



STUDENT HEALTH & SAFETY BOOKLET

OCTOBER 2024

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INTRODUCTION

Emmanuel College has a duty of care to ensure so far as reasonably practicable the health, safety and welfare of those that live and work in the College. This booklet has been designed to support this commitment and provide essential information and advice, so that students are able to manage their own health, safety and welfare and that of others affected by their actions.

If you require further advice or support, please contact the College Health, Safety and Fire Officer – Michael Proudfoot by email: mp2154@emma.cam.ac.uk or 01223 768734.

EXPECTATIONS

As a student at Emmanuel College, you are expected to comply with the guidance set out in this booklet and any supporting documents that ensure the College remains compliant with its legal obligations.

Receiving this booklet, you confirm you have read, understood and agree to comply with its contents and additional website resources. Failure to comply with these instructions can result in serious harm and if discovered will result in further action being taken by the Bursar and Senior Tutor.

1. ELECTRICAL APPLIANCES

Any electrical appliance brought into the College for personal use is solely your responsibility. Therefore, you have a duty to ensure that it complies with the appropriate British or European Standard and is fit for purpose. Electrical appliances brought from outside the UK or EU are prohibited and will be removed. Only electrical household appliances approved under 26 of the College Regulations are allowed.

1.1 ELECTRICAL SAFETY

Electrical appliances, fittings, outlet etc. provided by the College must not be tampered with or altered in any way.

To prevent the overloading of the electrical system, only extension leads, flexible leads and multi-gang sockets can be used. These must be of sound construction, leads free of kinks, and of adequate current capacity for intended loads. Daisy chains where an extension is plugged into another extension lead, cable reel extension leads and 3-way adaptors are not allowed. If you have doubts on the safety of any electrical equipment or if the appliance fuse blows, you **MUST** not continue to use it and report it immediately either by using the [on-line maintenance log](#) or submitting a request to the College Building Manager, David Hobbs on 334223. Arrangements will be made for the equipment to be tested.

1.2 LIGHT BULBS

If you have a faulty light bulb, submit a [request maintenance log](#) to have it inspected.

1.3 USE OF COLLEGE-SUPPLIED MICROWAVES

Microwaves supplied by the College are permitted for use in gyp rooms. Microwaves brought in by students are not permitted and will be removed.

Only light cooking in gyp rooms is permitted in accordance with College Regulation 26, this also states that: "Certain equipment is permitted to be used in gyp rooms—toasters, kettles,

coffee makers, sandwich toasters, rice cookers, slow cookers, bread makers, blenders, juicers, air fryers and grilling machines.”

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

- Read the operating instructions and safety instructions carefully, and read the guidance displayed in appropriate gyp rooms on suitable cookware to be used – in particular do not use metal cookware or foil containers
- Report any fault or malfunction to the Maintenance Manager as soon as possible, using the [website reporting system](#). Do not use, or allow others to use, the microwave until the fault has been rectified
- Microwaves must not be moved from the gyp rooms or used elsewhere in the College.
- Please leave the microwave in a clean condition so that it is available for use by other residents, and ensure the gyp room is readily available for use and can be cleaned by the Bedmaker

2. GAS SAFETY

In most College accommodation the heating system is provided by a gas boiler. At the slightest suspicion of a gas leak, turn off the main supply valve to your residence, do not use electrical switches. Open all windows and doors on your way out of the premises and let neighbours know of a suspected gas leak. Contact Transco on 0800 111 999 immediately and inform the Porters’ Lodge (334200).

3. GENERAL ACCIDENTS PROCEDURES

Everybody has a duty to take reasonable care to ensure their actions do not affect the health and safety of themselves or other people. Accidents are preventable and usually occur due to an unsafe act or unsafe condition. Should an accident occur resulting in an injury, then medical treatment by a qualified person should be sought immediately.

In the event the accident is a medical emergency then the ambulance service must be called by dialling 999, 1-999 (College telephone extension). Or via the Porter’s Lodge (334200).

You should provide as much details as possible to the ambulance service, including, your location, details of injuries, number of injuries and your name. You should remain with the casualty/casualties until the ambulance service arrives.

The Porter’s Lodge MUST also be informed immediately after calling the ambulance service. This is necessary if access to the College is required. For suspected cardiac arrest contact the Porter’s Lodge immediately and they will attend with a defibrillator.

3.1 REPORTING AN ACCIDENT AND ‘NEAR MISS’ EVENT

An accident is an unplanned, unwanted event which results in injury, a near miss is an unplanned, unwanted event which has the potential to result in injury.

All accidents or near misses that occur on College grounds must be reported to enable the Health, Safety & Fire officer to complete an investigation so we can learn lessons to prevent them happening again.

Accidents/Near misses must be reported to the Porter’s Lodge, and you should also inform your Tutor. All information shall be treated as confidential, comply with the Health and Safety

at Work Act and the Reporting of Injuries, Diseases & Dangerous Occurrences Regulation and processed in accordance with the General Data Protection Regulation.

3.2 FIRST-AIDERS

All Porters are Qualified First Aiders (QFA) and Mental Health First Aiders. There are several QFA located in various departments and a list can be provided by the Porter's Lodge, should you need it. The list is maintained by the Head Porter, and it is essential it remains up to date, please inform him or a member of the Porter's Lodge if you are a QFA.

3.3 FIRST AID BOXES

First aid boxes are located in the Porter's Lodge, the Sick Bay, the Boathouse, the Sportsground and within department offices (accessible only during working hours).

4. GENERAL HEALTH

On arrival at Cambridge, you are required to register with a local medical practitioner. These details including the name of your doctor will need to be provided before matriculating, and you must keep the College informed of any changes to these arrangements.

You should keep your Tutor informed about your general health in accordance with the medical form you completed prior to attending College. Your Tutor will treat this information as strictly confidential. It will not be divulged to any other party, apart from the Senior Tutor, without your permission.

4.1 INJURY/ILLNESS

A small emergency Sick Bay, managed by the College Nurse is available to treat minor complaints or provide medical advice. Opening times during the Normal Period of Residence are posted in the Porter's Lodge.

If you become unwell you are encouraged to contact your own doctor for treatment. In the event of a serious illness or incapacitation your doctor will be able to visit you in your room. Request for visits must be made as early as possible and only if necessary. The College Porters must be informed of any visit requests, either by calling or emailing them. If you are not well enough to let the Porters know yourself by e-mail/phone, then a friend or neighbour should be asked to take a message to the Porter's Lodge. This will ensure details are passed to the College Nurse.

Students who become seriously ill will be referred to Addenbrookes Hospital. 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.

4.2 HUMAN IMMUNODEFICIENCY VIRUS (HIV)

HIV is not transmitted from person to person during normal day-to-day activities. The major risks of transmission are through oral, vaginal or anal intercourse without taking any precautions, such as: a dental dam, condom or femidom. It can also be transmitted through contaminated blood entering the bloodstream. Medical evidence shows that there is no risk of transmission from everyday contact with the public.

As a student you will have been issued by the Cambridge University Students Union with welfare information regarding 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 People with HIV can lead a normal life but have a responsibility to ensure their actions do not put themselves or others at risk. If you have HIV it is strongly recommended that you talk to your sexual partner about this before engaging in any sexual activity and that you always use a condom with a water-based lubricant. If for any reason your partner has concerns about the transmission of HIV, there is a treatment that may lower the risk called Post-Exposure Prophylaxis. Please click the link for more information see link below

<https://www.nhs.uk/conditions/hiv-and-aids/treatment/>

There may also be an option for your regular partner to take a special treatment called pre-exposure prophylaxis (PrEP). You should talk to your HIV doctor about whether this option will work for your partner and your situation. For more information see link below.

<https://www.nhs.uk/medicines/pre-exposure-prophylaxis-prep/about-pre-exposure-prophylaxis-prep/>

Disclosure of any HIV details is at the discretion of the individual concerned and treated as strictly confidential. No person has a right to know about the presence of a person living with HIV and the College expects their members to respect this. The College, however, reserves the right to inform a person who is clearly being placed at risk by the potential transmission of HIV.

4.3 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 virus is mainly transmitted sexually, or by the accidental inoculation of contaminated blood. The chances of getting hepatitis B can be reduced 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 available but are generally recommended only to people who are at high risk of infection. See link below for more information on this:

<https://www.nhs.uk/conditions/hepatitis-b/>

4.4 MENINGITIS

Meningitis means inflammation of the meninges (the lining of the brain). It can be caused by several different bacteria and viruses. You can find more information about meningitis here:

<https://www.nhs.uk/conditions/meningitis/>

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. The symptoms closely resemble those of the flu, or a hangover and students are perceived to be high a risk group.

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.

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
- seizures

If you suspect meningitis, seek medical attention immediately. Some bacteria which cause meningitis can also cause septicaemia (blood poisoning) either before or at the same time as infecting the brain lining.

4.5 SEPTICAEMIA

Septicaemia can also develop quickly. With meningococcal septicaemia a rash form 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. If you suspect septicaemia, seek medical attention immediately.

4.6 ANAPHYLAXIS

Anaphylaxis (pronounced anna-fill-axis) is a serious, life threatening and often sudden allergic reaction that always requires emergency treatment. Reactions usually begin within minutes and rapidly progress but can occur up to 2-3 hours after exposure. It can be caused by:

- Foods including: peanuts, nuts, fish and milk
- Medicine, including: antibiotics, aspirins and other types of pain killers
- Insect stings, from bees, wasps and hornets

If the trigger is known, the best preventative measure is avoidance where possible.

RECOGNITION

Anaphylaxis involves difficulty breathing or affects the heart rhythm or blood pressure. The symptoms can vary and any one or more of the following can be present and often referred to as the ABC System:

- AIRWAY – swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing)
- BREATHING – sudden onset wheezing, breathing difficulty, noisy breathing
- CIRCULATION – dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

Additional symptoms may be present and include:

- A red raised rash (known as hives or urticaria) anywhere on the body
- A tingling or itchy feeling in the mouth
- Swelling lips, faces or eyes
- Stomach pain or vomiting

EMERGENCY TREATMENT

Anaphylaxis can come on very quickly, so it is important to know what to do in an emergency. Any student at risk of anaphylaxis MUST at all times carry with them two in date, Adrenaline

Auto-Injectors (AAIs). If you suspect anaphylaxis, then you must use one of your AAIs without delay.

You should:

- Stay where are, lie on your back with your legs raised (helps to let the blood back to your heart and vital organs)
- Use your AAI by injecting into the muscle in your outer thigh. It can be given through clothes if necessary, avoiding bulky pockets or seams
- Note: always follow the instructions for your device
- Immediately call 999 or ask someone else to do this, after using your AAI
- Inform the emergency service of anaphylaxis, and give clear directions for your location
- Inform the Porter's Lodge. They will attend and also give allow access for the emergency services if required
- Record the time you use your first AAI. This is important as after 5 minutes if your condition gets worse or there is no improvement, USE your second pen

REMEMBER – Whilst waiting for the ambulance, stay where you are, do not stand up or sit in a chair, even if you are feeling better. Further details on the above can be found on the following website:

- The Anaphylaxis Campaign: www.anaphylaxis.org.uk
- Cambridgeshire University Hospital – Allergy: <https://www.cuh.nhs.uk/our-services/allergy/>
- NHS Anaphylaxis - <https://www.nhs.uk/conditions/anaphylaxis/>

4.7 ASTHMA

The first line treatment for asthma symptoms is for the individual affected to use their own prescribed inhaler. However, if this is not available and severe asthma symptoms are present then an AAI if available should be used.

4.8 RESPONSIBILITY

THOSE AT RISK:

- Take reasonable precautions for managing their condition, including knowing what to avoid and what constitutes as a reasonable level of risk
- Carry two in date AAI all times, and ensure replacement pens are ordered in advance of expiry
- Carry an Allergy ID Card (speak to your GP or order on-line) and wear an alert, in case a reaction take places away from your normal surroundings and treatment is required by a stranger
- Speak to appropriate members of staff to discuss your needs and formulate an action plan. This should include the College Nurse, Tutor, Head of Catering and Head Porter
- Ensure close contacts know the signs of an allergic reaction and what to do in an emergency

4.9 CATERING STAFF

- Handle and manage food allergens effectively in food preparation
- All service staff and waiting staff must be briefed on the menu contents for each setting. They should also have a named contact to direct queries in respect of ingredients
- Inform consumers if food they provide contains any of the 14 allergens. These are, celery, cereals containing gluten (such as wheat, barley and oats), crustaceans (such as prawns, crabs and lobsters), eggs, fish, lupin, milk, molluscs (such as mussels and oysters), mustard, peanuts, sesame, soyabeans, sulphur dioxide and sulphites (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)
- Provide allergen information and follow labelling rules as set out in food law <https://www.legislation.gov.uk/eur/2011/1169/contents> for both prepacked and non-prepacked food and drink
- Provide daily updates of menus and allergens as necessary on the College website

4.10 PORTER'S LODGE

A Porter will attend all emergencies and ensure the casualty is kept comfortable and arrange protection to safeguard their privacy. The casualty should not be moved unless directed by a qualified medical personnel.

The casualty should be reassured that the emergency service is on the way, that they will not be left alone, and their condition will be monitored, until the emergency services have arrived. The Porters will retain any used devices, record details and timings for further investigation by the College and medical staff, as necessary.

Once the emergency services have arrived, they will take over the incident. Any instruction given and taken by them must be recorded in the opened incident report.

5. ALCOHOL POLICY

The College's alcohol policy 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 oneself. The information provided here is intended to help you make sensible decisions about whether to drink alcohol and how much to drink.

The College encourages students who choose to consume alcohol to do so sensibly and not to abuse it or encourage others to abuse it. Students should be mindful of other cultures and respect their decision not to drink.

Participating in drinking games within the College bars, the Hall, or in any licensed premises within the College grounds is not permitted.

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 which provides useful advice. When organising events, you should make sure that good quality alcohol free alternative drinks are available.

5.1 ALCOHOL MISUSE

Alcohol is a drug, albeit a legal one. Alcohol misuse is a growing social problem nationwide, one which is of particular concern among younger age groups. If you intend to drink, the NHS recommend that men and women should not drink more than 14 units of alcohol a week on a regular basis.

The effects alcohol can take on a person can depend on many factors such as, height, weight or if you have eaten, however it will result in slurring, unsteadiness or vomiting. In some cases, consuming too much alcohol can lead to unconsciousness, alcohol poisoning and can be fatal. Remember: Alcohol can remain in your body for up to 12 hours. It takes 48 hours without drinking to allow your system to recover.

5.2 BUDDY SYSTEM

It is important to be aware of the risks from attacks when under the influence of alcohol outside College grounds. You should where possible create a 'Buddy System' where at least one friend stays within a reasonable drinking limit and watches out for you, being alert of the risk of drink spiking. Do not walk back to College alone at night, avoid isolated walkways, take extra care at nighttime on roads and always have your phone on you.

5.3 SHORT TERM

Excessive consumption of alcohol can lead to accidents, violent behaviour or being a victim of violent behaviour, unprotected sex leading to unplanned pregnancy or sexually transmitted infections. It can also lead to behaviours which violate the rights or otherwise harm others by being a nuisance, causing or attempting to cause physical harm.

5.4 LONG TERM

Persistent alcohol misuse increases your risk of serious health conditions including heart disease, a stroke, liver disease, brain damage, some form of cancers and several disorders of the reproductive system and sexual organs.

5.5 WHEN NOT TO DRINK

You should never drink, if you are pregnant, driving or cycling, operating machinery or equipment, when using electrical equipment, swimming or taking part in active sport, taking certain medicines and if a doctor advises you to drink less or not at all. Alcohol is a depressant and can exacerbate pre-existing depressive conditions as well as precipitate them.

5.6 DISCIPLINARY MATTERS

Any student found guilty of antisocial behaviour, threatening behaviour, causing damage to property or encouraging others to consume alcohol to point of drunkenness, will face disciplinary action as they will have breached the College Alcohol Policy. Drunkenness is not a defence in the event of disciplinary action and it cannot be regarded as a mitigating circumstance.

6. DRUG ABUSE

Taking drugs other than those prescribed under medical care is dangerous. Support is available if you are suffering either physically or mentally from drug taking. Speak to your

Tutor for personal advice or confidential advice can be obtained from your GP or from the University Counselling Service.

6.1 LEGISLATION

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 (MDMA), 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.

6.2 HEALTH WARNINGS

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 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. Nor is it possible to know what health harms such drugs bring after repeated dosing.

6.3 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.

6.4 HELP AND ADVICE

If you are suffering physically or mentally from a drink or drug addiction, seek advice as soon as possible.

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 (Tel: 330491) and the Dean (Tel: 334264) are always ready to give confidential advice to any student.

Confidential advice is also available from your Cambridge GP or the University Counselling Service at 2-3 Bene't Place, Lensfield Road, Tel: 332865.

Resource links:

- www.talktofrank.com
- www.drinkaware.co.uk
- www.alcoholics-anonymous.org.uk
- <https://www.nhs.uk/conditions/alcohol-misuse/>

7. HEALTH ARRANGEMENTS FOR TRAVEL ABROAD

Students travelling abroad for holidays or on field work to destinations here a vaccination programme is required should consult their GP at least 8 weeks before departure. No student should undertake travel abroad while knowingly ill or against medical advice. All students should ensure they have adequate medical insurance cover. Those travelling within the EEC should obtain a UK Global Health Insurance card. See link below for more details:

<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

There are also a number of leaflets available from the University Occupational Health Service:

<https://www.oh.admin.cam.ac.uk/>

You should also consider the travel advice by country provided by the Foreign Office:

www.fco.gov.uk/en/travel-and-living-abroad/

8. THE RESIDENCE REGISTER AND EXEATS

College Regulation 2 explains why the university requires the College to keep a record of the residence of students. It is also important in terms of health and safety that the College should have an accurate record of when you are occupying your room and when you are absent from College. It is important that you sign the residence register on arrival and departure, at the beginning and end of each term. Also, 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.

9. VISUAL DISPLAY EQUIPMENT

The use of Display Screen Equipment (DSE) or Visual Display Units (VDU) can cause fatigue, eye strain, musculoskeletal problems and in some cases exacerbate pre-existing conditions. These problems can also be experienced from poorly designed workstations or environment.

It is important to take steps to avoid potential health problems. Full details are provided using the following link <https://www.hse.gov.uk/pubns/indg36.htm> and a brief description is provided below:

- Move or adjust your chair & screen to find the most comfortable position for you to work
- Make sure that there is enough space underneath your desk to move your legs freely
- Avoid excess pressure on the backs of the legs and knees. A footrest, particularly for smaller users, may be helpful
- Do not sit in the same position for long periods
- Adjust your keyboard and screen to get a good keying and viewing angle
- Do not bend your hands up or down at the wrist when using the keyboard
- Make sure that you have enough workspace to take whatever documents you need
- Arrange your desk and screen so that bright lights are not reflected in the screen
- Make sure the characters on your screen are sharply focused and can be read easily - they should not flicker or move
- Use the brightness control on the screen to suit the lighting conditions in the room

If you have any health concerns relating to this matter, contact the College Nurse (334296) or your GP. The Health, Safety & Fire Officer can also advise on the safe use of DSE.

10. FIRE SAFETY

Fire safety are measures to prevent fires, minimise the risk of fire-related accidents and ensure the safety of individuals and property. The College manages this by installing a fire alarm system, automatic detectors and equipment that is tested on a weekly basis by the Porters and at intervals by a third party.

A fire safety lecture is also presented at the beginning of Michaelmas term, mandatory for all freshers to attend and provides information on safety practices, awareness and preparedness.

You must:

- Read the Fire Action Notices
- Know the location of manual call points
- Know your escape routes and keep them free from obstructions. Any items found causing an obstruction will be removed
- Know the location of fire extinguishers
- Report any missing or damaged fire extinguishers or fire detectors to the Porter's Lodge immediately
- Not prop or obstruct any fire door, or tamper with the self-closing mechanism

The common causes of fire are: overloading electrical sockets, faulty appliances, failure to switch off appliances and unplug when not in use, and tampering with appliances or failing to use the correct lead, transformer or supply cable.

10.1 PROHIBITED ITEMS

Items that are not permitted in College accommodation or College grounds, due to the potential risk of fire, are: Candles, Christmas Lights, Paper lampshades, Plug-in air fresheners,

Barbecues, Lava Lamps and 3D printers, Cigarettes/vaping, Solvents, paints, paints remover, varnishes etc.

10.2 ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Sound the fire alarm
- Leave the building, alerting other occupants as you do so, and to the closest fire assembly point (The location of the assembly point can be found on the fire action notice in each room)
- Shut any doors and windows that you pass as you leave
- Do not stop to collect personal belongings
- Dial 999 when safe to do so
- Report the fire to the Porters' Lodge
- Report to the assembly point and stay there until you are told it is safe to return by a Porter or the fire service
- If known, report any missing persons to the Porters' Lodge
- Do not attempt to extinguish a fire unless you need to do so in order to escape

Any questions or concerns about fire safety arrangements in the College should be discussed with the College Health, Safety & Fire Officer.

There will be fire drills for each staircase/building at the start of Michaelmas term, and others at unspecified times.

10.3 FIRE DRILLS

Fire drills are a legal requirement and that will be held at any time to ensure you are prepared for a real fire emergency. Fire drills are carried out for each staircase/building at the start of Michaelmas term and students are encouraged to attend for their building, in order for them to become familiar with the sound that the alarm makes, with escape routes, emergency exits and the actions to take.

10.4 FIRE WARDENS

Two students are appointed as fire wardens in each property or house. As a fire warden, you play a crucial role in fire safety management. You are relied on to raise awareness about fire hazards with other occupants, ensure daily checks of escape routes are clear from obstructions, check fire extinguishers are in place, not been tampered with and report any defects or missing extinguishers to the Porters' Lodge or the College Health, Safety & Fire Officer as soon as possible.

Fire wardens will, in the event of a fire alarm sounding encourage all occupants to safely evacuate the building and go to the designated fire assembly point. This should not be at the expense of your own safety, and you **MUST** not delay your own evacuation and you do not need to be the last person to evacuate.

All students should ensure they know their building fire warden.

10.5 FIRE ASSEMBLY POINTS

A fire assembly point is a place of safety where people can gather following an emergency evacuation, in order for a roll call (if practical) to be taken to determine if everyone has evacuated the building.

10.6 CORRIDORS AND STAIRCASES

General waste, bicycles, sports equipment, shoes, laundry, suitcases etc. should not be left in corridors or staircases as this creates a trip hazard. The Bursar has given permission for such items to be removed.

11. GENERAL HYGIENE AND FOOD SAFETY

11.1 SANITARY PRODUCTS

Appropriate containers are provided for the disposal of soiled sanitary towels, tampons and used condoms. These items should not be disposed of down the lavatory nor left in waste bins in rooms.

11.2 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.

11.3 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. For the safety of bedmakers, member of staff and other occupants, syringes etc. must only be disposed of in sharps boxes and NOT be disposed of in any other type of bin including waste paper bins. If you require a sharps box to be kept in your College room, please contact the Housekeeper, Donna Bass (Tel: 334216).

11.4 DISPOSAL OF BROKEN GLASS

Broken glass can cause serious harm if not correctly handled or left unattended. Broken glass must be carefully cleared up and disposed of in the appropriately marked bins provided in all gyp rooms. It must not be left in sinks, wastepaper bins, or in areas where there is a risk of harm to other occupants and members of staff.

While it is expected that occupants will clear away any broken glass, the potential for some shards to remain is possible and therefore remain a potential hazard. For this reason, it is recommended that footwear is worn at all times around the accommodation, or elsewhere in the College.

12. PHYSICAL EXERCISE

Regular exercise and physical activities promote strong muscles and bones. It can help manage anxiety, improve respiratory, cardiovascular health and overall health. However if not performed correctly can result injury.

12.1 PREVENTING SPORTING INJURIES

Most sports injuries can be prevented by wearing the correct clothing, using the right equipment, such as pads, headgear, shoe wear, eye and gum shields and doing a gentle warm-up prior to any physical sporting activity.

Eating a balanced and healthy diet is beneficial and if you have a medical condition, you should seek medical advice for potential adjustments to your diet before exercising.

Any sports injuries occurring anywhere on College property should be reported in the same way as other injuries. (See Reporting an Accident and Near Miss event).

12.2 PERSONAL INSURANCE

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

12.3 FIRST AID FOR SPORTING INJURIES

If you are injured during physical activity you should stop the activity immediately. To continue can be highly dangerous particularly if a head injury has been sustained. It is important that treatment is administered as soon as possible. Only give first aid if are comfortable to do so and it is within your limitations. Otherwise seek medical assistance.

12.4 LOSS OF CONSCIOUSNESS

You must seek medical attention immediately for any incidents that lead to a loss of consciousness.

12.5 BREATHING

Injuries resulting in breathing difficulties resulting from retching or vomiting will need the casualty to be turned on their side to keep their airways clear or in the recovery position. Move the jaw so the chin juts forward, allowing fluid to drain from the mouth and prevent the tongue from falling to the back. If breathing has stopped call for an ambulance immediately.

12.6 REST ICE COMPRESSION ELEVATION (RICE)

RICE can be applied in most sporting situations within a few minutes of injury. The sooner the treatment is started the more effective it is.

12.7 MEDICAL TREATMENT

For all serious injuries students are advised to go to Addenbrooke's Hospital immediately. For all other injuries students should visit their own GP. The College Nurse is also available to provide information on physiotherapy services.

FIRST AIDERS - There will not necessarily be qualified first-aiders present on the College playing fields. However, the Groundsman and Boatman are available during working hours to summon medical assistance and first aid boxes are available at both locations.

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

13. WEIGHTS & TRAINING EQUIPMENT - BOATHOUSE AND 22 PARKSIDE FITNESS SUITE

The training room at the Boathouse and the Fitness Suite at 22 Parkside are unsupervised, and precautions must 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 observe the rules laid down by the Boat Club and by the College. Please be aware that:

- Only members of the Emmanuel Boat Club, after completing an introductory training provided by the Boatman can use the Boathouse equipment. Signatures will be required as records of completing the training
- Only members of the College and staff can use the facilities in 22 Parkside and only after you have attended an induction session arranged by the College. A signed form must be presented to the Bursar. This indicates you agree to abide by the facilities' rules. The form will also require you to provide details of any health conditions and in some cases require information from your GP. All information is kept confidential. You must not use the facility until the completed form has been endorsed by the Bursar
- Only use the equipment if you are reasonably fit, consult your GP, as necessary
- Warm up adequately before using the equipment
- Do not use the equipment alone. You must be accompanied when using free weights at the Boathouse and use the back supports provided
- Do not use any equipment that appears to be faulty or functioning incorrectly, and report any defects with the equipment as soon as possible to the Bursar in the case of 22 Parkside and the Boatman in the case of the Boathouse
- Be aware of the dangers of over exertion - stop as necessary
- Do not allow guests to use the facilities at either location

14. 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 [online maintenance log](#) on the College website. The online maintenance log is reviewed daily on weekdays, and all entries are investigated, and appropriate action taken. It is important that every member of College takes responsibility for reporting faults or breakages, it should not be assumed that the problem has already been reported by someone else.

Please note that reporting a fault to the Porters Lodge is not a substitute for filling in the maintenance log, as the Porters cannot be expected to relay information to the relevant members of staff. The only exception to this is at weekends and out of normal working hours when urgent problems that cannot wait until Monday should be reported to the Porter on duty (Tel: 334200).

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.

15. SECURITY

The College has a large and relatively open site. In order to maintain the security of all residents and 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 [online 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 to arrange this
- 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 [online maintenance log](#). If the problem is urgent, the fault should also be reported to the duty Porter
- Report any faults with lighting on staircases and communal areas or in the College gardens and grounds, using the [online 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 any reasons the incident should be reported to the Porters' Lodge without delay. Do not challenge the stranger further or put yourself at risk
- 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 a College house, contact the Porters' Lodge immediately by telephoning 334200
- In the event of an emergency in a property outside the College site, you should telephone the appropriate emergency services directly, and inform the Porters' Lodge as soon as possible

If you have any concerns or comments about security relating to your room, College properties, or the College site more generally, 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.

15.1 CLOSED CIRCUIT TELEVISION (CCTV)

CCTV is installed at various locations around the College, operating 24/7 and is connected to a recording system. The Head Porter manages the CCTV system, and any questions concerning the operation of the system should be addressed to him. The CCTV 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 CCTV recording would be used in an attempt to identify those responsible.

16. SAFETY OUTSIDE OF THE COLLEGE

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

- Decide on your route home beforehand and, if possible, walk home with friends.
- 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
- Above all, look confident, and as if you know where you are going. If you think you are being followed, cross the road
- Try to have enough money with you for taxis
- Keep your keys in your hand or pocket

The College has an arrangement with Panther Taxis whereby 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 funds 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 request 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 Officers or Women & Non-Binary Officer to discuss the availability of attack alarms.

16.1 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, and always obey road traffic regulations as they apply to cyclists
- 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
- Wear a cycle helmet - 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

NOTES:

The following pamphlets are available from the Porters' Lodge/Student Post Room/Moodle:

- Camcycle: Welcome to cycling in Cambridge
- Camcycle: Cycle lighting

17. 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 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. The rules for the safe use of the swimming pool, which are displayed beside it and listed below must be observed.

SWIMMING POOL RULES:

- For use by Fellows, college staff, students, and permitted guests only
- No entry after 7 pm
- No lone swimming
- No diving
- No running
- No smoking or alcohol
- No consumption of food or drink permitted
- No photography permitted
- Children are the responsibility of parents/guardians or other responsible persons
- Students are permitted to bring a maximum of two guests

During the Easter term, students in residence may use the pool from 0630-0900 and 1230-1900 daily, including Sundays. In the summer vacation, the pool is open from 0630-0900 and 1715-1900 daily, including Sundays, until 31 August. Access or use of the swimming pool outside of these times is not permitted. Between 0900-1230, access is restricted whilst the pool is cleaned. Students 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 students at all other times.

18. NO SMOKING POLICY

The College is a smoke-free site, and smoking is not permitted in any part of the College buildings or grounds, including but not limited to residential accommodation, gardens, gym rooms, bathrooms, changing rooms, toilets, common areas, the College bar and café, the Boathouse and the Sportsground.

Smoking includes the use of cigarettes, cigars, pipes filled with tobacco, or any other substance and any form of e-cigarette/vape or electronic device that is used in a similar way to cigarettes.

19. RESPONSIBILITIES FOR HEALTH & SAFETY WITHIN THE COLLEGE GROUNDS

The open water sources in the Paddock and Chapman's Garden are not to be used by, or entered into, by students or visitors. Similarly, in cold weather, no students or visitors are permitted to walk on its frozen surfaces.

20. GENERAL CONCERNS

If you have any concerns which are not addressed in this booklet, please contact the Bursar – Catherine Webb via email: csw28@emma.cam.ac.uk

21. ADDITIONAL USEFUL RESOURCES

- The Resuscitation Council: www.resus.org.uk
- Take The Kit video - Anaphylaxis Campaign <https://www.foodallergy.org/>
- Risk of anaphylaxis: www.youtube.com/watch?v=yQhISQVrBXk
- Anaphylaxis video produced by the Anaphylaxis Campaign, aimed at teenagers/young adults: www.youtube.com/watch?v=N2Q_1TK8Guk
- Medic Alert - www.medicalert.org.uk
- Guidance issued by the MHRA - www.gov.uk/mhra
- EU directives - <https://www.legislation.gov.uk/eur/2011/1169/contents>
- College Catering Menu - <https://www.emma.cam.ac.uk/about/menus/>
- Emergency contacts - NHS 111 online - NHS England Digital
- Allergy Clinic 2a, Addenbrookes Hospital, Hills Rd, Cambridge CB2 2QQ; tel. 01223 217777