

## Faculty of Archaeology and Anthropology

### Safety Statement

May 2004

#### **Faculty Policy**

The Faculty Safety Policy is based upon the University Safety Policy guidelines. The Faculty Board, through its Safety Policy Committee, routinely monitors the implementation of good safety practice across the Faculty. This it does by defining and reviewing boundaries of its Safety Map, and devolving day-to-day safety management to its different “territories”. One of these territories is a residual territory, which by definition includes everything not devolved to Departments / Institutions.

All new initiatives are intercepted to ensure that their general safety, risk assessment, COSSH, and standard operations procedures are in place, and staff and students are duly aware of their responsibilities. These are the routine points of interception:

- Allocation of space to a person/project
- Allocation of facilities to a person/project
- Fieldwork approval
- Starting up a new course
- Starting up a new project
- (over £250K through Faculty report)
- (under £250K through Dept report)

Each territory makes a policy statement available to its staff students and visitors, and this statement is returned with the annual safety questionnaire. Each department within the Faculty has safety as a standing item on its departmental meeting agenda.

The cycle of monitoring and review is annual, scheduled to coincide with the completion of the questionnaire return to the University Safety Office (Feb/Mar). This statement, the accompanying safety map, and risk assessment recording are all reviewed on an annual basis.

*n.b. – the use of the word “hosted”. In some cases, activities are nested within another institution to such a degree that that host institution’s safety practices are critical. I would propose that we adopt the Faculty wide ruling that users of hosted space are obliged to comply with the host institution’s safety practice in addition to that of their own Faculty/ Department.*

**Faculty of Archaeology and Anthropology**  
**Safety Map of spaces and activities: May 2004**

*Faculty Safety Chair Prof Jones*

*Faculty Safety Sec Mr Penny*

**Department of Archaeology**

*Head of Department Dr French*

*Safety Officer Dr Shell*

*Safety Officer Cambridge Archaeological Unit Ms Alison Dickens*

*Biological Safety Officer Dr Shell*

*Radiation Protection Officer Dr French*

*Principal technical staff member Ms Rippengal*

*Accident book located: Chief technician's office*

Main building:

Dept staff offices,

Coffee room,

South Lecture Room, North Lecture Room

Archaeology: West Building

Certain basement rooms,

Ground and First floors, including circulation space

Parts of Shorts and Atlas Buildings (hosted by West Cambridge Users Group – contact Will Hudson <wjh29@cam.ac.uk>))

Laboratories (hosted by McDonald Institute)

Keyser Lab (hosted by Museum)

Arup Tower (hosted by Computing)

External classrooms (hosted by Mill Lane/Central University)

Storeys Way;

Cambridge Archaeological Unit

Fieldwork

Part 1 and Part 2 fieldtrips

Training dig

Compulsory fieldwork

Unit projects

Research fieldwork

## **Department of Social Anthropology**

*HoD Prof Humphrey*

*Safety Officer Prof Humphrey*

*Principal technical staff member Mr Caldwell*

*Accident book located: Secretarial Office*

Main Social Anthropology building

Part of Mond Building

Hopkinson's Loft (hosted by Computing)

CUMIS studio (hosted by Architecture)

Mongolian Studies Centre (hosted by CSHSS)

Arup Tower (hosted by Computing)

External classrooms (hosted by Mill Lane/Central University)

Fieldwork

## **Department of Biological Anthropology**

*HoD Prof Mascie-Taylor*

*Safety Officer Dr Knapp (Professor Mascie-Taylor while on Sabbatical)*

*Biological Safety Officer Dr Knapp (Professor Mascie-Taylor while on Sabbatical)*

*Principal technical staff member Mr Jordan*

*Accident book located: Office (Mrs Bellatti)*

Main Biological Anthropology buildings

Duckworth Collection (hosted by Keynes House)

External classrooms (hosted by Mill Lane/Central University)

External labs (hosted by Natural Sciences)

Arup Tower (hosted by Computing)

LCHES (*safety management to be developed*)

Fieldwork

## **Library**

*Chief Librarian Mr Baker*

*Safety Officer Mr Baker*

*Accident book located: lobby office (new forms); Librarian's office (completed forms)*

Main library, contained rooms and contained stairwell

Library lobby with lockers

Room 304

Thesis Room

## **University Museum of Archaeology and Anthropology**

*Director Prof Phillipson*

*Safety Officer Prof Phillipson (Acting director during sabbatical)*

*Principal assistant staff member Mr McGrath-Thompson*

*Accident book located: Office (Mr Penny)*

Spaces and activities within the Museum security perimeter

External Store (hosted by West Cambridge Users Group – contact Will Hudson <wjh29@cam.ac.uk>)

### **McDonald Institute**

*Director Prof Renfrew*

*Safety Officer Dr Scarre*

*Principal assistant staff members (Mr Lomas, Ms Parr)*

*Accident book located: Ground floor Office*

Courtyard Building

Steps and ramp to above

West Building – Parts of Basement and 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors

### **Central Faculty**

*Faculty Chair Professor D W Phillipson*

*Safety Officer Mr Penny*

*Principal technical staff member Mr Buckley*

*Accident book located: Office (Mr Penny)*

Main Building

All circulation space, including 2 stairwells

Toilets

Two Faculty Offices

Workshop, adjoining lobby, and all relevant faculty spaces

Photo-studio (hosted by Museum)

Part of Mond Building (hosted by Dept of Social Anthropology)

Core of Faculty-wide rules

Overall monitoring of Faculty Safety Practice

First Aiders and Fire Wardens

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<b>Building</b>	<b>First Aiders (tel.)</b>	<b>Fire Safety Managers</b>	<b>Fire Marshals</b>
North (Main) Building	J.Miller (39354) J.Rippengal (39348)	Aidan Baker (Dep. M.Buckley)	D.Chakrabarti, J.Woods, TBA, B.Murray
Library	J.Miller (39354) J.Rippengal (39348)	Aidan Baker (Dep. M.Buckley)	TBA, B.Murray
Museum (including photo-studio and lab)	S McGrath- Thompson (33516)	David Phillipson	M.Buckley, M.Miller, G.Owen
Archaeology West	J.Miller (39354) J.Rippengal (39348)	Jessica Rippengal	Julie Miller, Jenny Doole
Arup Tower	Mark Barringer (63484) Lori Klimaszewska (34706) John Mayes (34996) Helen Osborne (34612) Will Smith (34444) Celia Pascoe (63114)	Mark Barringer	David Redhouse
Mond Building	C. West; (HPS) (34540) J. Nicholas (SPS) (34520)	Ian Hitchman	Ian Hitchman

	Anwyn Cooper (327802ext) Duncan Mackay(327802ext)		
Cambridge Archaeology Unit	Ricky Patten (327802ext) Mark Reading (327802ext) Jennifer Wills (327802ext)	David Gibson	Samantha Smith, Robin Standing
Social Anthropology	C. West; (HPS) (34540) J. Nicholas (SPS) (34520)	P.Caldwell	N. Ssorin-Chaikov
Biological Anthropology	John Nunes (Chem.Eng.) (37441 ) John Manley (Security) (31818) Ros Williams (Chem.Eng.) (35064)	David Jordan	P.Lee, N.Mascie-Taylor, M.Lahr, M.Bellatti
McDonald Institute: Courtyard Building	J.Miller (39354) J.Rippengal (39348)	Chris Scarre	L.Janik, C.Lomas

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