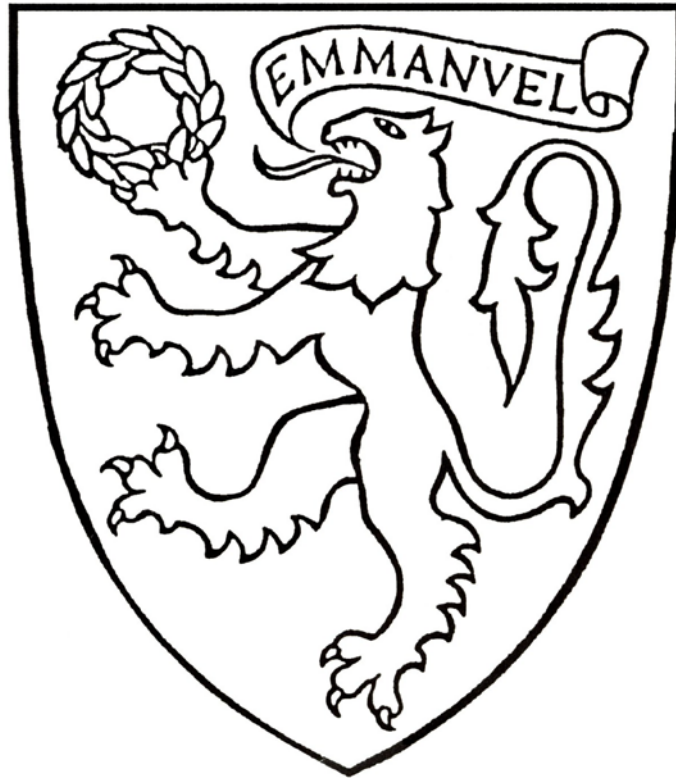


EMMANUEL COLLEGE



HEALTH AND SAFETY BOOKLET

October 2016

CONTENTS

I	Introduction	Page 4
II	Electrical Apparatus and Safety	Page 5
	i	Responsibility
	ii	Appliances
	iii	Flexible Leads
	iv	Extension Leads
	v	Wiring of Plugs
	vi	Changing Light Bulbs
III	Gas	Page 6
IV	General Accident Procedures	Page 6
V	Reporting of Accidents and Potentially Dangerous Incidents	Page 7
VI	General Health	Page 7
	i	Illness in College
	ii	HIV
	iii	Hepatitis
	iv	Meningitis
	v	Drugs and Drink
	vi	Health Arrangements for Travel Abroad
VII	The Residence Register and Exeats	Page 11
VIII	Visual Display Equipment	Page 11
IX	Fire Precautions	Page 12
	i	The College Fire Safety Officer
	ii	General Advice
	iii	Common Causes of Fires
	iv	Action in the Event of a Fire
	v	Alarms and Drills
	vi	Fire Stewards
	vii	Fire Assembly Points
X	General Hygiene and Food Safety	Page 14
	i	Sanitary Towels, etc.
	ii	Hand Washing and Kitchen Equipment
	iii	Sharps Box
	iv	Disposal of Broken Glass
	v	Food Allergies
	vi	Use of College Supplied Microwave Ovens

XI	Sports Injuries	Page 17
	i	Precautions against Sports Injuries
	ii	Personal Insurance
	iii	First Aid following Sports Injuries
	iv	First Aiders
	v	Reporting of Injuries
	vi	Weights and Training Equipment at the Boathouse and the 22 Parkside Fitness Suite
XII	Faults and Breakages	Page 19
XIII	Security	Page 20
XIV	Safety Outside of the College	Page 21
	i	Safety in Cambridge
	ii	Cycle Safety
XV	The Fellows' Garden Swimming Pool	Page 22
XVI	No Smoking Policy	Page 22

I. Introduction

PLEASE READ THIS BOOKLET CAREFULLY. IT CONTAINS ESSENTIAL INFORMATION WHICH WILL HELP YOU TAKE CARE OF YOUR OWN HEALTH AND SAFETY AND THAT OF OTHERS AFFECTED BY YOU

Emmanuel College recognises a duty to ensure, as far as is possible, the health and safety and welfare of all those who live and work in the College, whether as Fellows, Staff or Junior Members. This booklet has been prepared with the intention of supplying essential information and advice for the benefit of all Junior Members of the College. It is hoped that it will assist all in meeting their own responsibility to take reasonable care for their own health and safety and for that of others affected by their work or behaviour. Further advice and information can be obtained from the College Health and Safety Officer. **If you have any concerns which are not addressed in this booklet you can also discuss them with the Bursar, Dr Mike Gross.**

i] College Health and Safety Officer

The College Health & Safety Officer is Mr. Glover, the Head Porter. He can be contacted via email (headporter@emma.cam.ac.uk) or by telephone on 34274).

II Electrical Apparatus and Safety

i] Responsibility

The ultimate responsibility for the safety of personal electrical equipment rests with you the owner (i.e. the Junior Member). You must ensure that you have read the instructions provided by the manufacturer and comply with those instructions.

ii] Appliances

All electrical appliances which you bring to the College must be manufactured to the appropriate British Standard and must be sound, undamaged and wired with earthing connections unless double insulated.

No alterations may be made in the electrical fittings of College rooms except by members of the maintenance staff or by those who have been authorised by the College. Electrical household appliances other than those approved in section 24 of the College Regulations are not allowed and in particular additional heating devices may not be introduced into College rooms unless they have been inspected by the College Electrician.

Electrical equipment which is old or defective can be dangerous and you must therefore ensure that any electrical equipment that you bring to the College is safe. If you are uncertain of the safety of any item of electrical equipment which you bring to College, you should apply to the Head of Maintenance who will arrange for the College maintenance staff to inspect and test it free of charge. The Head of Maintenance is Mr. Graeme Little and his office is located in the Carpenter's Workshop in North Court (Tel: (3)34221)

Particular care must be taken to avoid overloading the electrical supply system. While you, as a College resident, are responsible for the safety of your own electrical equipment, you also have a duty to report immediately any unsafe wiring or equipment which you may notice. The use of 3-way adapters is not allowed. Multi-gang sockets only may be used and can be purchased nearby at John Lewis or Maplins.

If you own equipment which does not conform to British Standards you **must** seek the advice of the College Electrician before connecting such equipment to the mains; he can be contacted through the Head of the Maintenance Department. He will test any such equipment and advise whether or not it can be used; if appropriate he will specify what plug and fuse must be fitted. A similar service is available to owners of equipment conforming to British Standards.

iii] Flexible Leads

All trailing leads must be in good condition with undamaged insulation and termination in a standard 3 pin plug appropriately fused for the loading of the apparatus or appliance attached. The primary insulation surrounding the conductors of flexible leads must comply with standard colour codes. Live: brown, Neutral: blue, Earth: yellow/green.

iv] Extension Leads

These must be of sound construction, free of kinks, and of adequate current capacity for intended loads. Cable reel extension leads and 3-way adaptors are not allowed.

v] Wiring of Plugs

Almost all appliances and electrical items are now supplied with plugs fitted with the appropriate Fuse. It is unusual for these fuses to blow and therefore if it does happen you should report the fact on the on-line maintenance log so that the plug and appliance can be checked. No-one other than the College electricians should undo an electrical plug. If you use equipment that does not comply with these instructions it will be removed and made the subject of a report to the Bursar and the Senior Tutor.

vi] Changing Light Bulbs

If you have a faulty light bulb place an entry on the on-line Maintenance log on the College Website.

III Gas

At the slightest suspicion of a gas leak extinguish all naked flames, switch off gas at main supply, do not use electrical switches, open all windows and doors and then, inform the Porters' Lodge and the Maintenance Department at once during normal working hours and Transco on **0800 111 999** at other times. However, do not hesitate to ring Transco in the first instance if there is the slightest difficulty and then immediately inform the Porters' Lodge and the Maintenance Department.

IV General Accident Procedures

Everybody has a duty to take reasonable care for their own health and safety. Most accidents which occur within the College are the result of inappropriate behaviour, and are therefore preventable.

In the event of a person being injured as the result of an accident, make sure they are attended to by a doctor, trained nurse or a first-aider as soon as possible.

If medical aid is going to be needed urgently, send for an ambulance by dialling 999, 1-999 from a College telephone extension, or through the Porters' Lodge ((3)34200). Remember to tell the ambulance staff exactly where to come and be there to receive them; remember to tell them what has happened and how many people are hurt. You must inform the Porters' Lodge if you call an ambulance as the ambulance cannot get on site without the Porters' assistance.

First-aiders

A list of qualified first-aiders in College can be obtained from the Porters' Lodge (Tel:

(3)34200. There will not necessarily be a qualified first aider present where an accident occurs (particularly if the accident occurs outside of working hours). First aid boxes are kept in the Porters' Lodge, the Sick Bay, the sports ground pavilion, the boathouse and are also kept by each Head of Department in their office (accessible only during working hours).

If you are a qualified first aider please inform the College Health and Safety Officer.

V Reporting Of Accidents or Potentially Dangerous Incidents

Every accident or potentially dangerous incident that occurs on College property should be reported by either the person concerned, the attending first aider or another witness. In the first instance inform the Porters' Lodge where the incident will be recorded in the College Accident Book. This will then be used as the basis for an investigation by the College Health and Safety Office. All information contained on the form is confidential. The reporting of accidents, or potentially dangerous incidents, can indicate areas of risk and unsafe practices, protect the interest of individuals who may be injured as a result of an accident in the College, and allow the College to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation, 2013, and COSHH Regulations.

VI General Health

i] Illness in College

Your Tutor should be kept informed about the general state of your health and you will have completed a form providing health information to your Tutor before coming up to College. This information is handled by your Tutor personally and is regarded as completely confidential. It will not be divulged to any other party, apart from the Senior Tutor, without your permission. If you have had any problems such as Epilepsy, Asthma, allergies or anything else which could cause you difficulty while you are at Cambridge it is recommended that you keep your Tutor informed.

On arrival at Cambridge you will have registered with a local medical practitioner. Before matriculating you will have informed the College Registrar of the name of your doctor in Cambridge on the form provided to you by your Tutor. You must ensure that the College is kept informed of any changes to these arrangements.

The College has a nurse who undertakes minor treatment or medical advice, and it maintains a small emergency Sick Bay. The times of regular surgeries during the Normal Period of Residence are posted in the Porters' Lodge. You are encouraged to consult your own doctor when the need arises and in cases of serious illness or incapacity GPs will visit students in their rooms. Requests for visits should be made as early in the day as possible. Requests for night calls should only be made if absolutely necessary; the Porters should be notified if a doctor is called to the College at night. Undergraduates who become seriously ill are referred to the local general hospital

If you are confined to your room by illness of any kind you must inform the Porters' Lodge of this. A friend or neighbour should be asked to take a message to the Porters' Lodge. This will ensure that the College Nurse is informed. If for any reason you remain overnight in hospital while you are in residence at College, please ensure that your Tutor is informed as soon as possible.

ii] HIV

The Cambridge University Students Union will have issued every student with welfare information about HIV and other aspects of sexual health. You are strongly advised to read it. Additional advice is available from D(HIV)erse: www.dhiverse.org.uk

So far as is known the HIV (Human Immunodeficiency Virus) is not transmitted from person to person during normal day-to-day activities. The major risk is through unprotected sexual intercourse with an infected person or through the injection of contaminated blood or blood products. Medical evidence shows that there is no risk of infection from everyday contact with the public. Furthermore, infected persons may continue to mix with others normally. Infection has not been known to be transmitted by coughing, sneezing, or the sharing of washing or toilet facilities.

Revelation of HIV status is entirely at the discretion of the individual concerned. All information regarding HIV or AIDS status of an individual will be treated in strict confidence. HIV-positive status will not result in curtailment of any rights of a student of the College; that said, the HIV-positive person must recognise he or she poses a potential threat to any uninfected person who might come into intimate contact with their blood or semen, and that his or her rights do not include the freedom to place others at risk of infection; rather they have a duty to reveal their status to any person who might be placed at risk through unprotected intimate contact. All persons should, of course, take "safe sex" precautions; but the need becomes an absolute imperative for a person who is HIV-positive.

The College has the right to expect that its members will behave responsibly towards one another, and that any student who knows that they are HIV-positive will behave responsibly and avoid risk to others. No person has a right to know about the presence of an HIV-positive person within the College. The College, however, reserves the right to inform a person of the HIV antibody condition of another person where that person is acting in a way which is clearly placing the person at risk of developing HIV. For its part, the College will treat HIV antibody-positive persons without any form of discrimination.

iii] Hepatitis

Hepatitis (inflammation of the liver) is most commonly caused by viral infection but may also be due to certain drugs, chemicals or poisons. The condition may be either acute or chronic. There are five main strains of hepatitis but hepatitis B is the most virulent and environmentally stable.

Hepatitis B is caused by viral infection. The virus is mainly transmitted sexually or by the accidental inoculation of contaminated blood. The chances of getting hepatitis B can be reduced in the same way that the risk of contracting HIV can be minimised by the use of a condom during sexual intercourse, by not sharing needles and by avoiding activities such as tattooing, unless the equipment is sterile. Vaccines against hepatitis B are currently available but are generally recommended only to people who are at high risk of infection, such as health care workers, children born to carrier mothers, male homosexuals and drug addicts.

iv] Meningitis

Meningitis means inflammation of the meninges (the lining of the brain). It can be caused by several different bacteria and viruses. Bacterial meningitis has received a great deal of media exposure in recent years, particularly in response to out-breaks in UK Universities. There are about 2,500 to 3,000 reported cases each year, and because the symptoms closely resemble those of the flu or a hangover, students are perceived to be high risk group. The disease can develop quickly and for this reason recognising the symptoms early is vital.

If bacterial meningitis is diagnosed early and treated quickly, most people make a full recovery. However, if left, it can lead to deafness, brain damage or even death. The illness may take over one or two days to develop, but it can develop quickly and sometimes the patient can become seriously ill in a few hours.

These symptoms may not all appear at the same time:

- being sick
- very high temperature
- violent or severe headache
- stiff neck
- disliking bright lights
- drowsiness or lack of energy
- painful joints
- fits

Some bacteria which cause meningitis can also cause septicaemia (blood poisoning) either before or at the same time as infecting the brain lining. Septicemia can also develop quickly. With meningococcal Septicaemia a rash forms beneath the skin. The rash starts as a cluster of tiny blood spots, which look like pin pricks. If they are not treated they get bigger and look like fresh bruises with obvious bleeding beneath the skin. The rash can be anywhere on the body - even behind the ears or on the soles of the feet. It will be more difficult to see the rash on people with dark skin. The spots or bruises do not turn white when they are pressed.

Call a doctor immediately if someone has this rash.

If you think someone has meningitis:

Contact your doctor immediately.

Explain why you are concerned, describe the symptoms carefully and ask for advice.

If your doctor is not available, go straight to the nearest casualty department. - Insist on seeing someone.

The National Meningitis Trust advises:

**DON'T DUCK THE ISSUE, MENINGITIS CAN KILL
FAST ACTION SAVES LIVES**

v] Drugs & Drink

If you are suffering physically or mentally from drink or drugs, seek advice as soon as possible. In College, your Tutor, the Dean (Tel: (3)34264), and the College Counsellor (Tel: 741995) will give help or advice in confidence. Additionally, or alternatively, confidential advice is also available from your Cambridge GP or the University Counselling Service at 2-3 Bene't Place, Lensfield Road, Tel: 332865.

Keep to sensible drinking limits if you want to avoid damaging your health. The sensible limit recommended by the Health Education Authority is up to 14 units a week for both men and women, with one or two drink free days each week (a unit is measured as a half pint of ordinary beer, lager or cider, OR a single measure of spirits, OR a small glass of wine, OR a measure of vermouth or aperitif).

The concentration of alcohol in the body, and therefore its effect on you, depends on how much you drink, whether your stomach is empty or not, your height, weight, age and sex. If you're smaller or lighter than average, or young, and if you're not used to drinking, you will be more easily affected by alcohol. Alcohol is a depressant in the sense that it depresses certain brain functions. That means that it affects your judgement, self-control and co-ordination, so it will increase your chances of having an accident, or may make you take unnecessary risks or act in a way you might not otherwise have done - for example, taking part in higher risk sexual activity.

Remember -- Alcohol is a major cause of accidents.

There are times when even one or two drinks can be too much - for example if you are going to drive or operate machinery.

- Don't drink before or when driving
- Don't drink before or when operating machinery or equipment.
- Don't drink before or when using electrical equipment.
- Don't drink before or when swimming or taking part in active sport.
- Don't drink before or when taking certain medicines.
- Don't drink if a doctor advises you to drink less or not at all.

vi] Health Arrangements For Travel Abroad.

Students travelling abroad for holidays or on field work should consult their GP at least 8 weeks before departure in order that a vaccination programme may be started. No student should undertake travel abroad knowingly ill or against medical advice. All students should ensure they have adequate medical insurance cover. Those travelling within the EEC should obtain an E111 form from the DHSS (Chesterton Road, Cambridge) before departure.

There are a number of leaflets available from the University Occupational Health Service (Fenner's, Gresham Road, Cambridge, CB1 2ES. Tel: 336597) which give full details of the medical preparations necessary for travel to various countries.

You should also consider the travel advice by country provided by the Foreign Office - www.fco.gov.uk/en/travel-and-living-abroad/

VII The Residence Register and Exeats

College Regulation 2 explains why the University requires the College to keep a record of the residence of Junior Members. It is also important in terms of Health and Safety that the College should have an accurate record of when you have returned to occupy your room and when you are absent from College during Term. It is important that you sign the Residence Register on arrival and departure at the beginning and end of each Term, and that you sign the Exeat Book (kept in the Porters' Lodge) on leaving and returning to College when you are to be absent from Cambridge for one night. If you are to be absent for more than one night you must obtain an exeat signed by your Tutor.

If you plan to be away from College for shorter periods or stay elsewhere in Cambridge please ensure that friends or neighbours are aware of this.

VIII Visual Display Equipment

Visual display equipment has been blamed for a wide range of health problems. Only a very small proportion of people using them ever suffer health problems as a result. Most of the problems that do arise are not caused directly by the display equipment, but from the way in which it is used. It is important to take all possible steps to get the best from such equipment and to avoid potential health problems. Here are some specific tips:

- Move or adjust your chair and screen to find the most comfortable position for you to work. As a broad guide, your upper arms should be vertical and your forearms should be approximately horizontal. Your eyes should be at the same height as the top of the screen.
- Make sure that there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of the legs and knees. A footrest, particularly for smaller users, may be helpful.
- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeat stretching movements. Take frequent breaks from work.
- Adjust your keyboard and screen to get a good keying and viewing angle. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not using the keyboard.
- Don't bend your hands up or down at the wrist when using the keyboard. Try to keep a soft touch on the keys and don't over-stretch your fingers. Good keyboard technique is important.
- Make sure that you have enough work space to take whatever documents you need. A document holder may help you to avoid frequent up and down neck movements and frequent refocusing of the eyes.
- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.

- Make sure the characters on your screen are sharply focused and can be read easily. They shouldn't flicker or move.
- Make sure that there are no layers of dirt or finger marks on the screen.
- Use the brightness control on the screen to suit the lighting conditions in the room.

If you have problems that you think may be connected to your use of a computer or screen you are urged to seek advice. Health matters should be referred to the College Nurse (Tel: (3)34296) or to your Doctor. The Health and Safety Officer can also advise on the safe use of computer equipment.

IX FIRE PRECAUTIONS

i] The College Fire Officer

The Head Porter, Mr. Glover, is the College Fire Officer. Any questions or concerns about fire safety arrangements in the College should be discussed with him. A fire safety lecture is arranged at the beginning of Michaelmas Term and all Freshers must attend that lecture. There will be fire drills for each staircase / building at the start of Michaelmas Term and others at unspecified times.

ii] General Advice

BE PREPARED

Read the Fire Action Signs which are posted on staircases.

Know the location of Fire Manual Call Points which are located on every staircase.

Know your escape route and keep it clear. All staircases must be kept free of obstructions and combustibles.

Know the location of fire extinguishers - again on every staircase

Report any missing or damaged fire appliances or fire detectors to the Porters' Lodge without delay.

Do not remove or disable any smoke / heat detectors

All fire doors are clearly marked. Do not prop open or obstruct any fire door, or tamper with the self-closing mechanism.

It is illegal to tamper with fire appliances or detectors. Do not do so.

Tampering with fire appliances or detectors could put yourself or others at risk.

iii] Common Causes Of Fire

Electrical:

Overloading electrical sockets.

Faulty appliances - report any faults to the Maintenance Department. Failure to switch off appliances and unplug when not in use.

Candles, Christmas lights, paper lampshades, plug-in air fresheners, barbecues, lava lamps:

Because of the fire risk involved, candles, Christmas lights, paper lampshades, plug-in air fresheners and lava lamps are not permitted in any College accommodation. Barbecues are not permitted to be used on the main College site or at any College properties, including in the gardens of outside properties.

Cigarettes:

Smoking is banned in all College properties.

Solvents:

Inflammable solvents, paints, paint removers, varnishes etc., must not be used in any College room.

iv] Action In the Event Of a Fire

IN CASE OF FIRE

SOUND THE FIRE ALARM - this is a critical lifesaving first step.

IMMEDIATELY EVACUATE THE BUILDING

ROUSE OTHER OCCUPANTS AS YOU DO SO

DIAL 999 WHEN SAFE TO DO SO

SHUT DOORS AND WINDOWS AS YOU LEAVE

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

REPORT THE FIRE TO THE PORTERS' LODGE.

EVACUATE TO THE FIRE ASSEMBLY POINT AND STAY THERE UNTIL

YOU ARE RELEASED BY A PORTER OR THE FIRE BRIGADE

Report to the Porter any missing person known to have been in the building before the fire started.

Do not attempt to extinguish a fire unless you need to do so in order to escape.

v] Alarms and Drills

All fire alarms are tested at regular intervals to ensure their serviceability. It is recommended that students attend the fire drill, carried out at the start of Term, for their staircase, in order that they are familiar with the sound that the alarm makes and the action to take. At irregular intervals during Term a varying number of staircases are selected for fire drills. Such drills are essential to the maintenance of safety standards within the College and may happen at any time.

The operation and use of appliances or fire equipment is explained by the College Fire Officer in his talk to new students when they first arrive at the College.

vi] Fire Stewards

A Junior Member is appointed as fire steward in each staircase or house. The role of the Fire Steward is to ensure that the fire appliances are in place and undamaged and to report to the College Fire Officer any defects. In addition, each fire steward will ensure that in the event of a fire alarm sounding all the residents of the staircase or house go to the appropriate fire assembly point. You should ensure that you know who is the fire steward for your staircase or house.

vii] Fire Assembly Points

In the event of a fire alarm sounding you should go to the fire assembly point which is closest to your staircase or house. (The location of the Assembly point can be found on the Fire Action Sign in each room).

viii] Corridors and Staircases

Bins, or any other objects, should not be left in corridors or on landings as this presents a fire and trip hazard. A 'do not disturb' sign should be hung on the door handle if you do not want the bedmaker to enter.

X GENERAL HYGIENE AND FOOD SAFETY

i] Sanitary Towels, Etc.

Soiled sanitary towels, tampons and used condoms are a potential source of infection and they should always be disposed of in the appropriate containers. These items should not be disposed of down the lavatory nor left in waste bins in rooms.

ii] Hand Washing And Kitchen Equipment

Micro-organisms which normally inhabit the tiny cracks and crevices of the skin can never be totally removed by hand washing, but hand washing helps and should be carried out regularly particularly after using the lavatory, before preparing food, after handling raw meat, fish or eggs, after handling refuse or if hands are obviously dirty. Students are encouraged to keep their personal kitchen equipment clean. Accidental spillages should be cleared up as soon as they occur.

In the interests of food hygiene kitchen waste should be cleared frequently. The bins provided in Gyp rooms, which must be lined, should be used and must be kept clean and not overfilled. Please leave gyp rooms in a clean and tidy condition so that they are available to be used by other residents.

iii] Sharps Box

A sharps box for the safe disposal of syringes etc. is available in the Housekeeper's Office which is located in the basement of the Hostel and in the Porters' Lodge. Syringes etc. must not be disposed of in waste paper bins; consideration for the safety of bedmakers and other members of staff must be shown in the disposal of these items. If you require a sharps box to be kept in your College room please contact the Housekeeper (Tel: (3)34216).

iv] Disposal Of Broken Glass

All broken glass and other items which might cause injury if handled must be disposed of in the special bins provided in gyp rooms. Broken glass and other items which might cause injury must not be left in waste paper bins, sinks, gyp, rooms etc. Please remember that thoughtlessly discarded glass or other sharp items may cause injury to members of staff or other residents.

While it is expected that residents will clear away any broken glass, it does remain a potential hazard in gyp rooms and other areas. For this reason it is recommended that you don't walk around accommodation, or elsewhere in College, with bare feet.

v] Food Allergies

Junior Members must take responsibility for managing any allergy. They should know what to avoid and what constitutes a reasonable level of risk when choosing food to eat. Junior Members who are allergic to particular food ingredients should discuss the matter with the Head Chef (Tel: (3)34262) as soon as possible after coming to College. The Head Chef will be able to advise on the ingredients in particular dishes. The College kitchens collect information from suppliers as to the ingredients in products purchased from suppliers and seek to avoid the unnecessary use of nuts and nut products. However, the possibility of cross contamination of nuts, nut products or other ingredients, either during preparation or serving, cannot be ruled out. The elimination of all potential allergens is an impracticable objective and the College cannot guarantee that any dish produced in the kitchens is free of nuts or other potential allergens. The nature of a kitchen which produces a wide range of dishes means that, despite the precautions that are taken, there is an element of risk and if in doubt particular items or dishes must be avoided. The Head Chef will be able to discuss particular requirements further.

Junior Members should carry their EpiPen (if prescribed) and any other appropriate medication at all times, and, if appropriate, should carry a "medical alert" or "SOS" talisman containing medical information. If you are allergic to a particular ingredient the responsibility for your health rests with you. The British Allergy Association advises that:

"Adults, you are responsible for your allergy, you know what you are allergic to and can make informed decisions about what constitutes a reasonable level of risk when you choose a processed food or eat out Always carry your autoinjector(s). If you have to use your adrenaline injection then you must go to hospital for observation If you do have a reaction in a public place, you must inject yourself first and delegate someone to call an ambulance."

Symptoms of extreme allergic reactions are:

- Swelling or closing up of the throat
- Difficulty breathing; wheezing
- Generalised rash or hives all over the body
- Swelling of the face or lips
- Floppiness or weakness
- Abdominal cramps and nausea
- Collapse

vi] Use Of College Supplied Microwave Ovens.

Microwave ovens are supplied by the College for use in some gyp rooms. Junior Members are not permitted to bring their own microwave ovens to College or use them other than in gyp rooms. College Regulation 24 states that:

‘Cooking in rooms other than gyp rooms is totally prohibited. Only light cooking in gyp rooms is permitted; certain equipment is permitted to be used in gyp rooms - toasters, kettles, coffee makers, sandwich toasters, rice cookers, slow cookers, bread makers, blenders, juicers, grilling machines. Care must be taken to ensure that cooking causes no offence or irritation to the College Staff or to other members of the College.’

The following precautions will ensure that the microwave ovens are used safely:

- Read and observe the operating instructions, safety instructions and guidance on suitable cookware for use in the microwave oven which are displayed in the appropriate gyp rooms.
- Do not use metal cookware in the microwave oven. Do not use foil or foil containers in the oven.
- Report any fault or malfunction with the microwave oven to the Head of Maintenance as soon as possible using the Repairs Book located in the Porters’ Lodge and do not use, or allow others to use, the microwave oven until the fault has been rectified.
- The microwave ovens must not be moved from the gyp rooms or used elsewhere in the College.
- Please leave the oven in a clean condition so that it is available for use by other residents.
- Please leave the gyp room in good order with dirty crockery and cooking utensils washed and cleared away so that the gyp room is available for use by other residents and can be cleaned by the Bedmaker.

XI SPORTS INJURIES

i] Precautions against Sports Injuries

Clothing and Equipment:

Most sports injuries can be prevented by using correct clothing and equipment, carefully chosen and well fitting, this includes such items as pads, headgear, correct shoes/boots, eye and gum shields.

Getting Fit:

There are two reasons for exercising outside your sport; the first is to prevent injury and the second to improve your performance in your sport. Exercises of this type fall into three main categories:

Stretching exercises - to improve flexibility

Power exercises - to increase strength and muscle bulk

Fitness exercises - to make the body more efficient

Warm up;

To prevent muscle injury prior to physical activity the major muscle groups should be stretched. The positions should be held static for 45 seconds - 1 minute and then relaxed and then repeated 4-5 times.

Diet:

A balanced diet is ideal. If you have a specific medical condition you should seek medical advice about adjustments that may be needed to your diet.

ii] Personal Insurance

The College insurance does not cover personal injury and students are strongly advised to take out their own personal injury insurance policy.

iii] First Aid Following Sports Injuries

General:

If you are injured *stop playing* immediately. To continue can be highly dangerous particularly if a head injury has been sustained. It is important that treatment is started as soon as possible. Basic first aid advice for untrained persons is given under General Accident Procedures at page 8 above.

Loss of Consciousness:

This is usually due to a head injury, a common problem in sport, and although in most cases the player recovers completely it is **ALWAYS** a potential life threatening situation and should be treated very seriously. Seek medical advice.

Breathing:

To maintain a clear airway should retching or vomiting occur, turn the casualty on to his/her side in the recovery position. Move the jaw forward so that the chin juts out. Fluid can then drain from the mouth and the tongue will not fall to the back of the throat and choke the casualty. If the casualty has stopped breathing, from whatever cause call immediately for an ambulance.

RICE - Rest, Ice, Compression, Elevation:

This can be applied in most sporting situations within a few minutes of injury. The sooner the treatment is started the more effective it is. DO NOT be tempted to finish the game after injury, in particular after any kind of head injury.

Hospitalisation and Other Medical Services:

Students are advised to go to the Accident Service at Addenbrookes Hospital immediately if the injury appears to be serious. Students may of course visit their own GPs who are usually able to carry out suturing of a minor nature in their surgeries. Information about other physiotherapy services available may be obtained from the College Nurse during surgery hours. It is most important that treatment is started as soon as possible after injury.

iv] First Aiders

There will not necessarily be qualified first-aiders present on the College playing fields. First aid boxes are kept at the sports ground pavilion and at the Boathouse, and the Groundsman and the Boatman are available during working hours to help to summon assistance.

Any student interested in becoming a Qualified First-Aider should see the College Health and Safety Officer who has a note of the dates when courses are held in Cambridge.

It is advisable for all trainers, coaches or players involved regularly in sport to take a proper first aid course.

v] Reporting Of Injuries

All sports injuries occurring anywhere on College property should be reported in the same way as other injuries (see page 7).

vi] Weights and Training Equipment at the Boathouse and in the 22 Parkside Fitness Suite.

The training room at the Boathouse and the fitness suite at 22 Parkside are unsupervised and particular precautions must therefore be taken in using the equipment there. You must familiarise yourself with the instructions and guidance notes provided by the manufacturers of the equipment, which are displayed at each location, and also observe the rules laid down by the Boat Club and by the College. Please be aware that:

- The equipment at the boat house is for the use of Emmanuel Boat Club Members only and may only be used by those who have received introductory training arranged by the Boat Club. You

will need to sign the record kept by the Boat Club to show that you have received that training. Do not use equipment if you have not read the instructions which accompany it.

- The equipment in the 22 Parkside fitness suite is for the use of Members of Emmanuel College and members of staff at the College only and may only be used by those who have attended an induction session arranged by the College. You will need to sign to indicate that you will abide by the rules laid down for the use of the facility and also provide some basic information about your health – in some cases the advice of your GP will also be required. Do not use the equipment there if you have not read the instructions which accompany it.
- You need to be fit before you make use of fitness equipment. You should consider consulting your GP about your general level of fitness before making use of this equipment.
- Always warm up adequately before you use the equipment.
- You must not use the equipment alone. In particular, it is essential that you are accompanied if you use the loose weights at the Boat House and that assistance is available to you when necessary.
- When using the free weights (at the Boat House) always use the back supports provided.
- You should report any faults with the equipment, or excessive wear in grips, etc., to the Boatman (in respect of equipment at the Boat Club) or to the Bursar (in respect of equipment in the fitness suite at 22 Parkside) as soon as possible.
- Do not use equipment which appears faulty or which does not appear to be functioning correctly.
- Be aware of the dangers of over exertion. If you feel unwell stop using the equipment.
- Guests must not be allowed to use the equipment either at the Boat House or in the 22 Parkside fitness suite.

XII Faults and Breakages.

Any faults or breakages in College rooms which have safety or security implications must be reported without delay. This can be done using the on-line Maintenance Log on the College Website. The on-line Maintenance Log is reviewed daily on week days and all entries are investigated and appropriate action taken. At weekends and out of normal working hours problems should be reported to the Porter on duty (Tel: (3)34200).

If faults or breakages are observed on staircases or in gyp rooms, bathrooms or public areas of the College, and there are safety or security implications, these must again be reported without delay. It is important that every member of College takes responsibility for reporting a fault or breakage which has safety implications; it should not be assumed that the problem has already been reported by someone else.

The exterior lighting on the main College site and at other College properties performs an important safety and security function. Please report any failure of these lights so that bulbs can be replaced and necessary repairs undertaken.

XIII Security

The College has a large and relatively open site. In order to maintain the security of all resident members of the College the following precautions should be observed:

- Ensure that doors & windows are kept locked when you leave the room.
- If your room is on the ground floor the windows should be fitted with security locks. If these locks are faulty or parts are missing please report this on the on-line Maintenance Log as soon as possible. Please make use of these locks and leave them complete for the next resident.
- If the door to your room is not currently fitted with a spy hole, the College will fit one on request. Contact the Bursar.
- In outside properties ensure that the front and back house doors are kept locked. Do not prop these doors open or leave them on the latch.
- Report any faults with doors or locks without delay – this can be done using the on-line Maintenance Log. If the problem is urgent the fault should also be reported to the Porter on duty.
- Report any faults with lighting on staircases and communal areas or in the College gardens and grounds, using the on-line Maintenance Log.
- A stranger on your staircase should be asked politely who they are visiting and which room number they are looking for. If the answers are unsatisfactory or you are suspicious for other reasons the incident should be reported to the Porters' Lodge without delay.
- Similar precautions should be taken at the Boathouse and the Sportsground.
- Ensure that the College gates are closed behind you and do not prop open or obstruct these gates.
- If you are concerned about the security of a staircase of College house contact the Porters' Lodge immediately by telephoning 334200
- In the event of an emergency in a College outside property you should telephone the appropriate emergency service directly and inform the Porters' Lodge as soon as possible.

There are closed circuit television cameras installed at various locations around the College, and these are connected to a recording system. The C.C.T.V. system is controlled by the Head Porter, and any questions concerning the operation of the system should be addressed to him. The C.C.T.V. system is used predominantly to assist with security at the College. In the event of any incident in the College, or damage, or potential damage to, property or equipment, the C.C.T.V. recording would be used in an attempt to identify those responsible.

If you have any concerns or comments about security – either of your room, College properties, or the College site more generally – or about the adequacy of lighting, please contact the Bursar. Equally, you can raise any concerns with ECSU or the MCR who will ensure that the matter is discussed by the relevant College committee.

XIV Safety Outside of the College

i] Safety In Cambridge

Cambridge is a relatively safe city. Cambridge University Students Union (CUSU) advises that your property is more at risk than you are so you shouldn't let fear dictate your movements, just be aware. CUSU advises that "you can take sensible precautions without restricting your activities too much:-

- If possible walk home with friends
- Decide on your route home before hand and if possible use well lit roads and avoid dark shortcuts.
- Walk in the middle of the pavement away from doorways, and in the middle of the road in quiet roads at night.
- If you think you're being followed cross the road.
- Try to have enough money with you for phone calls or taxis.
- Keep your keys in your hand or pocket.
- Above all, look confident and as if you know where you are going."

The College has an arrangement with Panther Taxis where by a return taxi to the College can be charged to your College bill. This facility is intended to ensure that you can return to the College safely even if you do not have sufficient cash with you to meet the taxi fare. The taxi journey must return you to the main site or the outside property where you live, and you must give the taxi driver your name, show your student union card to confirm your name and College and indicate that **account number 0402** is to be charged. The telephone number for Panther Taxis is **715715**. Taxi fares should not be charged to this account under any other circumstances.

You should contact the ECSU Welfare Officer or Women's Officer to discuss the availability of attack alarms.

ii] Cycle Safety.

While cycling is an easy and convenient way to get around Cambridge, the following advice should be followed.

- When possible make use of cycle lanes and cycle paths.
- Riding at night without lights is illegal and dangerous. Ensure that you have your cycle lights with you and that you have spare batteries.
- When cycling at night wear bright and reflective clothing.
- Always obey road traffic regulations as they apply to cyclists.

- Wear a cycle helmet. If you are doubtful about the fashion potential of a cycle helmet bear in mind that over half of cycling deaths are caused by head injuries.
- Cycling after having consumed alcohol is dangerous.
- Ensure that your bike is well maintained and inspect and test it regularly.

XV The Fellows' Garden Swimming Pool

Great care must be taken in the use of the swimming pool in the Fellows' Garden. The swimming pool is unsupervised and it is dangerous to swim alone. Unaccompanied use of the pool is therefore not permitted. In order that you can summon help if there is an emergency at least one person present must be in possession of a mobile phone. The swimming pool is shallow and diving is dangerous. The concrete rim of the pool and the grass which surrounds it can be slippery and it is dangerous to run on the edge of the pool or the pool surrounds.

Do not swim alone

Do not dive

Do not run on or near the edge of the pool

It is dangerous to enter the pool after having consumed alcohol

The College Regulations specify the times at which the pool may be used and there is no access to the pool or the Fellows' Garden outside of these times:

Easter Term until 31 August 6.30 a.m. to 9.00 a.m. and from 2.00 p.m. to 7.00 p.m.

The swimming pool must not be used at any other time, particularly not in the evenings or after dark.

Junior Members can only enter the Fellows' Garden to gain access to the swimming pool and only at the times set out above. The Fellows' Garden is closed to Junior Members at all other times.

XVI No Smoking Policy

Smoking is also not permitted in public areas which are partially enclosed, specifically the Front Court Cloisters, the Chapel Cloisters, the Tunnel, North Court Cloisters and the Queen's Building Cloisters.

Smoking is not permitted in any College room. This includes the public areas of College buildings. Public areas include:

All public rooms

All corridors and staircases

All offices, work areas

All gyp rooms, bathrooms, changing rooms, toilets, TV rooms and common areas

The JCR bar

The Boathouse

The Sportsground pavilion

The Porters' Lodge