



UNIVERSITY OF CAMBRIDGE

Department of Social
Anthropology

Safety Policy of the Department of Social Anthropology

I General statement

1. The Department is committed to the proper management of health and safety in compliance with statutory requirements, according to guidelines provided by the University. It is the policy of the Department to ensure, so far as is reasonably practicable, the health, safety and general wellbeing at work of staff and students.
2. The Council and the General Board of a University are the bodies having overall responsibility for the implementation of the Health and Safety Policy of the University.
3. The Department of Social Anthropology is the department within the Faculty of Human, Social and Political Science.
4. This Policy should be read in conjunction with the University's Health and Safety Policy, which can be found at: <http://www.safety.admin.cam.ac.uk/files/hsd016m.pdf>
5. The objectives of the Policy are to:
 - a. Ensure the health, safety and welfare of employees are given the highest priority,
 - b. Identify hazards and evaluate risks in order to create a safe environment and safe systems of work,
 - c. Establish, operate, maintain and audit systems to enhance safety performance,
 - d. Inform, train and manage our workforce to ensure safe working methods,
 - e. Seek the co-operation of management and employees to promote health and safety awareness and for the continual development of a positive safety culture,
 - f. Comply with all current and future health and safety legislation, and
 - g. Allocate resources to meet effectively the aims of the Policy.

Signed:

Head of Department

Date: 18 Jan 2024

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Cambridge CB2 3RF
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www.socanth.cam.ac.uk

Updated Jan 2024

Date for review : 1 December 2024

II Organisational arrangements for managing health and safety

6. Within the Department of Social Anthropology, the overall responsibility for health and safety lies with the Head of Department. His/her responsibilities are described in the University Health and Safety Policy: <http://www.safety.admin.cam.ac.uk/files/hsd016m.pdf>
7. The Department's accommodation is on Free School Lane.
8. The Department Safety Officer is responsible day-to-day for health and safety of the staff, and carries out health and safety tasks on the advice of the Health and Safety Office.
9. The duties of the Fire Safety Officer (in this Department, the Department Safety Officer) include ensuring regular testing of the Fire Alarm, inspection of the building in respect of fire safety, ensuring training in respect of fire safety, particularly of Fire Wardens, and seeking advice of the Fire Officers where needed.
10. Whilst it is the Department's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, students and visitors to the Department to care for their own safety and the safety of others. This includes, but is not limited to:
 - a. Maintaining safe working practices,
 - b. Identifying possible hazards and bringing these promptly to the attention of those responsible,
 - c. Undertaking any necessary safety training in which they may be asked to participate,
 - d. Being familiar with appropriate emergency procedures, including knowledge of (i) appropriate escape routes, (ii) location of fire extinguishers, (iii) the University emergency number (101) and (iv) the University security number (31818).
11. Members of the Department hosting visitors or with supervisory responsibilities should ensure, as far as possible, the compliance of their visitors, staff and students, with the Department's Safety Policy.
12. All safety procedures and documents, including this Policy, will be reviewed at least annually.

III The Department's local health and safety management arrangements

13. Incident reporting. All accidents or 'near misses' (hazardous incidents) should be reported, whether or not they involved personal injury. Accident/Incidents are reported via an online portal. For more information and to access the portal see the Safety Office website: <https://www.safety.admin.cam.ac.uk/subjects/accidents-and-incidents>
14. First aid. There are First Aiders based at the New Museums Site. The duties of the First Aider are given in the University First Aid Handbook (<http://www.safety.admin.cam.ac.uk/files/hsd008e.pdf>). A list of First Aiders is to be found on noticeboards in the Department's buildings. In addition to First Aid, their duties include ensuring

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that Accident/Incident Report Forms are completed appropriately, within the correct timescale, and forwarded to the University Safety Office, in accordance with Guidelines given in the University First Aid Handbook and in compliance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

15. Fire and emergency procedures. The Fire Safety Manager carries out, or supervises, the procedures laid down in the University Safety Manual: Fire Precautions: Book 1, Workplace Fire Safety Log Book. There is a minimum of one fire drill per year for each building, followed by a review of the effectiveness of the drill. The fire alarm is tested weekly, and the emergency lighting monthly; the results are recorded in the Fire Safety Log Book. The Fire Safety Manager liaises with the University's Fire Advisers over fire safety matters and seeks and takes their advice as appropriate.
16. Health and safety inspections. Safety tours of inspection are conducted annually to highlight and assess potential risks. These tours are co-ordinated by the Department Safety Officer.
17. Consultation and communication with staff. Health and Safety matters are dealt with regularly by the Department Executive Committee, of which all teaching officers are members, and copies of minutes on Health and Safety matters sent to all staff. Health and safety is considered at the regular Departmental meetings, open to all academic staff and the student members of the Department.
18. Risk assessment. Risk assessments are carried out of the various aspects of work in the Department, recording any significant risks, implementing controls and reviewing risk assessments. In particular, risk assessments must be carried out before fieldwork is undertaken. Risk assessments will generally be carried out in consultation with relevant staff with the Department, seeking advice elsewhere in the University where appropriate.
19. Equipment. All equipment in the Department is kept in a safe condition, and proper steps are taken to remedy defects in the services and fabric of the Department.
20. Portable appliances. Portable electrical equipment in the Department is tested annually by appropriately trained staff in the Department.
21. Display screen equipment assessment. All frequent users of display screen equipment in the Department must read the University's leaflet 'Working Safely with Display Screen Equipment', and carry out the self-assessment at <https://www.safety.admin.cam.ac.uk/policy-guidance/physical-and-workplace/hsd005p-display-screen-equipment-dse>
The self-assessment must then be repeated annually.
22. Manual handling. The Department Safety Officer is responsible for ensuring that risk assessments of working practices involving manual handling in the Department are carried out. The Faculty IT Manager is similarly responsible for the Faculty Computing Support Team, which handles the Department IT needs. Manual handling training is arranged where appropriate.
23. Assessment of substances hazardous to health (COSHH 1994). In the event of substances hazardous to health being used in the Department, the Department Safety Officer will be

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responsible for having the appropriate risk assessments carried out, arranging training, implementing appropriate controls and reviewing arrangements, unless the substances hazardous to health are brought in to the Department by the University's Estate Management or its contractors, in which case responsibility for safety will lie with the Estate Management. Information on COSHH is to be found at:

<https://www.safety.admin.cam.ac.uk/subjects/chemicals/coshh>

24. Smoking. A No Smoking policy is observed throughout the Department.
25. Children. Children and young adults brought in the Department buildings should never be left unaccompanied. Anybody bringing a child into the building is responsible for that child's safety whilst he/she is on the premises.

IV Responsible staff

At today's date (1 January 2024) the following responsibilities are held:

Head of Department of Social Anthropology	Professor Sian Lazar
Faculty IT Manager	Mr Andrew Judd
Departmental Safety Officer	Mrs Dorothy Searle
Deputy Departmental Safety Officer	Mrs Monica Baker
Fire Safety Manager	Mrs Monica Baker
Deputy Fire Safety Manager	Mrs Dorothy Searle
Fire Wardens	A list is available in the Department
First Aider	A list is available in the Department
Facilities Management New Museums Site	Ms Tori Robinson-Pollard

Buildings

MO42, Free School Lane

Fire Wardens

Fire wardens are responsible for checking that their designated area is completely evacuated before leaving the building and then reporting to the Department Fire Safety Manager at the assembly point.

A copy of this policy together with links to the University's Safety Policy may be found on the Department's website (<https://www.socanth.cam.ac.uk/about-us/staff-info>).