

August 2017



UNIVERSITY OF
CAMBRIDGE

Faculty of Music

Health and Safety Policy

*To be circulated (without appendices) to all members of staff,
to be printed (without appendices) in the Faculty handbooks,
and to be published (in full) on the internal section of the Faculty's website at
<https://www.mus.cam.ac.uk/intranet/general/policy-docs>*

*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) 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:

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 Planning and Resources Committee meets regularly to address matters of health, safety and environment. Any accidents or incidents which have occurred are reported to the Chairman and action taken if necessary. When appropriate a report is made to 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 Planning and Resources 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 the Policy Documents section of the Faculty intranet.

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 Classics Project (Faculty of Classics) and 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.

6. 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.

7. 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/>

8. 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.

9. 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.