

UNIVERSITY OF CAMBRIDGE
SELF ASSESSMENT TOOL FOR SAFETY¹

Information about occupational safety and health management in the Department (Faculty, Institute) of:

.....
(Please complete, or tick the appropriate boxes and comply with instructions given.)

This tool will help you monitor departmental arrangements and act as an aide memoir to ensure the appropriate safety management systems are in place. You will find this of benefit when it comes to being audited. A completed self assessment tool will be useful for the auditors if submitted as part of the pre-audit documentation.

Name of person completing form (in block capitals): Date:

Position:

1. Safety Management and Policy

1.1 Committees and 'Safety Personnel'.

1.1.1 Who is the current Departmental Safety Officer (DSO)? Note - In the absence of a person formally given this duty by the Head of Department, the Head of Department/Director/Chairman becomes the DSO by default.

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1.1.2 Has the DSO been appointed in writing by the Head of Department?

☐ ☐
Yes No

1.1.3 Is there a Departmental Safety Committee?

If 'yes' please say where a list of members, their roles, and terms of reference can be found.

☐ ☐
Yes No

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1.1.4 If no Safety Committee, safety should be a standing item on the agenda of, for example, Faculty Board Meetings or Office Meetings. If the answer to 1.1.3 was 'no', what is the arrangement in your Department?

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1.1.5 Did the Departmental Safety Committee or equivalent meet during the last 12 months?

☐ ☐
Yes No

If 'yes', how many times?

If 'no', why not?

1.1.6 Are the minutes of the Departmental Safety Committee sent, for information, to the University Health and Safety Division?

☐ ☐
Yes No

If you do not already send the Health and Safety Division copies of the minutes you should ensure this happens in the future. You should send them to the Health and Safety Division 'lead person' for your department.²

1. Based on the former Annual Safety Questionnaire.

2. The "lead person" is the Health and Safety Division member of staff who normally deals with your Department and may attend your safety committee.

1.1.7 Have you reviewed your Departmental Safety Policy within the last 12 months?

☐ Yes ☐ No

If 'yes', state the date.

If 'no', why not?

Please do this immediately.

The Department is reminded of the need to annually review the Departmental Safety Policy Statement, in particular the Departmental arrangements for ensuring a safe and healthy place of work. Revisions will not always be needed, but it is important to review the document regularly. It should also be signed by the Head of Department, dated, a review date indicated, and be received by the Departmental Safety Committee.

1.2 Inclusion of Health and Safety in the strategic 5 year plan.

1.2.1 Are the health and safety implications of all projects eg research, space, buildings, teaching, staffing collaborations considered as part of the risk management approach to strategic planning?

☐ Yes ☐ No

If 'no' we strongly suggest that this is formally included/considered.

2. Safety Communication and Training

2.1 Do all new employees attend the induction training arranged by Staff Development which includes health and safety?

☐ Yes ☐ No

2.2 Are all new employees given health and safety induction training customised to the individual and/or Department?

☐ Yes ☐ No

2.3 Is a formal induction checklist used?

☐ Yes ☐ No

2.4 Excluding induction, does the Department conduct any in-house safety training for staff?

☐ Yes ☐ No

2.5 If 'yes' to 2.4, please indicate briefly the nature of the training and the staff grouping covered:

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.....

2.6 Are students formally inducted into the Department?

☐ Yes ☐ No

2.7 If 'yes' to 2.6, does the induction include health and safety information for:

First year undergraduate students?

☐ Yes ☐ No

Subsequent year undergraduates?

☐ Yes ☐ No

Postgraduate students?

☐ Yes ☐ No

Who is giving the training?

2.8 Does the Department conduct any in-house safety training for students other than that given in 2.7?

☐ Yes ☐ No

2.9 If 'yes' to 2.8, please indicate briefly the group (undergraduate or postgraduate) and the nature of the training:

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2.10 Are staff and students required to take part in the safety training provided by the University? ☐ Yes ☐ No

2.11 Are individuals transferring from other jobs or departments given health and safety induction or update training? ☐ Yes ☐ No

2.12 Have any departmental staff or students attended safety training provided by external organisations? ☐ Yes ☐ No

2.13 If 'yes' to 2.12, please indicate the nature of the training, where it was held, the course provider, the year of attendance etc.

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2.14 Is a systematic record kept of the safety training given to staff and students? ☐ Yes ☐ No

2.15 If 'yes' to 2.14 who keeps these records?

If 'no' to 2.14 a system of record keeping must be established by the Department immediately.

The 'Personal Training Record' on the Health and Safety Division website may help (see 2.20).

2.16 Are safety training needs identified at performance review (appraisal)? ☐ Yes ☐ No

2.17 Are any Departmental safety booklets etc, circulated internally? ☐ Yes ☐ No

2.18 How does the Department assure itself that any safety information circulated is appropriate, in date, and is reviewed/revised at appropriate intervals?

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2.19 Methods of dissemination of health and safety information. Which of these do you use?:

- ☐ e-mail
- ☐ memo
- ☐ letter
- ☐ booklets
- ☐ noticeboard
- ☐ meeting
- ☐ other

2.20 Is use made of the Personal Training Record (available on the Health and Safety Division website)? ☐ Yes ☐ No

3. **Hazard Identification, Risk Assessment and Risk Control**

There is an OBLIGATION under The Management of Health and Safety at Work Regulations to assess risks due to, or associated with work. Some hazards are covered by specific legislation and guidance.

3.1 Has the Department formulated a system/policy for identifying hazards and assessing risks?

☐☐

Yes

No

If 'yes', please give a brief description of what that policy is or state the reference in your Departmental policy:

.....

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If 'no' to question 3.1 please rectify immediately.

3.2 Are risk assessments documented?

☐☐

Yes

No

If 'yes', who signs these?

Where are they kept?

If 'no' to 3.2 please rectify.

3.3 Are all individuals informed of their responsibilities for assessing and controlling risk?

☐☐

Yes

No

3.4 How does the Department ensure that the control measures identified by risk assessment are appropriate?

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3.5 Has the Department stated in its policy the means of controlling risk?

☐☐

Yes

No

If answer to 3.1 and/or 3.5 is 'no', it is likely that safety management systems in your Department are deficient and remedial action may need to be taken straight away.

The written assessments must be readily and easily available both for use and scrutiny.

3.6 Have the assessments been reviewed and/or revised within the last year?

☐☐

Yes

No

3.6.1 Please briefly describe how the Department ensures that assessments have been reviewed/revised
eg Safety Committee checks? Inspections?

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3.7 Does the Department have in place risk assessments for any staff or students who:

Work away from Cambridge (eg field workers, business trips)?

☐☐

Yes

No

Work from home as part of their contractual place of work?

☐☐

Yes

No

Drive or travel in the course of work?

☐☐

Yes

No

Are working at host employers?

☐☐

Yes

No

If 'yes' to any of these categories please state what guidance and policies are in place

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3.8 Chemical Safety

Does the Department have a policy on the management of chemicals?

☐	☐
Yes	No

In many departments, the chemical substances found in small quantities in offices, only need be recorded by the group use of the substance eg proprietary cleaners, toners etc, the measures taken to control exposure eg use in accordance with manufacturer's instructions, and a statement that because the substances pose little or no risk, no further detailed risk assessment is necessary. This could be incorporated into the general risk assessment process.

If 'no', refer to Section 1 of the University Hazardous Substances Policy and devise one.

There are obligations to carry out assessments on all work involving hazardous substances in order to determine whether there is a risk to health and/or safety from work involving these substances. Reference should be made to the University Hazardous Substances Policy which illustrates the way in which assessments should be conducted and how the information used in making the assessment should be recorded, and by whom the records should be kept. NOTE THAT ALMOST ALL DEPARTMENTS USE CHEMICAL SUBSTANCES.

3.8.1 Have Chemical Safety (COSHH) risk assessments been carried out for all work where exposure to substances hazardous to health and/or safety is possible?

☐	☐
Yes	No

Departments are reminded that assessments must include workshops (*exposure to various substances including wood dusts and welding fumes*).

3.8.2 Have the necessary forms been completed?

☐	☐
Yes	No

3.8.3 Have the assessments been reviewed and/or revised within the last academic year?

☐	☐
Yes	No

3.8.4 Is the Department using a standard form?

☐	☐
Yes	No

If 'no' please send a blank form to the Health and Safety Division.

3.8.5 Has the Department procedures in place to deal with reasonably foreseeable accidents, incidents or emergencies in addition to first aid arrangements eg chemical spill kits, oxygen depletion monitors?

☐	☐
Yes	No

Please briefly describe these arrangements.

.....

.....

3.8.5.1 Has University Security been advised of any areas where an oxygen deficient atmosphere may arise?

☐	☐
Yes	No

If no, inform Security immediately.

3.9 **Noise and Vibration**

3.9.1 **Noise** - Has the Department any areas that have received sound level monitoring?

☐	☐
Yes	No

If 'yes', have any control measures been implemented?

☐	☐
Yes	No

If 'no', please say why not

.....

3.9.2 **Vibration** - Have hazards arising from vibration been identified eg strimmers?

☐	☐
Yes	No

If 'yes', what has the Department done about it?

.....

3.10 **Ionising Radiations**

Do you:

3.10.1 Hold stocks of radioactive substances or sources?

☐	☐
Yes	No

3.10.2 Have any equipment containing a radioactive source (including Gas Chromatographs with Electron Capture Detectors, anti-static devices, and liquid scintillation counters)?

☐	☐
Yes	No

3.10.3 Currently use any radioactive substance or sources for any purpose?

☐	☐
Yes	No

3.10.4 Hold or use materials containing naturally occurring radioactive materials eg Uranium or Thorium?

☐	☐
Yes	No

3.10.5 Have any equipment that intentionally produces x-rays for irradiation of specimens?:

Beam accelerators (including microscopes)

☐	☐
Yes	No

Electrical equipment that produces ionising radiations for medical or veterinary purposes (eg diagnostic treatment)

☐	☐
Yes	No

Other electrical equipment that intentionally or adventitiously produces ionising radiation

☐	☐
Yes	No

If you have answered 'yes' to any of the above, have you advised the Radiations Section of the Health and Safety Division that this work takes place?

☐	☐
Yes	No

3.11 **Non-ionising Radiation**

Do you have or use any of the following?:

Class 3A, Class 3R, Class 3B or Class 4 lasers

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Yes

☐

No

Any embedded laser product containing a Class 3A, Class 3R, Class 3B or Class 4 laser *which is serviced on Site*. (An embedded laser product contains a laser and is designed and engineered to reduce access to laser radiation for normal use, but the radiation might be accessible during servicing.)

☐

Yes

☐

No

Any of the following, or any other equipment which may be a source of ultraviolet radiation?

Black lights

☐

Yes

☐

No

Curing lamps

☐

Yes

☐

No

UV Germicidal/sterilisation units

☐

Yes

☐

No

UV cross linkers

☐

Yes

☐

No

UV Transilluminators

☐

Yes

☐

No

Electric welding arcs

☐

Yes

☐

No

If you have answered 'yes' to any of the above, have you advised the Radiations Section of the Health and Safety Division that this work takes place?

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Yes

☐

No

3.12 **Visual Display Equipment** eg computers, security monitors, equipment display (Display Screen Equipment Regulations)

3.12.1 Has the Department issued the University guidance and self-assessment check-list to all people using VDUs?

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Yes

☐

No

If 'no' do so straight away. Contact Occupational Health for the latest version.

Departments must keep records of who has been given the information and when.

Who keeps these records?.....

3.13 **Lifting and handling** ie Is there a system for identifying tasks and activities for assessment (Manual Handling Regulations)?

Example tasks include:

- Storing boxes (stationery)
- Collation
- Handling post
- Handling animals
- Digging, shovelling

Has the Department arranged training?

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Yes

☐

No

Did this training include:

Lifting technique? (The actual practise of moving 'loads' around.)

☐

Yes

☐

No

Risk assessment? (Deciding, for example, if mechanical means, two or more people, or special measures are needed.)

☐ Yes ☐ No

Records of training need to be kept. Who keeps them?.....

3.14 **Non University Employees**

Has the Department defined procedures for controlling the activities of non-University employees eg contactors (service engineers/builders) visitors, and students?

☐ Yes ☐ No

If 'yes' state what these are eg badges, leaflets, supervision

3.15 Have you a woodworking or other type of workshop?

☐ Yes ☐ No

State type:

If 'no', go straight to question 3.16.

3.15.1 Have all risks in the workshop been assessed?

☐ Yes ☐ No

3.15.2 Is there a need for training?

☐ Yes ☐ No

What training has been given to persons using the workshop?

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3.16 Have you any printing equipment etc besides standard photocopiers and printers for computers?

☐ Yes ☐ No

If 'no', go straight to 3.17.

3.16.1 Have all risks associated with such equipment eg noise, chemicals, handling been assessed?

☐ Yes ☐ No

3.17 **Health surveillance and notification to the University Occupational Health Service**

3.17.1 Are there arrangements for pre-employment screening?

☐ Yes ☐ No

The pre-employment screening health questionnaire (Form PD10) for completion by the employer and prospective employees is available from the Occupational Health Service.

3.17.2 Are there arrangements to ensure that Occupational Health has been notified specifically of anyone proposing to work with carcinogens, mutagens and substances toxic to reproduction in categories/groups 1 and 2?

☐ Yes ☐ No

Note that those working with these substances should have been notified to the Occupational Health Service before commencement of employment etc.

3.17.3 Please describe the arrangements

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3.17.4 Are there arrangements to ensure that anyone changing their work to come into contact with carcinogens etc would be notified to the Occupational Health Service?

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Yes

☐

No

3.17.4.1 If 'yes' to 3.17.4, please describe the arrangements

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If you have any questions regarding Section 3.17, please contact an Occupational Health Adviser.

***Note that there are other circumstances where Occupational Health will be involved
eg certain biological/radiological work.***

4. **Monitoring Health and Safety Controls**

4.1 Inspections

A Department's programme of inspections must cover a representative proportion of the building(s) occupied and be in accordance with the level of risk. The set schedule of inspections needs to be agreed by the Departmental Safety Committee, and this standard must be observed unless a deviation is specifically agreed.

4.1.1 Is there a schedule of inspections? ☐ Yes ☐ No

4.1.2 Has the programme been agreed by the Safety Committee? ☐ Yes ☐ No

4.1.3 Have the inspection reports been received/discussed by the Safety Committee? ☐ Yes ☐ No

4.1.4 How does the Department ensure that actions identified by the inspections are carried out in a timely fashion?

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4.1.5 It is an expectation that a Head of Department will accompany a minimum of one safety inspection per year. Is this departmental practice? ☐ Yes ☐ No

4.1.6 During safety tours or inspections of the Department have the Departmental staff used any check-lists? ☐ Yes ☐ No

4.2 Accident, incident and ill health reporting

(a) Have all accidents, incidents, "near misses" and dangerous occurrences been reported to the Health and Safety Division, using the prescribed form <http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd020e/>? ☐ Yes ☐ No

(b) Who in the Department keeps the accident records and originals of University accident report forms?

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(c) Who keeps the "accident book"?

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Note: This is a departmental responsibility and the Health and Safety Division does not require copies of the accident book entry.

(d) Does the Departmental Safety Committee or appropriate 'group' consider the accidents etc at their meetings? ☐ Yes ☐ No

(e) Has the Committee discussed and allocated actions? ☐ Yes ☐ No

(f) Have all occupational related health problems been reported to the University Occupational Health Service? ☐ Yes ☐ No

An Occupational Health Adviser is available to discuss these matters if there are any doubts.

If 'no' to 4.2(a) or (f), which accidents or incidents have not been reported? (Please give reasons why not.)

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If 'no' to 4.2(d), please give reasons why

4.3 Equipment

How many items of the following types of equipment does the Department have?

(a) How many items (approx) of portable electrical equipment? Are all the items regularly inspected and tested in accordance with guidance? ☐ Yes ☐ No

(b) How many conventional fume cupboards? Are they regularly tested in accordance with University Policy? ☐ Yes ☐ No

(c) How many recirculating fume cupboards? How are these managed, tested and maintained?

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(d) Are these fume cupboards on a maintenance contract? ☐ Yes ☐ No

Brief details of contract:

(e) How many Local Exhaust Ventilation (LEV) installations, not including the above, are there in the department?
This relates to any equipment that is designed to remove hazardous air borne substances away from the immediate vicinity of people. Examples include solder extracts, HEPA vacuum cleaners, wood dust extraction, Microbiological Safety Cabinets (MSCs).

How often is their performance tested?

How is their performance tested?

The Health and Safety Division leaflet on Local Exhaust Ventilation (LEV) may be of interest. Remember the maximum interval between tests under COSHH is 14 months.

(f) Is a certificate, sticker or test label affixed to the equipment in a, b, c, e? ☐ Yes ☐ No

(g) How many pressure vessels? Are they all on the Inventory for testing by the Insurance Agents? ☐ Yes ☐ No
eg dewars, pressure cookers, autoclaves

(h) How many items of lifting equipment eg hoists, slings ropes, trucks? Are they all inspected at required intervals by Insurance Agents? ☐ Yes ☐ No

(i) Are the records regarding fume cupboard testing, Microbiological Safety Cabinet (MSC) testing, Portable Appliance Testing (PAT), pressure vessels and lifting equipment kept in the Department? ☐ Yes ☐ No

By whom?

4.4 Accommodation

4.4.1 Has there been any re-allocation of accommodation during the last 12 months? ☐ Yes ☐ No

4.4.2 If 'yes' to 4.4.1, please give brief details of the changes:-

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.....

4.4.3 Are any building or structural modifications being undertaken or planned for the next 5 years?

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Yes

No

Please provide brief details.

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4.4.4 Have health, safety, security and disability issues been included in these plans?

☐☐

Yes

No

4.4.5 Has the possibility of mercury being “hidden” in the building fabric etc been considered?

☐☐

Yes

No

4.4.6 Has the possibility of asbestos being in the building been considered?

☐☐

Yes

No

4.4.7 Has the possibility of other contamination such as radioactivity/PCBs/anthrax been considered?

☐☐

Yes

No

4.4.8 Who has assurance been sought from?:

e.g. the Estate Management and Building Service surveyor for the building
the Estate Management and Building Service Services Maintenance Unit
the Asbestos Removal Unit (EMBS)
the Radiation Protection Adviser (Health and Safety Division)

Note: Any alterations to buildings must be notified to EMBS even if they are not involved in funding, drawing up plans or overseeing the work.

4.5 First Aid

4.5.1 Do you have a qualified University first aider located in the Department?

☐☐

Yes

No

4.5.2 If there is no first aider resident in the Department please name the person(s), such as the receptionist, who knows how to, and would summon the emergency services in the event of accident, or when a first aider is not available. Someone, often a first aider, must be delegated with the task of monitoring the contents of the first aid boxes and organising refills.

Authorised person(s):

Person monitoring the first aid boxes:

Departments are reminded that University First Aiders can be summoned from nearby Departments. A list of current First Aiders is available on request from the Health and Safety Division (39510).

4.5.3 Please identify any first aiders that have had the special training in first aid eg incidents involving cyanide, hydrofluoric acid or sports injuries.

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5. Auditing

- 5.1 Have you received a University Safety Audit since the inception of the auditing programme? ☐ Yes ☐ No
- 5.2 Have all Departmental actions been completed? ☐ Yes ☐ No
- 5.3 Have you been reviewed by any other organisation or body?
eg Robson Rhodes, University Divisional or Departmental Review ☐ Yes ☐ No
- If 'yes', please state what this was and when
- 5.4 Did this/these review(s) include a safety dimension? ☐ Yes ☐ No

6. Food Safety

- 6.1 If you have or use any of the following please tick 'yes', if not please tick 'no': ☐ Yes ☐ No
- * A contractual supplier of catering
 - * A catering franchise within your premises
 - * A Departmental restaurant/canteen
 - * Departmental tea/coffee room
 - * Purchased suppliers for entertainments
 - * Any other form of catering provision
 - * Vending machines
- If 'yes' to any of the above, have you been in contact with the University Food Safety Adviser? ☐ Yes ☐ No
- If 'no', please do so.

7. Other Safety Related Information

- 7.1 **Embedded Companies**
- Is any space within your Department allocated to an embedded company? ☐ Yes ☐ No
- If 'yes', what is the company's name and who is the Managing Director?
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- If 'yes', do you know what arrangements the embedded company has for safety? ☐ Yes ☐ No