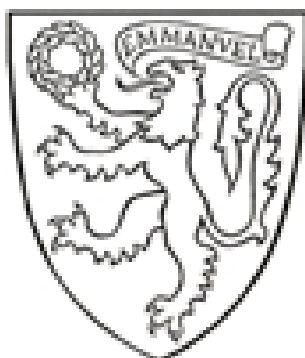


EMMANUEL COLLEGE

HEALTH & SAFETY

2011-2012



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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 Dorling who is also the Head Porter. He can be contacted at the Porters' Lodge (tel 34274).

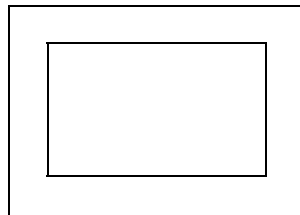
II Electrical Apparatus And Safety

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 in which case they will carry the following symbol:



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 Trevor Andrews and his office is located in Emmanuel House Room 9 (Tel: (3)34238).

Particular care must be taken to avoid overloading the electrical supply system. While you, as a resident in the College or College Hostel, 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 are available for purchase from the Head of Maintenance.

If you own equipment which does not conform to British Standards you **must** seek the advice of the College Electrician (Mr Keith Wright) 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

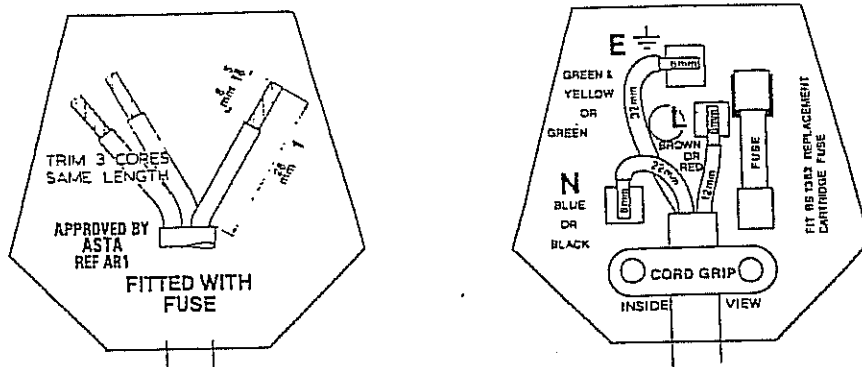
All trailing leads must be in good condition with undamaged insulation and termination in a standard 3 pin plug appropriately fused for the loading of the apparatus or appliance attached. The primary insulation surrounding the conductors of flexible leads must comply with standard colour codes. Live: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

v] Wiring of Plugs

All plugs fitted to flexible leads must be so fitted that the secondary or outside insulation sheath is secured in the cord grip inside the plug. The conductors must be connected in a tidy manner with only enough insulation stripped from them to allow connecting to the terminals. All bare wires must be twisted together to contain any stray ends, all the strands must be intact and form a neat core. This core must then be connected to the appropriate terminal, the brown wire to the right, where the fuse is, the green/yellow one to the centre top, and the blue to the left one. No loose strands must be left; no loose strands must either be allowed to touch any other part of the plug and on no account must any loose strands be allowed to protrude through the sides of the plug. The correct fuse for the load should be fitted in the plug i.e. up to 640 watts a red 3 amp fuse, above that a brown 13 amp fuse is fitted. Note all appliances are marked on rating plate as to their loading. On page 6 there are two diagrams which will help with the wiring of plugs.



Should you have any difficulty or be the least unsure about this matter the Maintenance Department electricians will gladly fit plugs for you. Please make arrangements with the Head of Maintenance. 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

Replacement light bulbs can be collected from the Porters' Lodge. If you cannot safely reach the light socket, do not attempt to change the bulb and report the need for a replacement bulb to the Maintenance Department. Turn the light off at the switch before changing the bulb. Visually inspect the light socket before beginning to change the bulb. If there appears to be a fault with the socket (for example loose or exposed wires) report it immediately to the Maintenance Department and do not attempt to change the bulb.

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 an accident make sure that the injured person has attention by a doctor or a trained nurse or first-aider as soon as possible.

If medical aid is going to be needed urgently, send for an ambulance by dialling 999 through a coin box, 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.

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, 1985, 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 And 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 from the University Counselling Service (2-3 Bene't Place, Lensfield Road, Cambridge. 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 21 units a week for men and up to 14 units a week for 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 (including computer screens) 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 Safety Officer

The Head Porter, Mr Dorling, is the College Fire Safety 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 instruction sheets which are posted on staircases.

Know the location of fire alarms which are located on every staircase.

Know your escape route.

Know the location of fire extinguishers - again on every staircase - and how to operate them. (see page 23a)

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

Do not remove or disable any smoke / heat - any detectors or batteries found to be missing or disabled during the routine checks will be reported to the Senior Tutor.

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 or allow others to 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:

Because of the fire risk involved, candles, Christmas lights, paper lampshades and plug-in air fresheners 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:

Do not leave burning cigarettes in ashtrays, on window ledges or on the edge of furnishings. Ensure that cigarettes are properly extinguished.

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 life saving first step.

**IMMEDIATELY EVACUATE THE BUILDING
ROUSE OTHER OCCUPANTS AS YOU 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 can do so without any risk of injury to yourself or others.

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.

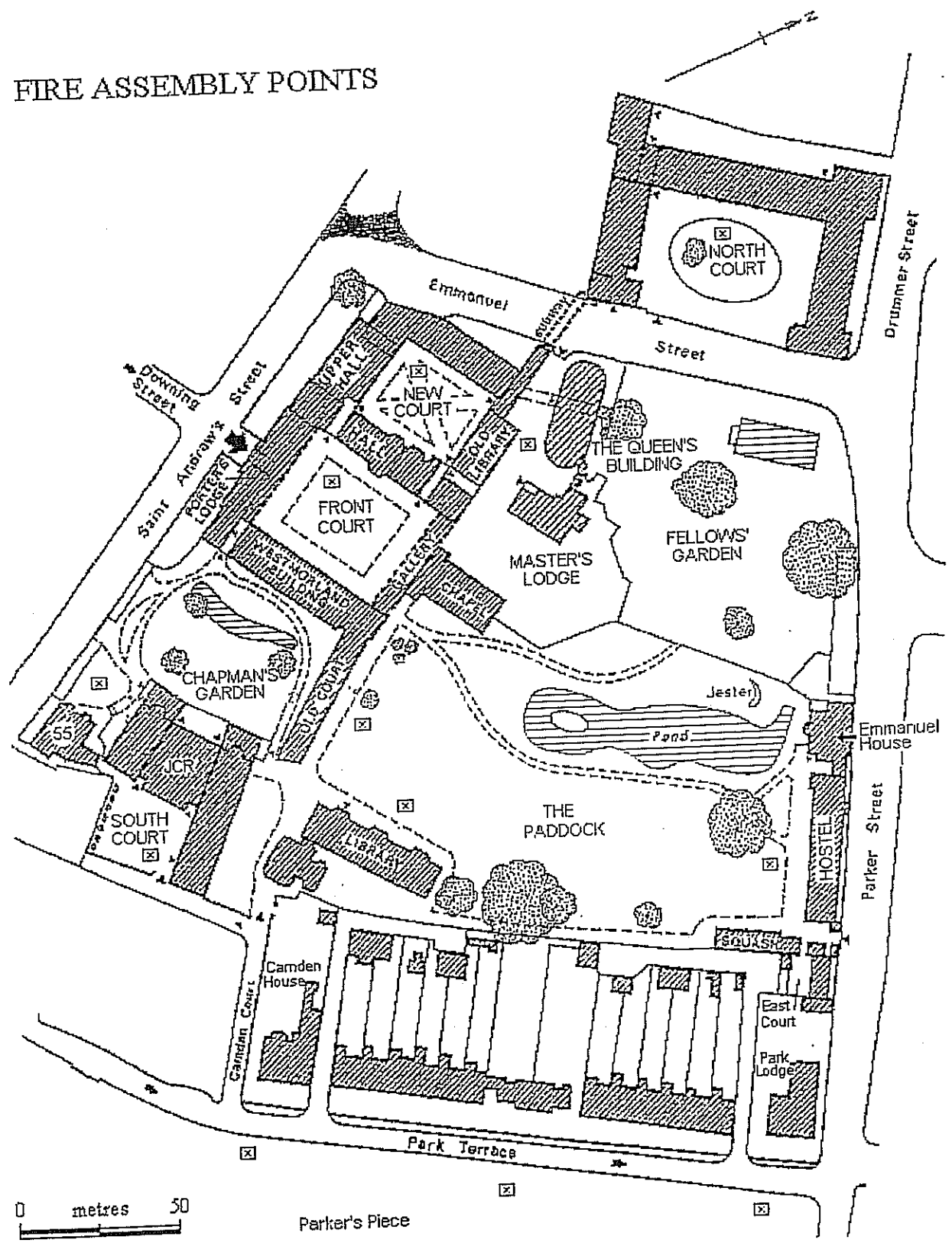
vi] Fire Stewards

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

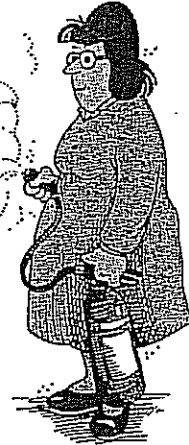
The map on page 21 shows the fire assembly points on the main College site. In the event of a fire alarm sounding you should go to the fire assembly point which is closest to your staircase or house.

☒ FIRE ASSEMBLY POINTS



If you do decide to tackle a small fire it is crucial to know which type of fire extinguisher to use !

Under present fire regulations all new fire extinguishers are red with a coloured panel of not less than 5% indicating its content. All older fire extinguishers are coloured totally in their designated colours.



Water Extinguishers -
All red in colour, used to cool fires such as wood, textiles and paper.
Never to be used on electrical fires !

Co₂ - Carbon Dioxide Extinguishers -
Black 5% label on red, used to smother flames by shooting out a cloud of cold Co₂ gas, very good general purpose fire extinguishers.

Dry Powder Extinguishers -
Blue 5% label on red, smothers flames by shooting a fine dense cloud of dry powder, very good general purpose extinguisher, but can leave deep seated fires to smoulder only to re-ignite later. It also can prove to be a health hazard for those with chest problems.

Foam Extinguishers -
Green 5% label on red, these smother fires with a blanket of foam. Can be difficult to apply and should *never be used on electrical fires.*

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, for example nuts, 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, can not 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 Addenbrooke's 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.

iii] 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.

iv] Reporting Of Injuries

All sports injuries occurring anywhere on College property should be reported in the same way as other injuries (see page 9 above).

v] Weights And Training Equipment At The Boathouse

The training room at the Boathouse is 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 in the training room, and also observe the rules laid down by the Boat Club.

- 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.
- You need to be fit before you make use of the fitness equipment or loose weights. You should consult the Boat Club coaches about your general level of fitness before making use of this equipment.
- Always warm up adequately before you use the equipment.
- You should not use the equipment alone. It is essential that you are accompanied when you use the loose weights and that assistance is available to you when necessary.

- When using the free weights always use the back supports provided.
- You should report any faults with the equipment, or excessive wear in grips etc., to the Boat Club as soon as possible. If the fault is serious you should report it to the Boatman.
- 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 should not be allowed to use the equipment in the training room unless they have received the induction training arranged by the Boat Club.

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 Maintenance Book located in the Porters' Lodge. The Maintenance Book is reviewed daily and all entries are investigated and appropriate action taken. If the safety or security implication is such that immediate attention is required the problem 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 to rooms are kept locked when you leave the room and at night.
- Do not leave windows open when you leave your 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 in the Maintenance Book 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. To request a spy hole please contact the Bursar.
- In Park Terrace and the College 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 Maintenance Book in the Porters' Lodge. 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 Maintenance Book in the Porters' Lodge.
- 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 Sports ground.
- 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 or College house you should contact the Porters' Lodge immediately by telephoning 334200

- **In the event of an emergency in a College outside property you should telephone the police 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. 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 not permitted in 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.

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

Smoking is not permitted in any of the rooms in Old Court.

Guidelines on HIV and AIDS

July 2008



These Guidelines have been prepared by the University's HIV and Sexual Health Working Group, which reports to the Committee of Management of the University Health Services and which represents both College and University health managers. The purpose of the Guidelines is to provide a framework of information that will help Colleges and University institutions to establish their own specific policy on HIV and AIDS.

Although the risk of infection in the workplace is very low for those who do not have direct contact with blood or blood products, there is still a certain anxiety about HIV and AIDS. A policy written for your institution will be able to acknowledge the level of risk of infection for particular groups of staff and students and ensure that appropriate procedures are in place. It will also ensure that staff and students understand how to get up-to-date, confidential advice and support.

The first section of these Guidelines covers information on best practice; Appendix I is a list of contacts for managers, advisors and health professionals; Appendix II sets out the legal requirements for the disposal of clinical waste; Appendices III and IV are the University's guidelines for dealing with spillages of body fluids and for laboratory work with blood products. Although relevant to these Guidelines, neither Appendix II nor Appendix III is AIDS specific. The Working Group has decided to include them because this information is not readily available in any other University publication.

The Working Group meets termly, and would welcome any comments on the Guidelines. Please send comments to the Secretary, HIV and Sexual Health Working Group, Secretariat, The Old Schools, Trinity Lane, Cambridge CB2 1TN.

It is expected that the Guidelines will be updated at least every two years, to take account of developments in knowledge about AIDS and HIV infection.

A handwritten signature in black ink, appearing to read "Richard Barnes".

Dr R. J. Barnes
Chair, HIV and Sexual Health Working Group

General

HIV – Human Immunodeficiency Virus – is a virus that leads to damage of the cells of the immune system. AIDS – Acquired Immune Deficiency Syndrome – describes a condition where an opportunistic infection or illnesses has been diagnosed, arising from this damage or directly from the action of HIV. There is no cure for HIV, but anti-retroviral treatments have been developed which, taken in combination, can slow or halt the progression of infection. People who have HIV may show no symptoms and may remain well and healthy for many years.

How HIV is normally passed on

HIV is transmitted through infected body fluids. HIV is not transmitted through casual contact but in the following ways:

- through contaminated blood entering a person's bloodstream
- through the use of shared equipment when injecting drugs
- through oral, vaginal or anal intercourse without using a dental dam, condom or femidom
- from an infected mother to her baby, during pregnancy or delivery, or from breast milk

Most positive people are very careful not to pass on infection to their partners and those around them. There is, however, a greater risk of HIV being passed on when people do not know that they are infected (25 – 30% of those who have HIV). Working, living, eating and socialising with anyone living with HIV poses no risk of infection.

Occupational transmission

All informed medical opinions suggest that there is virtually no possibility of HIV transmission in work situations which do not involve direct contact with blood or blood products. Few jobs involve direct contact with blood products. However, the level of anxiety generated by inaccurate media coverage of the issue should be recognised.

People with certain responsibilities, e.g. First Aiders, may be more likely to encounter cases of accidental blood spillage. Members of such groups should make themselves acquainted with more specific instructions, such as those produced by the University Occupational Health Service (see Appendix III).

Confidentiality

As with any medical condition, information about individuals should be treated as strictly confidential. The guidelines drawn up by the General Medical Council state that confidentiality should be breached only in the most exceptional circumstances. It is strongly advised that disclosure should take place only on terms agreed with the individual concerned, and that his/her informed written consent should be sought on each occasion.

Health promotion

HIV infections and AIDS raise the issues of sex, sexuality, drug abuse, disability, and death. These are very emotive subjects, and relevant people working in the University should be encouraged to explore the issues that they raise. They should also develop the skills needed to support those who are living with HIV, to address issues of stigma and discrimination and to help prevent the spread of infection. Everyone must know whom to approach for accurate, sensitive and confidential advice, whether in Colleges, Faculties or Departments, or outside the University.

Colleges and University institutions are urged to make the necessary information available and to provide training courses and workshops, such as those run by DHIVERSE (see Appendix I).

It is particularly important that senior members of the University who have management responsibilities should attend training courses, since it is they who will have to deal with the human and personal problems which may arise from cases of AIDS or HIV.

Travel and study abroad

AIDS and HIV infection occur in all parts of the world, although much attention has been focused on certain areas with known high prevalence. Those concerned with travel and study abroad are encouraged to seek information on medical provision and relevant foreign entry requirements.

Members of staff who are required to travel abroad should be informed before they begin their employment that in certain countries they may be required to take the HIV antibody test. Students should also be informed in advance if their course is likely to require visits to such countries. If an individual student does not wish to be tested, alternative arrangements should be made if possible; the student should not be penalised. The requirements for short trips of less than a month may be different from the requirements for extended study visits. In some places it may be wise to carry sterile syringes and other medical supplies. It should also be noted that some diseases and infections are more serious for people living with HIV, and some inoculations are not advised for HIV+ people.

For further information about travel abroad, undergraduates should contact their general practitioner, College nurse or DHIVERSE. Senior members of the University, research students and staff should contact the University Occupational Health Service (see Appendix I).

Medical students going to countries with a high prevalence of HIV/AIDS should contact the Occupational Health Service for advice in the early stages of planning their elective.

Sports

Sports which are likely to involve injury (wounds, cuts, bites, or scratches) may present some risk of transmission of blood-borne infection. Any open cuts or breaks in the skin should be washed with plenty of water. Wounds should then be covered securely with a waterproof dressing. People tending those injured should wear disposable gloves, and sponges and cloths should not be re-used.

HIV test

Testing for HIV and other sexually transmitted infections is offered locally by the Cambridge Contraception and Sexual Health Service at The Laurels, 20 Newmarket Road, and by Clinic 1A, the Genito-Urinary Medicine Clinic, at Addenbrooke's Hospital. Appointments are necessary, but clients can telephone The Laurels or Clinic 1A directly without referral by a general practitioner. All tests are confidential. Notes at the GUM clinic are kept separate from other records; they do not enter the hospital file and general practitioners are not informed. It is possible to attend any GUM clinic and clients may remain anonymous if they wish.

Clients are seen by a health adviser or doctor for a pre-test discussion and all HIV test results are given in person. A wide range of on-going support is offered through Clinic 1A and further support is available from DHIVERSE and the University Counselling Service.

People who are HIV positive

It is recommended that anyone living with HIV contacts The Laurels, Clinic 1A, DHIVERSE or the University Counselling Service, to become aware of the medical advice, services and support available.

Life insurance and HIV/AIDS

The Association of British Insurers (www.abi.org.uk) has produced a 'Statement of Practice – Underwriting Life Insurance for HIV/AIDS'. This recommends to members that for life insurance proposals they no longer ask whether the applicant has had an HIV test or counselling but confine any question to asking only about positive test results or treatment. They will, however, continue to assess risks through clear questions on matters material to the risk. If further information is required, it will be sought only with the permission of the applicant.

Needs of people with HIV/AIDS

People who are living with HIV have the right and the potential to lead as full a life as any other member of the University. Colleges and University institutions are asked to support them in the same way as those living with any other chronic condition. An increasing number will enjoy long periods of well-being, during which they may be able to cope with the demands of employment or academic life, although there may be periods when they need specialised hospital care.

Appendix I

Local information and advice

DHIVERSE

Office B, Dales Brewery

Gwydir Street

Cambridge CB1 2LJ

Tel: 01223 508805

Fax: 01223 508808

e-mail: info@dhiverse.org.uk

Website: www.dhiverse.org.uk

Advice, information, training and support including befriending, counselling and a gay men's health project. Positive Options are the services and opportunities provided by DHIVERSE for people living with or affected by HIV. Positive Options is a fully confidential service and no one will be told that you have contacted us unless you ask us to do so. It provides the chance to talk in confidence and a variety of opportunities to meet other positive people.

Occupational Health Service

Fenner's

Gresham Road

Cambridge CB1 2ES

Tel: 01223 336594

Advice on occupational health at work and on travel abroad.

Consultant in Communicable Disease Control

Kingfisher House

Kingfisher Way

Hinchingsbrooke Business Park

Huntingdon PE29 6FH

Tel: 01480 398500

Advice on student care and the disposal of clinical waste.

The University Counselling Service

2-3 Bene't Place, Lensfield Road

Cambridge

CB2 1EL

Tel: 01223 332865

Website: www.counselling.cam.ac.uk

Counselling for staff and students.

Cambridge Contraception and Sexual Health Service

The Laurels

20 Newmarket Road

Cambridge CB5 8DT

Tel: 08456 505152

Sexual health services including screening and treatment for STIs, HIV testing, Chlamydia screening

The Bridge Project

154 Mill Road

Cambridge CB1 3LP

Advice and information line: 01223 214614

Monday – Thursday 9 a.m. – 5 p.m.

Friday – 9 a.m. – 4 p.m.

Weekends – answer phone.

Drug information and treatment service, needle exchange, self-referral for counselling and health assessments.

Cambridge University Students Union

Old Examination Hall, New Museums Site

Cambridge

CB2 3RF

Tel: 01223 333313

www.cusu.cam.ac.uk

Information and referral advice and an HIV Student Support Group which meets once a term.

Clinic 1A (Genito-Urinary Medicine Clinic)
Box 38
Addenbrooke's Hospital
Hills Road
Cambridge CB2 2QQ
Tel: 01223 217239
Confidential advice, counselling and testing.

Centre 33
33 Clarendon Street
Cambridge CB1 1JX
Tel: 01223 316488
Monday – Wednesday 10 a.m. – 8.15 p.m.
Friday and Saturday 10 a.m. – 1.30 p.m.
e-mail: help@centre33.org.uk
Website: www.centre33.org.uk
*Information and counselling for people under 25,
support for young carers and free pregnancy tests.*

National information and advice

Terrence Higgins Trust
52–54 Grays Inn Road
London WC1X 8JU
Helpline 0845 1221 200
e-mail: info@tht.org.uk
Website: www.tht.org.uk
*Personal, general and financial advice on HIV and
sexually transmitted infections.*

National AIDS and Sexual Health Helpline
Tel: 0800 567 123
Freephone 24 hours every day.
www.condomessentialwear.co.uk
*Information and advice on HIV and AIDS and other
sexually transmitted diseases.*

Health Protection Agency
www.hpa.org.uk
*The provision of specialist health protection services
and advice to the public on health protection*

Blackliners
<http://blackliners.mappibiz.com>
*Support and services for black and minority ethnic
people living with or affected by HIV/AIDS.*

Mainliners Ltd
2nd Floor, Downstream Building
1 London Bridge
London SE1 9BG
Tel: 0207 221890
Monday – Friday 10a.m. – 5p.m.
www.mainliners.org.uk
Support and advice on drug use and HIV.

Appendix II

Rules for clinical waste

Disposal of clinical waste is governed by the Collection and Disposal of Waste Regulations, 1990, Special Waste Regulations 1996, and the Environmental Protection Act 1990, section 34. These regulations place obligations on District Councils to collect clinical waste from private dwellings and residential homes and to dispose of it in such a way that it is not a hazard to those collecting it or to the general public. The definition of clinical waste is very broad including “any waste which consists wholly or partly of human tissue, blood or other body fluids, excretions, drugs, swabs or dressings or syringes, needles or other sharp instrument”.

Clinical waste may be generated in the homes of people who are receiving treatment for infectious conditions or having dressings to wounds, ulcers, etc., and from people who have a notifiable infectious disease.

Clinical waste in the community should be disposed of as follows:

1. Soiled incontinence materials, disposable nappies, etc.

These materials present no significant risk of infection and should be disposed of by being carefully wrapped in several sheets of newspaper, placed in a plastic bag and treated as domestic refuse.

2. Materials generated by community nurses in patients' homes in dressing wounds, ulcers, etc.

The nurse will be responsible for advising patients on the methods of disposal and for supplying yellow sacks for use by those patients identified above to be in need of a special collection. Where it is the view of the nurse that the waste presents a particular risk of infection or where large quantities of waste are generated i.e. more than one sackful a week, the Consultant in Communicable Disease Control will be informed. He or she will then make arrangements with the relevant District Council to collect the waste.

3. Clinical waste from cases of statutorily notifiable diseases including HIV and AIDS

Clinical waste from people suffering from notifiable disease may present a potential risk of infection. In appropriate cases, e.g. hepatitis B, tuberculosis, etc. the Consultant in Communicable Disease Control will inform the relevant Environmental Health Department of the need for a collection of clinical waste. The requirement may be short-lived or for a prolonged period, e.g. for people with HIV/AIDS. Yellow plastic bags will be provided and waste will be disposed of by incineration.

4. People on home dialysis

The District Council is responsible for the weekly collection of waste. New patients are notified to the Environmental Health Department by the Consultant in Communicable Disease Control. The waste will be disposed of by incineration.

5. Clinical waste arising from the premises of dentists, chiropodists, veterinary surgeons, acupunctureists, tattooists, etc.

Clinical waste arising from these premises is treated as industrial waste. District Councils will identify such premises and ensure that clinical waste is segregated from other waste and disposed of appropriately.

6. First aid materials

First aid materials normally present no significant risk of infection and should be disposed of as in paragraph 2 above. In larger premises, e.g. schools or factories where more than one domestic refuse sack per week of such waste is generated, it may be necessary to organise a separate clinical waste collection on a regular basis. Details of premises generating such waste in these quantities should be passed to the Consultant in Communicable Disease Control, who will consult with the relevant District Council.

Enquiries should be addressed to:

Consultant in Communicable Disease Control
Kingfisher House
Kingfisher Way
Hinchbrook Business Park
Huntingdon PE29 6FH
Tel: 01480 398500

Appendix III

Guidelines for dealing with spillages of blood and other body fluids

Personal hygiene

1. Razors, toothbrushes, or other equipment that could become contaminated with blood should not be shared.
2. Minor cuts, open or weeping skin lesions, and abrasions should be covered with waterproof or other suitable dressings.
3. Sanitary towels should be burnt in an incinerator or put into sealed units for collection. Tampons may be flushed down the toilet.

Accidents involving external bleeding

1. Normal first aid procedures should be followed, including the use of disposable gloves where possible for additional protection.
2. The wound should be washed immediately with soap and water, and a suitable dressing and pressure pad applied if necessary. Where possible the injured person should be encouraged to carry out this task.
3. Medical advice should be sought as soon as possible.

4. In dealing with splashes of blood from one person to another:
 - (a) splashes of blood on the skin should be washed off immediately with soap and water;
 - (b) splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water;
 - (c) Medical advice should be sought as soon as possible, especially if the injured person is known to be HIV positive, as prophylactic treatment may be required for the exposed person.
5. Blood or body fluid spillage should be cleared up as soon as possible (see cleaning note on general hygiene). Contaminated surfaces should be cleaned with a suitable bleach or disinfectant.
6. The disposable gloves, paper towels or cloths and contaminated dressings etc. should be put into a clear plastic bag. The bag should then be sealed and put into a refuse sack in the normal manner.

General hygiene

1. Cleaning:
 - (a) normal methods should be used. No special disinfectants are necessary for either the bath or toilet;
 - (b) paper towels or disposable cloths should be used;
 - (c) separate cloths or paper towels should be used for the kitchen, bathroom and toilet.
2. Spillages of blood and vomit should be cleared up as quickly as possible.
 - (a) Household bleach, diluted 1 in 10, should be applied liberally to the spillage. Disposable gloves should be worn as this substance is irritating to the skin. The area should be well ventilated.
 - (b) Gloves and paper towels should be sealed in a plastic bag and put into the waste bin.
3. Sheets, towels and clothing that are stained with blood should be washed in a washing machine at 95°C for 10 minutes.

Everyone should ensure that their own cuts and abrasions are covered with waterproof or other suitable dressings before giving physical care.

Storage of disposable gloves, bleach, and other materials

Everyone should be made aware of where gloves, bags, and bleach or disinfectant, etc., are stored. Colleges and Departments will need to determine suitable locations so that all may use the supplies as necessary.

Waste disposal

1. Soiled waste (such as nappies and pads) should be burnt unless alternative arrangements, approved by the Safety Officer, exist. If this cannot be done, the rubbish including protective disposable gloves, should be put into a plastic bag and effectively secured. This waste will be collected for disposal in the normal manner.
2. Used condoms should be wrapped and disposed of in a sealed disposal unit. If this is not possible, wrapped used condoms should be placed in a plastic bag, sealed effectively and disposed of in the normal rubbish disposal. Condoms should not be flushed down the toilet.
3. Sanitary towels should be burnt in an incinerator or put into sealed units for collection. If this is not possible, sanitary towels should be wrapped and placed in a plastic bag, sealed effectively and disposed of in the normal rubbish disposal. Tampons may be flushed down the toilet, but it might be environmentally preferable for them to be disposed of as sanitary towels.
4. Hands should be washed and dried when work is completed.

Appendix IV

Laboratory work with blood products or viable HIV

Blood and body fluid specimens which are known or suspected to be infected with HIV should be handled in accordance with guidelines produced by the Advisory Committee on Dangerous Pathogens. A higher level of risk may arise from work with concentrated HIV solutions.

Staff undertaking higher risk work should undergo pre-placement screening by the Consultant Occupational Health Physician. Certain disorders may make an individual susceptible to infection if accidental exposure occurs; the general suitability of an individual for this type of work must be considered. Prospective workers will be counselled confidentially by the Consultant Occupational Physician so that they are aware of the risks involved and know what to do in event of an accident.

Before any member of staff embarks on higher risk work, a blood sample will be taken; this will be stored frozen and will be kept until destruction is ordered with the agreement of the individual. The sample will be coded and will not be tested without the consent of the person concerned. There is no need for pre-employment or routine HIV testing. An annual health review will be required to record occupational incidents and to monitor the individual's health. HIV testing may be performed at the request of the individual after appropriate counselling.

Accidental exposure to HIV in the laboratory may occur from splashes to the skin and eyes or through inoculation injury; aerosols of high titre material can also be a hazard. Splashes to the eyes or mucous membranes should be washed with soap and water. Inoculation injuries of the skin should be washed thoroughly with soap and water and made to bleed freely. The incident should be reported to the University's Occupational Health Service immediately. Outside 'office' hours or if the Occupational Health Service cannot be contacted, the individual concerned should go to the Accident & Emergency department at Addenbrooke's Hospital. Post exposure prophylactic medication is routinely available on a 24-hour basis from the Duty Specialist Registrar in Infectious Diseases at Addenbrooke's Hospital.

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