Safety Policy of the Department of Archaeology

I General Statement

1. The Department is committed to the proper management of health and safety in compliance with statutory requirements, according to guidelines provided by the University. It is the policy of the Department to ensure, so far as reasonably practicable, the health, safety and general wellbeing at work of staff and students.

2. The Council and the General Board of the University are the bodies having overall responsibility for the implementation of the health and safety policy of the University.

3. The Department of Archaeology is a department within the Faculty of Human, Social and Political Science.

4. This Policy should be read in conjunction with the University’s Health and Safety Policy, which can be found at: http://www.safety.admin.cam.ac.uk/files/hsd016m.pdf

5. The objectives of the Policy are to:
   (i) ensure the health, safety and welfare of employees are given the highest priority,
   (ii) identify hazards and evaluate risks in order to create a safe environment and safe systems of work,
   (iii) establish, operate, maintain and audit systems to enhance safety performance,
   (iv) inform, train and manage our workforce to ensure safe working methods,
   (v) seek the co-operation of management and employees to promote health and safety awareness and for the continual development of a positive safety culture,
   (vi) comply with all current and future health and safety legislation, and
   (vii) allocate resources to meet effectively the aims of the Policy.

Signed........................................
Prof Cyprian Broodbank
Head of Department

Date........................................

Date for review ...01 October 2018............
II Organisational arrangements for managing health and safety

6. Within the Department of Archaeology the overall responsibility for health and safety lies with the Head of Department. His/her responsibilities are described in the University safety policy: http://www.safety.admin.cam.ac.uk/files/hsd016m.pdf

7. The Department includes statutorily defined units including the Cambridge Archaeological Unit and the McDonald Institute for Archaeological Research. Its accommodation is largely concentrated in Downing Street, Fitzwilliam Street and Storey’s Way; with some activities taking place in Pembroke Street. The Haddon Library is based in buildings shared with the Department of Archaeology and is covered under the Emergency Action Plan for the Department of Archaeology. Department Safety Officers and Fire Safety Officers are appointed for each unit, or building, as appropriate.

8. The Department Safety Officers are responsible day-to-day for Health and Safety of the staff of their divisions, and carry out Health and Safety tasks on the advice of the Health and Safety Office.

9. The duties of the Fire Safety Officers include ensuring regular testing of the Fire Alarm, inspection of the building in respect of fire safety, ensuring training in respect of Fire Safety, particularly of Fire Wardens, and seeking advice of the Fire Officers where needed.

10. Whilst it is the Department’s responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, students and visitors to the Department to care for their own safety and the safety of others. This includes, but is not limited to:

(a) Maintaining safe working practices,
(b) Identifying possible hazards and bringing these promptly to the attention of those responsible,
(c) Undertaking any necessary safety training in which they may be asked to participate,
(d) Being familiar with appropriate emergency procedures, including knowledge of (i) appropriate escape routes, (ii) location of fire extinguishers, (iii) the University emergency number (101) and (iv) the University Security number (31818).

11. Members of the Department hosting visitors or with supervisory responsibilities should ensure, as far as possible, the compliance of their visitors, staff and students, with the Department’s Safety Policy.

12. All safety procedures and documents, including this policy, will be reviewed at least annually.

III The Department’s local health and safety management arrangements

13. Incident reporting. All accidents or “near misses” (hazardous incidents) should be reported, whether or not they involve personal injury. Accident/Incident Report Forms are available from First Aiders and the Department Safety Officers.

14. First aid. There are First Aiders based at on the New Museums Site, Fitzwilliam Street, and the Downing Site. The duties of the First Aider are given in the University First Aid Handbook (http://www.safety.admin.cam.ac.uk/files/hsd008e.pdf). A list of First Aiders is to be found on noticeboards in the department’s buildings. In addition to First Aid, their duties include ensuring that Accident/Incident Report Forms are completed appropriately, within the correct timescale, and forwarded to the University Safety Office, in accordance with University guidelines and in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

15. Fire and emergency procedures. The Fire Safety Managers carry out, or supervise, the procedures laid down in the University Department Fire Safety Log Book (http://www.em.admin.cam.ac.uk/operating-estate/health-safety/fire-safety), to comply with government legislation. There is a minimum of one fire drill per year for each building, followed by a review of the effectiveness of the drill. Each fire alarm is tested weekly, and the emergency lighting monthly; the results are recorded in the Fire Safety Log Books.
The Fire Safety Managers liaise with the University’s Fire Advisers over Fire Safety matters and seeks and takes their advice as appropriate.

16. **Health and Safety Inspections.** Safety tours of inspection are conducted annually to highlight and assess potential risks. These tours are co-ordinated by the Department Safety Officers.

17. **Consultation and Communication with staff.** Minutes of the Health and Safety Committee are received by the Department meeting, of which all teaching officers are members. Health and Safety is considered at the regular Department meetings, the unreserved minutes of which are made available to all staff within the Department.

18. **Risk Assessment.** Risk assessments are carried out of the various aspects of work in the Department, recording any significant risks, implementing controls and reviewing risk assessments. In particular, risk assessments must be carried out before fieldwork is undertaken. Risk assessments will generally be carried out in consultation with relevant staff within the Department, seeking advice elsewhere in the University where appropriate.

19. **Equipment.** All equipment in the Department is kept in a safe condition, and proper steps are taken to remedy defects in the services and fabric of the Department.

20. **Portable Appliances.** Portable electrical equipment in the Department is tested at least every two years by appropriately trained staff.

21. **Display Screen Equipment Assessment.** All use of display screen equipment (DSE) should comply with the University’s policy on DSE: [http://www.safety.admin.cam.ac.uk/policy-guidance/physical-and-workplace/hsd005p-display-screen-equipment-dse](http://www.safety.admin.cam.ac.uk/policy-guidance/physical-and-workplace/hsd005p-display-screen-equipment-dse). Subsequent to appropriate regular assessment, it is the responsibility of each individual to report potentially related health problems to their manager immediately.

22. **Manual Handling.** The Department Safety Officers are responsible for ensuring that risk assessments of working practices involving manual handling in the divisions are carried out, while the Haddon Librarian is responsible for such risk assessments in the Haddon Library. The Faculty IT Manager is similarly responsible for the Faculty Computing Support Team, which handles the Department IT needs. Manual handling training is arranged where appropriate.

23. **Assessment of substances hazardous to health (COSHH 1994).** In the event of substances hazardous to health being used in the Department, the Department Safety Officers will be responsible for having the appropriate risk assessments carried out, arranging training, implementing appropriate controls and reviewing arrangements, unless the substances hazardous to health are brought in to the Department by the University’s Estate Management or its contractors, in which case responsibility for safety will lie with the Estate Management. Information on COSHH is to be found at [http://www.safety.admin.cam.ac.uk/subjects/chemicals/coshh](http://www.safety.admin.cam.ac.uk/subjects/chemicals/coshh).

24. **Smoking.** A No Smoking policy is observed throughout the Department.

25. **Children.** Children and young adults brought into the Department buildings should never be left unaccompanied. Anybody bringing a child into the building is responsible for that child’s safety whilst he/she is on the premises.

26. **Emergency Phones.** There are Emergency Phones in each building. These phones are intended to provide the following services:
   a. Emergency calls. In the event of a power cut or network problem, the Emergency Phones are intended to maintain access to the Emergency Services (999) and also to the University Security Office’s emergency number (01223 767444);
   b. Non-emergency calls to Security. Any other use (or misuse) of these facilities is not permitted.
IV  Responsible Staff

At today’s date (1st Oct 2017) the following responsibilities are held:

Head of Department of Archaeology  
Professor Cyprian Broodbank

Director of the McDonald Institute of Archaeological Research  
Professor Cyprian Broodbank

Director of the Cambridge Archaeological Unit  
Mr Christopher Evans

Faculty Administrator  
Ms Marie Butcher

Acting Department Administrator  
Mr Ben Davenport

Haddon Librarian  
Mr Aidan Baker

Departmental Safety Officer  
Dr Tamsin O’Connell

Departmental Biological Safety Officer  
Dr Tamsin O’Connell

Departmental Radiation Protection Supervisor  
Ms Catherine Kneale

Departmental Fire Manager  
Mr Aidan Baker

Departmental HTA Person Designated  
Dr Toomas Kivisild

Faculty IT Manager  
Mr Kevin Bradley

Safety Officer (North Building & West Building)  
Ms Jessica Rippengal

Biological Safety Officer (North Building & West Building)  
Ms Jessica Rippengal

Biological Safety Officer (Courtyard Building)  
Ms Catherine Kneale

Biological Safety Officer and Safety Officer (Fitzwilliam Street Building & Pembroke St Building)  
Ms Jo Osborn

Buildings

Archaeology (North Building)  
Fire Safety Managers and First Aiders are appointed for each building. A list is available in the Department Office.

Haddon Library
West Building
Courtyard Building
Pembroke Street (Old Metallurgy Building)
Henry Wellcome Building, Fitzwilliam Street
Cambridge Archaeological Unit

Laboratory Directors

Charles McBurney Lab for Geoarchaeology  
Professor Charles French

Grahame Clark Lab for Zooarchaeology  
Dr Preston Miracle

George Pitt Rivers Lab for Archaeobotany  
Professor Martin Jones

Dorothy Garrod Isotope Laboratory  
Dr Tamsin O’Connell

Glynn Daniel Lab for Genetics  
Professor Martin Jones

Duckworth Collection

Henry Wellcome Genetics Labs  
Dr Toomas Kivisild

Henry Wellcome Palaeoanthropology Labs  
Dr Marta Mirazon Lahr

Pembroke St Human Biology Lab  
Dr Toomas Kivisild

Pembroke St Genetics Labs  
Dr Toomas Kivisild

Pembroke St 3D Imaging Lab  
Dr Jay Stock

FIRE WARDENS

Fire Wardens are responsible for checking that their designated area is completely evacuated before leaving the building and then reporting to the Department Fire Officer at the assembly point.

Links to a copy of this policy together with links to the University’s Safety Policy may be found on the Department’s Safety pages (https://www.vle.cam.ac.uk/course/view.php?id=145431).