Board.
- 2.2 The Chairman will delegate most of her/his duties in this respect to the Faculty Safety Officer/Fire Safety Managers. Fire Wardens are also appointed (see [Appendix 4](#)).
- 2.3 The Faculty Safety Officer/Fire Safety Managers shall be appointed in writing. A copy of the most recent appointment letter (giving full details of the duties involved) is retained by the Faculty Safety Officer.
- 2.4 All members of the Faculty are required to follow any health and safety instructions as given by the Chairman of the Faculty Board, the Faculty Safety Officer/Fire Safety Managers and Fire Wardens (for example, with regard to evacuating the building in the event of a fire practice).
- 2.5 The Standing Committee receives reports from the Departmental Safety Officer and reviews and approves local policy and procedure on behalf of Faculty Board.
- 2.6 Information on reporting and recording of accident and incidents can be found on the University's Safety Office website <http://www.safety.admin.cam.ac.uk/subjects/accidents-incidents> Accident and Incident Report Forms are also kept by the Custodians.
- 2.7 Health and safety issues which come to light on an informal daily basis should be brought to the attention of the Faculty Safety Officer/Fire Safety Managers. A formal inspection of each location and its equipment is carried out during the summer by a committee consisting of the Chairman, the Faculty Safety Officer/Fire Safety Managers, and the Faculty Manager. The findings are reported to the Operations Committee, with any remedial action noted by the Faculty Board and thus minuted.
- 2.8 **Induction**
 - 2.8.1 All members of staff are taken through the induction process by the Faculty Manager/Faculty Safety Officer on their first day at work, with information about hazards, risks, control measures and training opportunities given as necessary ([Appendix 2](#)). Assistant staff are expected to attend a University induction session organised by the Personal and Professional Development team (PPD). Records of this are kept by the Faculty Manager. Training opportunities should also be discussed at appraisals.
 - 2.8.2 Students are informed of the Faculty's Safety, Security and Emergencies procedures at the Induction sessions given to new students at the start of each academic year. This information can also be found under the Current Students/Policies and Information section of the Faculty website.
- 2.9 **Visitors**
 - 2.9.1 Visitors to the Faculty building will not be given any health and safety training as such; however, information notices warning of what to do in the event of a fire will be found in all rooms of the Faculty.
 - 2.9.2 Stewards at Concert Hall events will be informed of fire regulations by the Custodian ([Appendix 6](#)).
 - 2.9.3 Faculty members are responsible for the health and safety of their own visitors.
 - 2.9.4 University cleaners and workmen, and external contractors must make themselves known to the Custodian on arrival.

2.10 Assessment of risks

2.10.1 Details of areas that are to be assessed on a regular basis can be found in [Appendix 3](#). These assessments are reviewed formally on an annual basis by the Chairman and the people involved, and revised if necessary. However, review and/or revision may be required at earlier intervals because of changes in circumstances of staff, location or scope of work, accidents or ill health. It is the duty of all concerned to instigate such revisions.

2.10.2 Fire Risk assessments are undertaken by the University Fire Safety Office.

2.11 Protective clothing

Where the assessment determines that protective equipment or clothing is required, sufficient funds will be made available to provide this. All such equipment or clothing must be kept and used appropriately and replaced as required.

2.12 Equipment testing

Routine testing and inspection of all portable electrical equipment belonging to the Faculty is carried out by the Health and Safety Division on an annual basis. H&SD keep these records. There are inventories of Faculty equipment where dates of checks and calibrations are recorded. Staff wishing to bring, at their own risk, their personal untested portable equipment for use in the Faculty must check with the Health & Safety Officer before doing so.

3. Accommodation

The Faculty of Music is situated in the Concert Hall and 11 West Road, on the Sidgwick Site. Accommodation at 11 West Road is shared with the editorial staff of Early Music and Music and Letters. These departments are expected to follow the guidelines set out in this policy. Health, safety or welfare matters involving the fabric of the building or services are dealt with by EMBS.

4. Fire Safety

4.1 The main control panel is located in the entrance hall of 11 West Road.

4.2 The Chairman must appoint Fire Safety Managers and Wardens (for details of arrangements for FSM, wardens and deputies, reviewed each July, see [Appendix 4](#).) The latter are responsible for arranging (with others) the weekly testing of the system and the regular fire evacuation drills.

4.3 After any evacuation of the building (whether after a practice or an actual incident), the Fire Safety Managers and the Fire Wardens shall hold a meeting to discuss any issues raised. These findings shall be reported, where necessary, to the Faculty Board (and thus minuted).

4.4 Training and refresher training for managers, wardens and staff is carried out by the University Fire Safety Office at intervals not exceeding 2 years. Records of this training are held by the DSO. The fire safety logs must be maintained.

4.5 Smoking is not permitted anywhere in the Faculty of Music.

5. First Aid

The Custodians are trained as First Aiders.

A First Aid box is located in the custodians' office.

First Aid incidents will be logged using the Accident Report Forms kept by the Custodian. All incidents will be reported to the University's Health and Safety Division by the Safety Officer.

Emergency procedures – contacting Security

The Custodian should be the first port of call when Security is required. However, in order that Security can be contacted when the Custodian is not present, all staff will be made aware of the 'phone numbers of the University Security Control Centre – 101 for emergencies and 31818 for routine matters. All telephones should bear a sticker with the relevant numbers: the Custodian will check these when phones are issued, and on annual room inspections.

6. Staff and students working away from the Faculty

It is the personal responsibility of staff and students working away from the Faculty to take all necessary precautions for their trip. If travelling overseas they must ensure that they have adequate personal health insurance and have obtained the vaccinations necessary for their stay abroad. If necessary an appropriate risk assessment should be carried out. Students should discuss their trip with their Supervisor and College nurse if necessary. Anyone working overseas is advised to obtain a copy of the Department of Health's 'Health Advice for Travellers', available from the website at:

<http://www.dh.gov.uk/en/index.htm>, and to consult the Foreign and Commonwealth Office website: <http://www.fco.gov.uk/en/travel-and-living-abroad/>

7. Serious Incidents

The University Security Office provides Guidelines for Serious Incidents; this document is stored in the Fire Services Security Box (lobby, Old House). In the event of a serious incident (for example suspicious package, serious fire, explosion) the Fire Safety Managers will, with the assistance of the Guidelines, liaise with the Incident Controller (Faculty Manager) and University Security regarding appropriate action.

8. Reporting of incidents

Incidents will be reported as follows:

- 9.1** First Aid see section 5
- 9.2** Fire see Appendix 4
- 9.3** Other accidents see section 5
- 9.4** Health problems resulting from computer use (or other work activities) – reported to Faculty Manager who will inform Occupational Health Service.
- 9.5** Security incidents see section 8

After an incident has been recorded, an investigation will be arranged by the Health and Safety Officer/Fire Safety Managers, to minimise the chance of reoccurrence. To comply with the law, incidents will be reported to the University Health and Safety Division, who will in turn report to the Health and Safety Executive.

HEALTH AND SAFETY POLICY

APPENDICES

1. Personnel and Officers with Health and Safety responsibilities as of September 2019
2. Staff Induction
3. Risk Assessments
4. Fire Safety, Security and Emergencies
5. Serious Incident Policy
6. Stewards at Concert Hall events

APPENDIX 1

Personnel and Officers with Health and Safety responsibilities as of September 2019

- Overall and final responsibility for health and safety is that of the Head of Department
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Faculty Safety Officer
- To ensure health and safety standards are maintained/improved, deputies and wardens also have responsibility

Chairman of Faculty Board &
Head of Department

Prof Ian Cross

Faculty Safety Officer

Anthony Brice

Fire Safety Managers

Darren Douglas, Russell Pearson, Dave Plimmer

Fire Wardens: **see Appendix 4a**

APPENDIX 2

Staff Induction

Induction to include:

- Tour of building
 - Fire alarm system
 - Fire exits
 - Evacuation procedure and assembly point
 - Action in case of fire
 - Identity of Fire Safety Managers and wardens
 - Identity of Faculty Safety Officer
 - Accident reporting
 - Location of first aid boxes and details of first aiders
 - Safe working with computers
 - Manual handling (where relevant)
 - Lone working
 - Security procedures
 - Reporting of safety concerns
 - Further risk assessment information relevant to the job
 - Issuing of Faculty Health and Safety Manual
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APPENDIX 3

Risk Assessments

HAZARD: Something with the potential to cause harm

RISK: The severity and likelihood of potential harm from the hazard

EXTENT OF RISK: Details of personnel possibly affected by hazard

Severity	Likelihood
Very high	Very likely
High	Likely
Moderate	Quite possible
Slight	Possible
Nil	Not likely

The following assessments to be carried out and reassessed each August/September with Safety Policy update, and **a reminder sent to all staff to check relevant assessments:**

General

- 1 Use of computers
- 2 Hazardous substances/waste handling and transport
- 3 Slips, trips and falls
- 4 Manual handling
- 5 Electrical safety
- 6 Lone working
- 7 Use and storage of hazardous materials
- 8 Use of kitchens
- 9 Storage of office and library equipment
- 10 Working at height
- 11 Handling money
- 12 Opening mail
- 13 Stress
- 14 Pregnancy at work

West Road Concert Hall

Outreach:

- 1 Sutton Trust Summer School
- 2 CaMEO (Cambridge Music Education and Outreach Group)

RISK ASSESSMENT FORMS

GENERAL

<i>RISK ASSESSMENT (1)</i>	<i>Use of computers</i>
HAZARD	Overuse or incorrect use of computer work stations
RISK DETAILS	Repetitive strain injury to arms; back problems; eye problems; and others outlined in University Guidelines (see below)
EXTENT OF RISK	All users of VDUs
SEVERITY OF RISK	Slight to moderate
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	<ol style="list-style-type: none"> 1. Ensure that all staff are issued with the University's Guidelines: 'Working safely with display screen equipment'. Information poster to be displayed in Student Computer Room. 2. Provide suitable chairs and mouse mats for all computer work stations, with wrist pads and foot rests if needed. 3. Encourage staff to take regular breaks from computer work, and to complete VDU self-assessment on Induction.
ASSESSMENT reviewed	Libby Jones – August 2019

<i>RISK ASSESSMENT (2)</i>	<i>Hazardous substances/waste handling and transport</i>
HAZARD	Harmful substances in waste bins and skips; biological waste; cleaning materials/copier toner
RISK DETAILS	Injuries from harmful substances (e.g. broken glass); infection caused by contact with sanitary and other biological waste
EXTENT OF RISK	Anyone transporting waste or handling hazardous substances
SEVERITY OF RISK	Slight
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	<ol style="list-style-type: none"> 1. Sanitary waste to be collected by PHS. 2. Instruct cleaners and custodians not to handle waste in bins but to tip it directly from bin to waste bag which is then placed in large outdoor bins. 3. Cleaning up of biological waste: Cordon the area off with warning signs 'Caution Wet Floor'. Cleaner to wear appropriate protective clothing including disposable polythene gloves (not latex gloves). Area affected should first be cleaned up using paper towel and then thoroughly washed with water and disinfectant. If needed, air freshener should be used to dissipate the smell. All waste should be put in a black plastic bag along with the disposable gloves and disposed of with the general waste. 4. Skip companies used must be recognised by the University Environmental Office as being a Registered Waste Carrier
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (3)	Slips, trips and falls
HAZARD	Electric wires trailing along floor Loose carpet Boxes, books etc. in piles on floor Objects left in corridor or on stairs Slippery wet floors (after cleaning or spills)
RISK DETAILS	Slips, trips or falls resulting in injury
EXTENT OF RISK	All users of the premises
SEVERITY OF RISK	High
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	<ol style="list-style-type: none"> 1. Leads must not be left trailing; must be gaffer-taped down if they are. 2. Spillages must be cleared up quickly 3. Torn and worn floor coverings should be replaced or repaired. 4. All stairways to have handrails 5. Stairs to be well lit. 6. Passageways and corridors must be kept clear of obstructions.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (4)	Manual handling
HAZARD	Transportation of heavy or bulky objects
RISK DETAILS	Back injury Falls Injury caused by object falling
EXTENT OF RISK	Anyone lifting, carrying or otherwise moving a heavy load
SEVERITY OF RISK	Moderate
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	Custodians, Computing Officer and office and library staff to be trained in manual handling techniques (using Guidelines for Custodians document), particularly for moving of pianos, stacks of chairs, stage extension (part of Induction process). Information posters to be displayed in Custodians' office and backstage area.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (5)	Electrical safety
HAZARD	Electrical appliances and supplies
RISK DETAILS	Injury or death caused by electric shock Fire resulting in harm to persons, equipment or building caused by short-circuiting or other malfunction, or misuse of electric appliances
EXTENT OF RISK	Anyone using an electrical appliance
SEVERITY OF RISK	High
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	Portable appliance testing (PAT) to be carried out annually by technician from Health and Safety Division (EMBS to organise and keep records). New computer equipment to be inspected for damage to casing and leads (a PAT can invalidate the warranty). Electrical appliances to be installed correctly. Plugs not to be overloaded. Annual audit of all electrical equipment. Regular informal inspection of equipment to precede usage. Regular maintenance of Faculty wiring (EMBS responsible).
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (6)	Lone working
HAZARD	Staff working on their own
RISK DETAILS	Attacks by intruders Isolation in the event of accident/illness
EXTENT OF RISK	Anyone working out of hours or alone.
SEVERITY OF RISK	High
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	Staff to lock door when working alone out of hours. Security number to be on every phone – staff to be made aware of emergency procedure whether fire, first aid or security (part of Induction; see Appendix 4b). Instruct staff and students not to let anyone unauthorised into the Faculty after doors locked (part of Induction). Encourage staff to attend relevant Staff Development Courses. Panic buttons installed in Computer Room, Recording Studio, and Library.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (7)	<i>Use & storage of hazardous materials</i>
HAZARD	Bleach and other cleaning products; copier toner
RISK DETAILS	Inhalation of poisonous fumes (by misuse) Irritation or damage to skin (by misuse) Swallowing or inhalation of poisonous substances (by misuse)
EXTENT OF RISK	Anyone with access to these products
SEVERITY OF RISK	Moderate
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	All staff concerned (including cleaners) instructed to read labels on substances. Instructions for changing copier toner to be adhered to. Ensure safe storage of substances.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (8)	<i>Use of kitchens</i>
HAZARD	Kettles and urns Microwave Sharp knives Dirt/unfriendly bacteria
RISK DETAILS	Scalds Burns Cuts Food poisoning
EXTENT OF RISK	Anyone using kitchens
SEVERITY OF RISK	Moderate
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	All users of kitchens to keep them clean and tidy on daily basis, and kitchens to be thoroughly cleaned by external cleaners on regular basis. Out of date food to be removed from fridges. Equipment to be clearly labelled with instructions if necessary. Health & Safety notices in both kitchens.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (9)	Storage of office and library equipment
HAZARD	Overloaded shelves Objects placed on shelves which are too high without safe access Objects placed on floor causing trip hazard or blocking fire exits
RISK DETAILS	Collapse of shelves from overloading, causing damage to shelves, stored objects, and people struck by falling objects
EXTENT OF RISK	Falls owing to unsafe access Trips owing to objects on floor Injury owing to fire exits obscured Injury owing to objects falling
SEVERITY OF RISK	High
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	EMBS to ensure correct fitting of shelving; bearing load not to be exceeded Safe access provided to high shelves End stops/brackets provided for high book shelves
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (10)	Working at height
HAZARD	Ladders and gravity
RISK DETAILS	Injury or death caused by falls, or by falling objects landing on someone
EXTENT OF RISK	Anyone using a ladder or otherwise working above head height.
SEVERITY OF RISK	Very high
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	Relevant staff to be instructed on safe use of ladders (custodial staff to be issued with University guidelines; Concert Hall Risk Assessments to be consulted). Information poster to be displayed in Custodians' office. Faculty ladders to be well maintained Steps to be provided for access to high shelves Provide adequate storage at low level to minimise need for working at height.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (11)	Handling money
HAZARD	Transport of cash
RISK DETAILS	Risk of injury by attempted robbery
EXTENT OF RISK	Anyone responsible for handling large amounts of cash
SEVERITY OF RISK	High
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	Relevant staff to undertake online course 'Cash Handling' (at Induction) and encouraged to follow the recommended security measures.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (12)	Opening mail
HAZARD	Threats by post (chemical, biological, radiological)
RISK DETAILS	Risk of injury
EXTENT OF RISK	Anyone responsible for opening or receiving mail
SEVERITY OF RISK	High
LIKELIHOOD OF RISK	Slight
CONTROL MEASURES	Relevant staff to be shown H & S Division leaflet 'Dealing with suspect letters and packages' and encouraged to follow the recommended security measures.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (13)	Stress
HAZARD	Injury, difficult members of public (conflict, unrealistic expectations), personal risk (money, lone working), unreasonable deadlines & work overload, lack of training, difficult colleagues
RISK DETAILS	Risk of mental and physical stress
EXTENT OF RISK	Custodians, admin and library staff
SEVERITY OF RISK	Medium/high
LIKELIHOOD OF RISK	Likely
CONTROL MEASURES	Communication & colleague support, via regular appraisals/staff meetings to prevent deadline problems. Thorough induction and training programmes for all staff. Security measures in place (eg alarms). Good working environment – see other risk assessments for more specific measures. Counselling if appropriate.
ASSESSMENT reviewed	Libby Jones – August 2019

RISK ASSESSMENT (14)	Pregnancy at work
HAZARD	Injury/health problems owing to employment while pregnant
RISK DETAILS	Risk of mental and physical stress or injury
EXTENT OF RISK	Any pregnant member of staff
SEVERITY OF RISK	Medium
LIKELIHOOD OF RISK	Possible
CONTROL MEASURES	Member of staff will be approached by Human Resources who will outline risk assessment procedure; staff to follow guidelines for this (with DSO's assistance) and adjust working conditions accordingly.
ASSESSMENT reviewed	Libby Jones – August 2019

WEST ROAD CONCERT HALL

All documents and risk assessments are primarily the responsibility of the Concert Hall Manager, Anthony Brice, and will be revised annually (and as necessary) in collaboration with the Health and Safety Officer.

For access to the following, apply to the Concert Hall Manager:

1. Conditions of Hire (including Front of House procedures)
2. Health and Safety Backstage Notices
3. Guidelines for Custodians
4. Conditions for use of special effects on stage
5. Roof Gantry – permit to access/risk assessment
6. Bar Health and Safety policy

Reviewed October 2019

OUTREACH

All documents and risk assessments below are primarily the responsibility of the Faculty Outreach Project Manager (Delphine Mordey) and will be revised annually (and as necessary) in collaboration with the Health and Safety Officer.

CaMEO (Cambridge Music Education and Outreach Group): RISK ASSESSMENT for general activities

Summary of Activities:

CaMEO is the Faculty of Music education and outreach group. It is made up of student volunteers and the activities are managed and overseen by the faculty outreach officer. Volunteers could be involved in any number of different musical education activities in various community settings. Typical activities will include performing and running workshops in schools, hospitals and public community settings, teaching in schools and on faculty premises, stewarding large events and supervising groups.

Hazard	Description of Hazard/Risk	Who is affected	Risk level	Control measures/Action required
Loud Music	<ul style="list-style-type: none"> Loud noise in a confined space (e.g. classroom/ hospital waiting area) could damage hearing 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> Live noise levels monitored by staff member or volunteers and lowered to safe levels if required
Electrical Equipment	<ul style="list-style-type: none"> Danger of electric shock/ electrical fire 	CaMEO staff and volunteers Activity participants	Medium	<ul style="list-style-type: none"> All wires taped down Suspect looking equipment will not be used (visible wires etc) Volunteers and attendees briefed on safe use of equipment All electrical items PAC tested and displaying relevant approval sticker First aid available on site
Use of Tools	<ul style="list-style-type: none"> Injury, electrocution 	CaMEO Staff Students in the area	Medium	<ul style="list-style-type: none"> Only the outreach officer will be allowed to use tools and will take into account every safety warning according to tools instructions Rooms will be well ventilated All work areas will be kept tidy, tools kept away from members of the public/ students. All equipment checked by a custodian first to insure it is safe to use Electrical tools have valid PAT test.

Musical Instruments	<ul style="list-style-type: none"> • Injury caused due to incorrect posture with instruments • Injury caused by hitting each other with mallets • Small parts present a choking hazard • Instruments in poor condition could scratch/ cut skin 	<p>CaMEO staff and volunteers Activity participants Members of the public</p>	Low	<ul style="list-style-type: none"> • Trained staff and volunteers supervise the use of instruments at all times • Participants to be briefed in safe handling of instruments before they are allowed to use them • Any instrument considered to be in dangerously poor condition will not be used (constantly monitor this) • Instruments with small parts will be kept away from young children
Food and Drink	<ul style="list-style-type: none"> • Allergies • Choking 	<p>CaMEO Staff and Volunteers Activity participants</p>	High	<ul style="list-style-type: none"> • Faculty custodians are trained First-aiders and that the First Aid Box is located in the custodians' office. • Food provided must be purchased at reputable supermarkets. • Information about possible allergens is provided. • Any allergies of project participants is asked for at booking stage and kept on site. • Only catering companies on the approved food providers list for the University will be used.
Manual handling	<ul style="list-style-type: none"> • Risks of trips, slips, falls and back or muscle strain 	<p>CaMEO staff and volunteers</p>	Medium	<ul style="list-style-type: none"> • Only staff and volunteers with manual handling training will be allowed to move heavy equipment. • Volunteers carry their own instruments at their own risk
Travel	<ul style="list-style-type: none"> • Accident during drive to or from an activity in your own car • Accident to or from activity in a taxi/ on a bus • Accident to or from activity on a bike 	<p>CaMEO staff and volunteers</p>	Medium	<ul style="list-style-type: none"> • Staff vehicles used must have Insurance that covers travel at work • Staff and volunteers NOT allowed to transport children in their personal vehicles • Volunteers accept lifts with staff at their own risk provided staff vehicles are insured and drivers are fully qualified • Outreach Officer to always be aware of who is travelling, where and how • Driver is fully qualified to drive the vehicle they are in charge of and have valid insurance • Volunteers be briefed on driving carefully and leaving plenty of time to reach activities to avoid rushing • Volunteers use bikes at their own risk (but are advised again to be careful and leave plenty of time) • Volunteers advise to observe weather conditions and not to travel if weather is hazardous • Only reputable taxi firms to be used

Illness, injury or accident	<ul style="list-style-type: none"> • volunteer or participant becomes ill during an activity or has an accident • Volunteer or participant receives an injury as a direct result of the activity • RSI- Many musicians develop this through excessive practise/ performance 	<p>CaMEO staff and volunteers Activity participants Members of the public</p>	<p>Low</p>	<ul style="list-style-type: none"> • Initiate a thorough warm up before any activity takes place (relevant vocal warm up for singing). • Check all schools and community settings visited have an on-site first aider. If not, take a first aider with you on the project • Schools will have records of children's medical conditions • Record all accidents/ injuries on accident forms • At the Faculty of Music: First aider on site at all times (custodians). Obtain relevant medical information on activity participants and emergency contact details before an activity takes place (store these on site) • Volunteers responsibility to monitor their physical well being during private practice even if this is for a group event. Volunteers must consult a medical professional if they are worried about RSI. • Offer emergency life support training to volunteers/ stewards.
Slips, trips and falls		<p>CaMEO staff and volunteers Activity participants Members of the public</p>	<p>Low</p>	<ul style="list-style-type: none"> • All wires taped down and hazardous areas clearly marked with no entry signs • Ensure area/floor is clear of objects. Check and monitor this throughout sessions • First aider on standby
Fire risk	<ul style="list-style-type: none"> • Fire breaks out during activities or somewhere else on site. • Fire breaks out in a school, hospital or other community setting whilst activities are taking place 	<p>CaMEO staff and volunteers Activity participants Members of the public</p>	<p>Low</p>	<ul style="list-style-type: none"> • Keep escape routes and exit doors clear at all times • Ensure rubbish is collected regularly by staff/volunteers and disposed of correctly. • Follow Faculty fire procedure plans • If a fire is discovered: • Make sure the Fire Service/Security Office have been called • Leave the building by the nearest available exit and await instruction from the fire marshal's. • All volunteers and staff briefed on evacuation procedure and aware of exits.
Evacuation	<ul style="list-style-type: none"> • Risk of panic at large events • Evacuation required from a non-familiar setting (school, hospital or community space) 	<p>CaMEO staff and volunteers Activity participants Members of the public</p>	<p>Low</p>	<ul style="list-style-type: none"> • Departmental emergency response plan into action. • School, Hospital or community setting evacuation procedures to be followed as directed by site staff • Ensure all volunteers are trained in evacuation procedure.

Lost children	<ul style="list-style-type: none"> On site, a child becomes separated from the group and disorientated Public events where crowds split families 	<p>CaMEO staff and volunteers Activity participants Members of the public</p>	Low	<ul style="list-style-type: none"> Always accompany children around the building and make sure they are supervised at all times. Volunteers to be vigilant and monitor this constantly Off site, school, hospital, community staff are responsible for this Emergency contact details kept for all activity participants on site Big events: Designated lost child/ family meeting point. Volunteers and Staff clearly distinguishable as people to offer help/advise and stewards stationed around site
Toilets	<ul style="list-style-type: none"> Queues Poor cleanliness Children and members of the public in unregulated contact Accusations of abuse, mistreatment 	<p>CaMEO staff and volunteers Activity participants Members of the public</p>	Low	<ul style="list-style-type: none"> At big events, ensure all aware of the location of toilets to avoid queues and that signs to toilets are available and clearly displayed Students, staff and exhibitors to advise attendees Cleaning staff /site staff to check toilets regularly during the day for cleanliness/ tidiness. Volunteers to check toilets for members of the public if escorting a school group. Volunteers never enter the toilets with children- wait outside
Photos	<ul style="list-style-type: none"> Photos published inappropriately 	<p>CaMEO staff and volunteers Activity participants</p>	Low	<ul style="list-style-type: none"> Schools asked to provide permission for photographs to be taken and used for advertising purposes. If schools can't provide this individual parental consent is to be obtained Volunteers and staff are not allowed to take photos without the relevant permission slips (informed of this during training) Any photos taken will be approved by schools, families etc. before they are published For big events it is not always possible to obtain the relevant permission. In these instances signs should be displayed clearly around the venue informing attendees that photographs may be taken and how they will be used. Details of how to remain out of these pictures should be given displayed on signs
Voices	<ul style="list-style-type: none"> Damage/ strain caused by inappropriate singing techniques 	<p>CaMEO staff and volunteers Activity participants</p>	Medium	<ul style="list-style-type: none"> Thorough vocal warm ups to be given before activities begin Advise on appropriate techniques to be given Breaks and water provided during long sessions to give participants voices a rest

<p>Safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. <i>(A vulnerable adult is defined (under the Protection of Vulnerable Adults Regulations 2002) as a person aged 18 or over who has one or more of the following conditions (a) a learning or physical disability; or (b) a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or (c) a reduction in physical or mental capacity)</i></p>	<ul style="list-style-type: none"> • Children and vulnerable adults who may be more vulnerable than others. • Children or vulnerable adults with allergies. • Children or vulnerable adults on medication. • Children or vulnerable adults have difficulties in sessions due to disabilities (physical or mental). • Children or vulnerable adults with behavioural difficulties may harm themselves or others. 	<p>CaMEO staff and volunteers Activity participants</p>	<p>Low</p>	<ul style="list-style-type: none"> • The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. Through implementation of the policy, the University seeks to protect children (including young people under the age of 18 years) and vulnerable adults and to keep them safe from harm when in contact with University staff and volunteers (whether acting in a paid or unpaid capacity). • Volunteers will receive basic safeguarding children and vulnerable adult training and will be advised of procedures and good practice. • Where possible, all volunteers will have a valid CRB check (actioned by the Outreach Officer). Where this hasn't been possible, volunteers will not be in charge of groups. • In a school setting, a staff member should be present at all times. • In a Hospital setting, Hospital staff should be present at all times. • Physical contact with children and vulnerable adults should be avoided. If contact is necessary (e.g. you need to reposition them for an activity) explain what you are going to do and ask if it is ok • Do not take a child or vulnerable adult to the toilet. Check toilets are clear of members of the public but do not go in with the child or vulnerable adult. • Do not spend time alone with a child or vulnerable adult on his/her own. If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others. • Do not engage in a personal relationship with a child or vulnerable adult. • Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted. • Good practice includes valuing and respecting children and vulnerable adults as individuals, and the adult modelling of appropriate conduct - which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism. • Music Outreach Officer has enhanced CRB disclosure and will be present for most on site activities. If officer isn't present a member of school staff or a CRB checked volunteer must be present at activity. • Maintain a safe ration of volunteers to children/ vulnerable adults at all times and constantly monitor this. Take steps to get extra support if this ratio drops. • Await sector specific guidelines from ISA in regard to new checking system.
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<p>Accusations of abuse or complaints relating to children and vulnerable adults</p>	<ul style="list-style-type: none"> • Disclosure made to staff/ volunteer during activity • Complaint made about staff/ volunteer conduct during an activity 	<p>CaMEO staff and volunteers Activity participants</p>	<p>Low</p>	<ul style="list-style-type: none"> • Music Outreach Officer has completed safeguarding children and vulnerable adults training. This is to be regularly refreshed. • All volunteers to receive basic safe-guarding children and vulnerable adults training and advised on procedures and good practice. • All volunteers, when possible, to have a full CRB enhanced disclosure. • If a child or vulnerable adult accuses a member of staff/volunteer, you should report this immediately to the Music Outreach Officer, who in turn will report this/ seek advice from the University's Child Protection Officer. If the Accusation is about the conduct of the Music Outreach Officer you should report this to the department Health and Safety Officer (Libby Jones) who will report the complaint on. • If a volunteer is the recipient of any complaint or accusation from a child or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of what is being said. Do not promise to keep what they are telling you a secret because you can't. Re-assure the child or vulnerable adult that it is good they have told you but do not make any promises you can't keep e.g. "everything will be ok now". • If a child or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report to the Music Outreach Officer immediately who will follow the outlined procedures • If in a school environment where it is appropriate to inform a teacher then do so or inform the Music outreach Officer who will pass this on. Always inform the music outreach officer for her records. • Remember that those who abuse children and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place. • If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with the Music Outreach Officer.
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Reviewed by: (Outreach Project Manager, University of Cambridge)

To be reviewed every six months or more frequently if new activities are added to volunteering roles.

APPENDIX 4
Fire Safety, Security and Emergencies

4.a Fire Safety

The Fire Safety Managers are Russell Pearson, Dave Plimmer, Darren Douglas (Custodians).

The Fire Safety Managers and Wardens are obliged to attend University Fire Safety Training courses; they are also encouraged to attend courses on the use of fire extinguishers.

All incidents will be recorded in the Fire book, and reported to the University's Safety Office by the Fire Safety Managers.

Fire Wardens are appointed for each area (plans attached for Areas 1-4 in Concert Hall building), as follows:

FIRE WARDENS AND THEIR DEPUTIES

BUILDING	FLOOR	AREA OF RESPONSIBILITY	NAME	DEPUTY
Old House	Ground	Faculty Board Room	Undergraduate Administrator	Admin Assistant
“	1st	All	Graduate Administrator	Accountant
“	2nd	All	Performance Coordinator	Research Project Coordinator
Pendlebury	Ground	All	Librarian /Assistant Librarian	Library Assistant
Concert Hall and Music School buildings	Ground	AREA 1	Custodians	Undergraduate Administrator
“	“	AREA 2	Faculty Manager	Library Assistant
“	“	AREA 3	Computer Officer	Custodians
		AREA 4	CH Assistant Manager	CH Manager

NB: out of office hours – ALL concert hall areas = duty custodian and events stewards

(A map is available to wardens detailing their areas where necessary.)

DUTIES OF FIRE WARDENS

Fire Wardens (and deputies) are responsible for:

- Assisting with evacuations (see below)
- Ensuring that all exit routes are kept clear and unobstructed at all times to ensure free access for users of wheelchairs.
- Preventing fire hazards (or reporting them to Fire Safety Manager)
- Attending training courses on basic fire safety and on the use of extinguishers

EVACUATION ARRANGEMENTS

The Fire Wardens are responsible for checking that their area has been evacuated (including lavatories), and for escorting disabled persons in wheelchairs. **Providing it is safe to do so** close all doors and windows and switch off any heat generating equipment. Fire Wardens should report to the Fire Safety Manager as soon as they have left the building and report all relevant information.

The assembly point is the pavement on West Road (ensure entrance to car park is kept clear).

After each fire drill, the building will be checked (to make sure that the evacuation has been complete) prior to re-entry being allowed by others.

A notice detailing what to do in the event of a fire will be placed in a prominent position in each of the Faculty's teaching rooms, communal rooms, offices and the Library. The Fire Manager should meet the Emergency Services vehicle and ensure that the precise location is made known.

The fire alarms must be tested weekly (usually around 7.00 a.m. on Monday) and the findings recorded in the Fire Safety Log Book.

A fire practice must take place at least twice a year, with an aim to evacuate the whole area in less than 3 minutes. All evacuations must be logged in the Fire Safety Log Book.

University Security must be informed in advance of alarm tests and fire practices.

4.b Fire Procedures

Smoking is not allowed anywhere inside the Music School.

If you discover a fire

- Leave the building by the nearest safe route
- Phone the Emergency Services or activate the alarm (**do not jeopardise your own safety by doing so**)

If you hear the fire alarm

- leave the building by the nearest safe route
- do not stop to collect personal belongings
- make your way to the nearest fire assembly point (the pavement on West Road, ensuring entrance to car park is kept clear for emergency vehicles)
- report to the person in charge
- immediately report any missing person
- do not re-enter the building until told to do so by the Fire Service senior officer

A first aid box is located in the Custodians' office, and the Custodians are trained First Aiders.

4.c Information for keyholders

SAFETY, SECURITY AND EMERGENCIES

Fire and theft are the two main hazards faced by the Faculty. **Smoking** is not allowed anywhere inside the Music School.

If you discover a fire

- leave the building by the nearest safe route, and
- phone the Emergency Services or activate the alarm when you have reached a place of safety (**do not jeopardise your own safety by doing so in the affected building**).

If you hear the fire alarm

- leave the building by the nearest safe route,
- do not stop to collect personal belongings,
- make your way to the nearest fire assembly point (the pavement on West Road)
- report to the person in charge,
- immediately report any missing person, and
- do not re-enter the building until told to do so by the Fire Service senior officer.

- **The first aid box is located in the custodians' office.**

Look after your belongings

The university is becoming increasingly vulnerable to thefts and acts of vandalism. In particular, valuables have often been removed from bags and articles of clothing left outside the Pendlebury Library; use the lockers provided (a 50p coin is needed). Never leave your valuables unattended—the University will not reimburse you for their loss. Please report all thefts to the Faculty Office.

Lone working

You may at times find yourself working alone in the building. For your safety, you should familiarise yourself with the relevant section of the Faculty's Health and Safety Policy (available on the website); in the meantime, the following guidelines should be useful if you use the Faculty out of hours:

- Keep doors locked.
- In an emergency phone Security on (3)31818 (direct line marked 'University Security' on the Foyer Security Point telephone).
- Do not let any unauthorised persons into the Faculty.
- Inform someone of your whereabouts.
- Ensure that all doors are locked and all equipment, lights etc. are turned off when leaving the Faculty.

Please note: you are responsible for your own safety if you use the Faculty out of hours.

Security Alarm

If you accidentally activate the Security Alarm, tell the Custodian. If this happens out of hours, use the push button labelled 'University Security' on the Foyer telephone to inform Security.

Document read and understood:

Signature *Print name*

Date

APPENDIX 5

Serious Incident Policy

Provisional arrangements

The University Security Office has devised Guidelines for Serious Incidents (Emergency Action Plan 'EAP'); this document is stored in the Fire and Rescue Premises Information Box, Old House lobby. In the event of a serious incident (for example, suspicious package, serious fire, explosion) the Fire Safety Managers (Custodian on duty) will liaise with the Incident Controller (Faculty Manager, Alex Drury) and take appropriate action.

APPENDIX 6

Stewards at Concert Hall events

Instructions for custodians: The following routine **MUST** be gone through before the start of any event in the Concert Hall where members of the public are present:

Approximately 45 minutes before event starts, gather stewards together (they must be min 18 years of age) and hand out green sashes unless they have brought their own: stewards need to be clearly identifiable. Take them all into Concert Hall and brief them as follows:

- If a full house, each of 4 stewards to be responsible for each of 4 exits and the quarter of the auditorium nearest that exit. They must check that they are aware of their nearest fire exit, fire gathering point and where their nearest set of fire extinguishers is.
- Point out the stewards' statutory duties, i.e.
 - Preventing overcrowding and standing on seats/furniture/gangways
 - Keeping the gangways and exits clear
 - Must stay near their exit doors at all times (either side of doors ok)
- If a fire alarm sounds, the fire brigade will have been automatically called, so stewards' only job is to evacuate the building immediately.
- The fire assembly point is West Road pavement.
- If they smell a fire, but no alarm sounds, they should call the emergency services on the foyer wall telephone (move into the foyer to show where this is) and then evacuate the building.
- If they see a small fire starting, they should use the fire extinguishers. The small ones (CO2) are for electrical fires, the large (water) are for paper, wood, cardboard. They should be used like this: **P**ull (the pin out), **P**oint (the nozzle at the base of the fire), **P**inch (or squeeze the trigger). Re-assure them that no-one has had to do this before, and that you will be on hand, but you are legally obliged to tell them what to do.