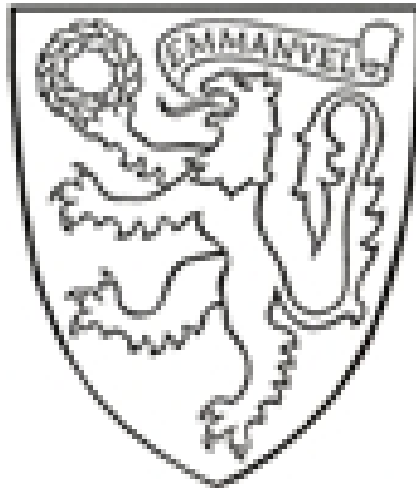


EMMANUEL COLLEGE



HEALTH AND SAFETY BOOKLET

October 2018

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NOTES:

The following pamphlets are available from the Porters Lodge/Student Post Room and on Moodle.

- A. Camcycle: Welcome to Cycling in Cambridge
- B. Camcycle: Cycle Lighting

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 behavior. 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.**

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.

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. Further sources of help and advice are set out below.

Alcohol

The College's alcohol policy is set out here. It is intended to advise you of the potential dangers of the abuse of alcohol, to establish some guidelines for its safe use, and to encourage a culture of self-regulation and a respect and care for others and one self. The information provided here is intended to help you make sensible decisions about whether to drink alcohol and how much to drink.

Alcohol is a drug, albeit a legal one.

Alcohol abuse is a growing social problem nationwide, one which is of particular concern among younger age groups.

Keep to sensible drinking limits and 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). Some useful information on the amount of alcohol in commercial drinks can be found at

<https://www.drinkaware.co.uk/?gclid=CKbTn8e6ktICFUqx7QodjIcBMA>

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.

The effects of alcohol can start within ten minutes and depending on the individual can last for many hours. Slurred speech, vomiting, loss of balance, and distorted vision are just some of the more immediate effects of drinking on the body if you consume too much alcohol at once; so is unconsciousness.

Very high amounts consumed rapidly can lead to alcohol poisoning, which can be fatal, as can the combination of unconsciousness and vomiting.

Long-term use is linked to liver disease, heart disease, brain damage, some cancers and several disorders of the reproductive system and sexual organs.

You should think about the effects that drinking has on your body and your mental state. Some students chose not to drink alcohol at all; many others drink safely without any problems or impact on their studies – but not all.

There are times when even one or two alcoholic drinks can be too much - for example:

- Don't drink if you are pregnant
- Don't drink before or when driving or cycling

- 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.

Remember that it is possible to remain under the influence of alcohol the morning after a heavy drinking bout. Take 48 hours without drinking to allow your system to recover.

Researchers define '**binge drinking**' as having at least 6 units in one session for women and 8 units in one session for men. Binge drinking all 14 units (the sensible limit recommended for a week) at once is bad for your health and potentially very dangerous.

National statistics indicate that the prevalence of hazardous drinking in the 16 – 24 age group is over 50% for men and 30% for women – the highest prevalence for any age group. In common with many university towns the local NHS has expressed concern about the level of alcohol related admissions to Addenbrooke's.

Alcohol is an addictive drug and there is strong evidence that abuse of alcohol and alcohol dependency may stem from drinking in order to relieve stress, anxiety and depressive thoughts – all of which are not uncommon and for all which help is available. Alcohol is a depressant and can exacerbate pre-existing depressive conditions as well as precipitate them.

Alcohol is a major cause of accidents

Alcohol 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.

Drinking alcohol affects your personal safety

An estimated 23,000 alcohol-related incidents take place in Britain each week. Being on the streets under the influence of drink puts you at greater risk of physical and sexual assault.

For safety when you have been drinking alcohol - stay with friends, look out for your friends, don't walk back to your College alone at night, and take extra care on night time roads.

You should also be alert to the risk of drink spiking.

Antisocial behaviour

Antisocial behaviour is often associated with excessive drinking. Although alcohol is a depressant it can exaggerate whatever mood you are in when you start drinking. When drunk, you may unwittingly seem more threatening to others, influencing how they react to you. Avoiding violence when not fully in control of yourself can be difficult; your perceptions will be dulled, it will take you longer to react and think things through, and your judgement may be affected. Aim to talk your way out of a situation, avoiding aggressive language, and using open body language. But always bear in mind that when you have been drinking you will be more vulnerable to difficulties and danger than when sober.

Alcohol within the College community

The College wants to encourage students who choose to use alcohol to use it carefully, and safely, and not to abuse it.

It is both foolish and dangerous to encourage others to drink more than they ought or wish. Encouraging excessive alcohol consumption is not compatible with sensible drinking and **drinking games in particular are not permitted in the College bar, the Hall, or in any licenced premises within the College.**

Excessive quantities of alcohol must not be provided at events and those organising events have a responsibility to promote sensible drinking. The National Union of Students runs an alcohol awareness campaign (<http://alcoholimpact.nus.org.uk/about>) which provides useful advice. When organising events you should make sure that good quality alcohol free alternative drinks are available.

A social emphasis on alcohol can be insensitive to students whose cultures do not endorse the use of alcohol and to those who choose not to use it.

Disciplinary matters

Anti-social behaviour, which is often a consequence of excess drink, is not tolerated by the College and may be treated as a disciplinary matter. A person whose behaviour is so affected by drinking as to make others feel threatened may be in breach of the College's disciplinary rules. Anyone who damages property, harms another person or engages in anti-social behaviour or harassment in any form may face disciplinary consequences. Anyone who encourages another to consume alcohol to the point of drunkenness or beyond may also face disciplinary consequences.

Drunkenness is not a defence in the event of disciplinary action and it cannot be regarded as a mitigating circumstance.

Help and advice

If your drinking habits are affecting your life and studying and you need help with the issues underlying your drinking, or if you know somebody in that situation, the following are sources of advice and assistance:

Your Tutor, the College Nurse, the Dean (Tel: (3)34264), or the College Counsellor (Tel: 741995)

Your Cambridge GP

The University Counselling Service at 2-3 Bene't Place, Lensfield Road, (Tel: 332865)

The Cambridge Drug and Alcohol Team <http://www.cambsdaat.org/>

Drinksense <http://drinksense.org/en/>

Drinkline for confidential help (08007314314)

Alcoholic Anonymous <http://www.alcoholics-anonymous.org.uk/>

Drug misuse

It is dangerous to take drugs other than under medical direction.

If you are suffering either physically or mentally from drug taking you should seek early advice. Your Tutor is available to give personal advice and confidential advice can also be obtained from your GP or from the University Counselling Service. Further sources of help and advice are set out below.

The law

The possession and supply of controlled drugs (Drug Classes A, B and C) are criminal offences. Examples of drugs in the three classes include:

Class A – cocaine (including crack), heroin, amphetamines when injected, crystal meth, ecstasy, LSD, magic mushrooms

Class B – amphetamines, ketamine, cannabis, Ritalin, pholcodine (opioid cough suppressant), mephedrone

Class C – Valium (and other benzodiazepines), GHB, Tramadol.

Following the introduction of the Psychoactive Substances Act 2016, which deals with so called ‘legal highs’, it is a criminal offence to produce, supply, offer to supply, and to possess with intent to supply certain psychoactive substances which are proscribed under the act.

The College is required to inform the police in cases of possession of Class A drugs or cases of dealing involving any controlled drugs. The consequences can be very severe and long lasting if a student is charged and convicted of a drugs offence, since they will have a criminal record.

The College may also invoke its own disciplinary procedures in any case of drug misuse.

Misuse of drugs and health

The College will seek to provide medical and counselling support for any student involved with or concerned about drugs or drug taking, whether the drugs are illegal or legal. Your Tutor, the College Nurse, the College Counsellor and the Dean are always ready to give confidential advice to any student.

It is most important that you understand that the persistent use and abuse of illegal or legal drugs may be associated with significant harms.

There is a growing availability of drugs about which little is known in terms of their harms. With Cognitive Enhancers, such as Modafinil, and legal highs, such as Mephedrone, the effects of repeated dosing are poorly understood. Mephedrone (‘m-cat’) and other so called ‘plant foods’ are rarely pure and are linked to serious health harms, including amphetamine-like overdosing symptoms. If you purchase drugs it is impossible to know whether the drug is pure or whether it has been adulterated with some other substance. Neither is it possible to know what health harms such drugs bring after repeated dosing.

Addiction

No one can know whether they will become addicted to the drugs that they use, whether legal or illegal. A key sign, which may not be as easy to recognise as you think, is the gradual increase in, and progressive loss of control over, use. This loss of control is most easily recognised in smokers, who persist in smoking despite the certain risk of respiratory, lung and cardiovascular disease. If you feel that you are using any drug (including alcohol) in a way that is difficult to control it is very important that you seek help within or outside the College at the earliest opportunity. It is possible to help people stop problem drug use at an early stage, but help is much less effective when drug use, including drinking, is out of control.

Help and advice

In addition to support within College (listed above), help and advice is available from the following sources:

Cambridgeshire Drug and Alcohol Team (DAAT) - <http://www.cambsdaat.org/>

Frank - <http://www.talktofrank.com/>

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 Safety Officer

The Head Porter, Mr. Glover, 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 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] Anaphylaxis

An increasing number of people are vulnerable to severe, life threatening hypersensitive allergic reactions (anaphylaxis). These reactions occur rapidly, within minutes or, less often, hours of contact with the allergen and can lead to death if not treated promptly. Contact may be the result of ingesting, inhaling, touching or air borne exposure to the allergen. Although food,

especially peanuts, tree nuts and their products, is the most common cause of anaphylaxis, there are others, including bee and wasp stings, drugs and latex. If the trigger is known, the best preventative measure is always avoidance. Reactions may occur within 5 -30 minutes of exposure to the allergen.

Recognition

Symptoms can vary in severity and include the following:

Airway difficulty in taking in air-swelling of the airways, lips, face and tongue.

Breathing problems; narrowing of the bronchioles in the lungs causing 'wheezy' rapid breathing. Casualty will likely be short of breath.

Circulation symptoms Low blood pressure and fast pulse rate – can result in cardiac arrest.

Rapid loss of consciousness – usually due to lack of oxygen.

Skin changes Rash and/or itchy skin – in around 80% of cases.

Digestive system symptoms Diarrhoea and/or vomiting or nausea.

The casualty will be frightened and with a 'sense of impending doom', may be agitated and will quickly begin losing consciousness. Early recognition and treatment is essential.

Adrenaline is the only drug that will help life threatening symptoms in cases of Anaphylaxis. This is usually provided in an Adrenaline Auto Injector (AAI) sometimes referred to by their brand names EpiPen, Jext, Emerade or Anapen. Deaths occur when adrenaline is not administered promptly, for example, a delay in diagnosis or when adrenaline is not available. Adrenaline is naturally occurring in our bodies, but with Anaphylaxis the amount required needs to be given quickly to save life.

Treatment

Call an ambulance immediately (tel. 999 or 112). State "Anaphylaxis" and give clear location information.

Only leave them if you have to go and get help and an AAI and before leaving place the casualty in the recovery position, (lying on one side, chin tilted to open the airway), if possible. Advise the appropriate staff of the situation: this could include Porters or Reception staff, who will direct the ambulance team to the casualty.

- A measured dose of adrenaline (epinephrine) should be injected into the thigh muscle as soon as one is available, without delay, usually via an adrenaline auto-injector (AAI), ideally this injection should be given by the casualty, but if this is not possible any lay person or First Aider, with training, can legally administer the AAI.
- A second injection (again administered by the casualty or if they are no longer able to, a suitably trained first-aider or lay person) may be required after five to fifteen minutes if symptoms have not resolved. Adrenaline is a naturally occurring chemical and thus quickly metabolized in the body, therefore symptoms may well reoccur depending on the amount of allergen the casualty has been exposed to.
- Anaphylaxis causes bronchoconstriction, therefore known asthmatics are encouraged to use their own Salbutamol inhaler before, **but not instead of**, the AAI becoming available or **after** the AAI is used.
- The casualty must be taken to hospital in an ambulance after an AAI has been administered.
- Reassure the casualty.
- Monitor the casualty and, where possible, arrange privacy. Do not leave them alone and be

prepared to respond quickly to a change in condition.

It is recommended that Colleges and Departments (especially those which use products containing latex¹ as part of their normal teaching) stock a single dose AAI (various brands are available) for emergency use. AAIs should be sited in readily accessible places, for example in dining halls/cafeterias, receptions, porters' lodges, and appropriately trained staff should be informed of the location. Departments and Colleges should also consider giving training in the use of AAIs to staff who work in such locations. Following risk assessment, it may be considered that areas of high risk or high foot fall (such as: dining areas; porters' lodges; and college nurse clinics) should stock two AAI devices.

Student Responsibility

Students should be encouraged to:

- Take responsibility for managing their allergy: they should know what to avoid and what constitutes a reasonable level of risk.
- Meet with the appropriate members of staff to discuss their needs: for example, catering staff (including the Catering Manager), Practical Demonstrator.
- Carry two AAI devices, if possible and any other appropriate medication and a medical alert or something similar at all times.
- Let their friends/colleagues know about their allergy and, if they are willing, show them how to use the AAI with the help of a training device (available from makers of their particular AAI brand).

Catering Staff

Service and, where appropriate, waiting staff – both casual and permanent – should be briefed about the menu content of each setting and should be given a contact person to handle queries about food allergies related specific dishes.

Legislation introduced ((the EU Food Information for Consumers Regulation 1169/2011) requires food businesses, including Colleges and Departments, to provide allergy information on food that is sold unpackaged. The legislation states that food containing any of the 14 allergens (or products thereof) must be declared to the consumer:

Cereals containing Gluten, Crustaceans, Eggs, Fish, Peanuts, Soybeans, Milk, Nuts, Celery, Mustard, Sesame seeds, Sulphur dioxide of concentrations more than 10mg/kg or 10mg/L (litre), Lupin, Molluscs.

Full guidance for businesses regarding the appropriate catering practices is available from <http://food.gov.uk/business-industry/guidancenotes/allergy-guide/#.Uxi6rk3ivcs>

Catering department auditing is available from external specialist providers, to identify potential risks and provide advice on unpackaged food labelling rules (EU Provision of Food Information to Consumers Regulation 1169/2011).

References and useful organisations

Food Standards Agency. Useful free training resource.
<http://allergytraining.food.gov.uk/english/default.aspx>

¹ Items which may contain latex include gloves, rubber tubing, erasers, rubber bands, food prepared by someone wearing latex gloves, buttons/switches on electronic devices.

The Resuscitation Council
<http://www.resus.org.uk>

The Anaphylaxis Campaign
<http://www.anaphylaxis.org.uk>

Allergy Clinic (Clinic 2a)
Addenbrooke's Hospital
Hills Road
Cambridge
CB2 2QQ
Tel 01223 217777 http://www.cuh.org.uk/addenbrookes/patients/outpatients/clinics/clinic_2a.html

When to dial 999: responding to emergencies advice:
<https://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/responding-to-emergencies-FAQ.aspx>

Guidance issued by the MHRA Regulating Medicines and Medical Devices document:
<http://www.gov.uk/mhra>

Useful resources for persons with a risk of Anaphylaxis

Print out cards to put in your wallet/purse:
<https://www.food.gov.uk/sites/default/files/allergy-chef-cards.pdf>

Take The Kit video, produced by the Anaphylaxis Campaign:
<https://www.youtube.com/watch?v=yQhISQVrBXk>

Anaphylaxis and Me video produced by the Anaphylaxis Campaign, aimed at teenagers/young adults:
https://www.youtube.com/watch?v=N2Q_ITK8Guk

Medic Alert, products that can be worn to provide information to others:
<https://www.medicalert.org.uk>

Advice on the use of AAI's by the MHRA:
<https://assets.publishing.service.gov.uk/media/54730805ed915d1380000045/con418524.pdf>

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 9 above).

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