



Safety Newsletter



March 2023

In this issue you will find updates on:

- **University Health and Safety Policy..... 2**
- **Safety Office Staff Updates..... 2**
- **Physical Safety..... 3**
- **Biological Information..... 4**
- **Accident / Incident update..... 4**



UNIVERSITY OF CAMBRIDGE

Health, Safety and Regulated
Facilities Division

University Health and Safety Policy



New Version of the University Health and Safety Policy

The Safety Office has reviewed and made minor amendments to the University of Cambridge Health and Safety Policy. This policy applies to all staff, students, contractors and visitors and is intended for implementation in all University of Cambridge constituent academic and administrative departments, institutes, schools, faculties, divisions and Non-School Institutions (NSIs).



UNIVERSITY OF
CAMBRIDGE

December 2022

University Health and Safety Policy

A copy of the policy can be found on the Safety Office website:

<https://www.safety.admin.cam.ac.uk/hsd016m-university-health-safety-policy>

The policy lists the arrangements for implementing the policy for example by assessing risks, monitoring and auditing as a requirement for a University Health and Safety Plan.

Of particular interest will be the lists of typical duties for Departmental Safety Officers and Fire Managers that are provided in the Appendices of the policy. It also provides information regarding health and safety advice and assistance provisions.

Departmental Safety Officers and Departmental Administrators must ensure that all staff and students are aware of this latest version and ensure that everyone is familiar with its content.

Safety Office Staff Updates

Welcome to new members of the Safety Office:

- ❖ Sara Green joined on 6 February as SO Digital Content Developer
- ❖ Rory Feilen joined on 1 March as SO Safety Assurance & Auditing Manager

Departure- farewell and thanks to:

- ❖ Anita Cullum, SO Audit Administrator, on 10 March
- ❖ Dr Androulla Gilliland, Head of Biological Safety and Compliance, on 17 March after 11 years
- ❖ Mick Brennan, Environmental Safety Support Technician, December 2022 who retired after 19 years

Change of role:

- ❖ Jason Mann from PAT technician to Environmental Safety Support Technician



Physical Safety

Face Fit Testers

There is currently a shortage of people across departments that can conduct face fit tests for their staff and students requiring the use of FFP3/2 masks. The Safety Office does offer this service for departments that have very low usage of such items where the need to have someone trained locally would not be practical. This service is currently in high demand and it can take several weeks before a date can be offered which is delaying work and research. Departments where these masks are in frequent use and who have a high number of people requiring them are expected to have at least 1 trained person to carry out these tests. These people are required to attend a full day training course provided by external trainers organised through the Safety Office, the cost of the training is charged to your department. If you are aware that your originally trained personnel have moved department or left the University or you would like to train more people, can you please identify individuals for this role. Please send names to face_fit@admin.cam.ac.uk courses will be arranged in the near future, any questions should be directed to same email address.

Portable Appliance Testing (PAT)

Due to personnel changes within the Safety Office we are currently unable to offer PAT to the non-scientific departments that we provide this service for. We are in the process of advertising for this post and hope to have it filled as soon as possible. This temporary delay in service will have an effect on those departments who were expecting a visit during February and March and April for testing to be completed. The new PAT engineer will be in touch to arrange for tests as soon as they are in post. During this time it is even more important that those using portable equipment carry out their user checks prior to use and report any faults found and do not use the equipment. If you have any questions regarding this then please do contact the Safety Office for further advice.

What is new on the Safety Office webpage?

Following a serious accident, the Safety Office has provided University Departments and Institutes with important manual handling and workplace safety advice for Stores and Goods-In/Out areas. The advice applies equally to both large/heavy goods and unusually sized/shaped/hazardous goods being delivered to the Department and similar shipments leaving the building. The guidance, called '[Physical Safety Advice for Stores Areas](#)' was published in October 2022.

The recommendations are for the attention of DSOs and those staff who are responsible for the management of these areas in their respective Departments and Institutes.

Version 1.0

Effective from 17 Oct 2022

Physical Safety Advice for Stores Areas – October 2022

Important Information regarding Manual Handling and Workplace Safety in Stores Areas

The Safety Office would like to provide University Departments and Institutes with important manual handling and workplace safety advice for Stores¹ areas. The advice applies equally to both large/heavy goods and unusually sized/shaped/hazardous goods being delivered to the Department² and similar shipments leaving the building.

The recommendations are for the attention of DSOs and those staff who are responsible for the management of these areas in their respective Departments and Institutes.



Biological Information

Biological Safety Officer's Training Event

This will be taking place at the Sainsbury Laboratory lecture theatre on the morning of 16 May 2023. Anyone is welcome, but must sign up to attend. Attendance is mandatory for University BSOs. Please register here: <https://www.training.cam.ac.uk/ohss/event/4372296>

From March: Biological Safety queries to be sent to: HSD_Biosafety@admin.cam.ac.uk

From March: Any queries relating to the Human Tissue Act (HTA) should be sent to: hta@admin.cam.ac.uk

Accident/Incident Section

General information from the Safety Office Accident/Incident Manager

1. Underreporting of musculo-skeletal accidents/incidents/occupational diseases. The



Accident/Incident Team generates regular accident reports for the Safety Sub-Committees which are also seen by the Occupational Health Team. It appears that there is some degree of under-reporting of work-related musculo-skeletal problems. These injuries might be caused through use of DSE equipment, work equipment or repetitive work activities.

We ask everyone (all staff and students) who experience these problems to report them to their line manager as well as their Departmental Safety Officer (DSO) so that they can be recorded on AssessNET. This information is important to us in the Safety Office for a number of reasons:

- we want to know which staff/student group is affected
- To understand which work activities are causing/contributing to these problems
- To identify areas of work that would benefit from further safety awareness training
- To secure targeted funding for further training

2. Specialist Manual Handling Training. The Accident/Incident Manager would like to compile a list of course providers for more specialized external manual handling training. If you, as a DSO, had a good experience with a course provider or heard of a good one, please let us know.



We are looking for course providers of ‘specialist’ manual handling such as for tool use in field work, workshop safety, specialist tool use, farm/animal work or those focused on repetitive activities. We can then make this list available to everyone as a starting point to find the right course for them.

If you had a good experience with a provider, please email us: Accidents-Incidents@admin.cam.ac.uk



Accident / Incident Section contd

1. 'See It – Say It – Report It'.

Many staff/students attending courses organised by the Safety Office report that they were not aware of the existence of the AssessNET accident reporting system. The Safety Office is appealing to all DSOs and Departmental Administrators (DA) to inform all staff and students about AssessNET. It is possible that the Safety Office has not been made aware about any personnel changes within departments during the pandemic – this could have led to an



interruption of essential communications. If you are a member of staff or a student and you were not aware that there is an online accident reporting system, then please get in touch with your DSO or Departmental Administrator in the first instance.

- For DSOs and DAs: please let the Safety Office know when there are changes to the DSO or the Departmental Administrator. Email: Safety@admin.cam.ac.uk
- For everyone: if you had a near miss or an accident or you see something is not safe or doesn't look right, please report it on the AssessNET Portal. Use the 'Portal' link (white)



on the Safety Office website:

<https://www.safety.admin.cam.ac.uk/subjects/accidents-and-incidents/accidentincident-reporting-system>

- Contact your DSO and ask for help if you have difficulties with reporting an accident

2. Incidents involving electric shocks. If there was an accident where someone received an electric



shock through use of electrical equipment (including experimental set-ups), please report these using the 'Injury' category, rather than a 'Near Miss' event.

3. Name and address of 'Injured/Involved Person' (IP). There has been an increase in injury (accident) reports not being provided with the details about the IP. Please ensure that a name and the home address (not work address) is provided within the accident record. All First Aiders must make a record of this when they provide first aid.

4. Fainting/Dizziness. If someone fainted or experienced dizziness, please report this as an 'Injury' and not as an 'Illness'. The 'Injury' category has an option for this situation and in most cases it will not be related to work. However, we still want to capture these events as we provide accident/incident data to the Working Group for First Aid.



Accident / Incident Section contd

5. **New incident location on AssessNET: West Hub Building.** Following the opening of the new West Hub last year (a space to meet, socialise and work), we have set up a dedicated incident centre for this location. When reporting an incident for that site, enter ‘West Hub’ into the Incident Centre field and the field for the incident centre will self-populate (see blue arrow in picture below). Click on the suggested incident centre and continue with the rest of the report.

Report an Incident

Record your incident

About the Incident

When did the incident occur?

24/01/2023 11:54

Incident Centre and Associated Area

West Hub

Administration and Central Services > UAS - Unified Administrative Service > Estate Management Division > **West Hub Building** : (ACCB456)



What’s new within the AssessNET software?

1. **New two-tier categorisation for the ‘Injured/Involved Person’ (IP).** A two-tier categorisation within the AssessNET software has replaced the previous one-tier categorisation. This will provide clarity around the identity of staff and student members who are involved in accidents and near misses so that training and resources can be suitably allocated.

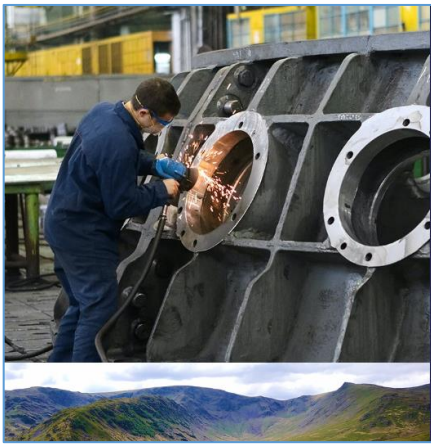
Good communication within Departments and Institutes is crucial to the successful implementation of the new selectable IP options. The Safety Office relies on DSOs, DAs and First aiders to cascade this information to staff and students.

2. **Changes to Login on AssessNET.** AssessNET has a new log-in system for all ‘Registered Users’ since Monday, 19 December 2022. The change involves the replacement of the AssessNET-specific user name with the registered email address of the user. It is important that all ‘Registered Users’ use the same email address that is held within their settings on AssessNET. The other change is the addition of a 6-digit PIN number.

Step 1: Start sign-in by entering your email address



Accident / Incident Section contd



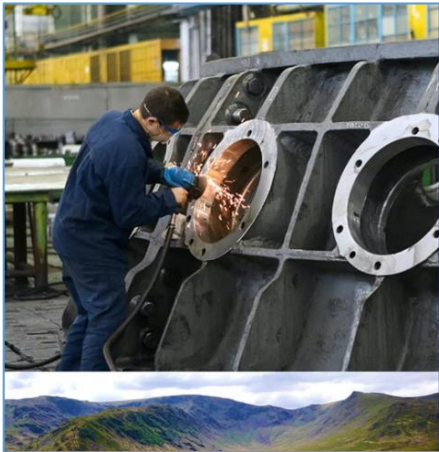
Sign in

Email address or Username

Can't access your account?

Next

Step 2: Enter your AssessNET password (NOT Raven password)



Your registered email address

↓

Password

Provide the password for CRSid@cam.ac.uk (not you?)

Password

Cancel Next

Step 3: Enter PIN code



Pin code

Enter the pin for your account.

Pin code

Cancel Next

The change does not affect ‘Portal Users’ who continue to access the reporting system via the Safety Office website. As a reminder: ‘Portal Users’ are staff and students who do not have a registered safety role within AssessNET.

The Accident/Incident Team has contacted all ‘Registered Users’ by email with a guidance document of how to change their login details.

Please note that the AssessNET-specific user name will be phased out in the near future – all ‘Registered Users’ should make sure that they set up their new log-in credentials to avoid being locked out. If you have problems with the changeover please contact the Accident/Incident Team by email: Accidents-Incidents@admin.cam.ac.uk



Accident / Incident Section contd



What is new on the Safety Office Accident/Incident webpage?

1. In response to a request by the Sub-Committee for Physical Safety, the University has introduced a **new two-tier categorisation for the 'Injured/Involved Person' (IP)** within the AssessNET software. See previous section for further details.

A list with the new selectable IP options and further information of how to publicise these changes can be found on the Accident/Incident webpage:

<https://www.safety.admin.cam.ac.uk/subjects/accidents-and-incidents/information-involvedinjured-person-ip>

2. AssessNET made several changes to graphics in their software last year, hence both **AssessNET training manuals** (Registered User and Portal User) are currently under review and will soon be available (February 2023) on the Accident/Incident webpage for users to download and have available for referencing: <https://www.safety.admin.cam.ac.uk/subjects/accidents-and-incidents/publications>

Future training

- **Accident/Incident investigation course.** A decision was made to have the accident investigation course in the format of a face-to-face workshop rather than doing it online/virtual. This 4-hour workshop is designed to give DSOs the basic knowledge and tools required to identify what caused an accident or a severe near miss. The development of the workshop is well under way and has undergone a pilot test in late December. Many thanks to those DSOs that were willing to be trial-participants. The Accident/Incident Team hopes that the course will become available in April/May following approval by the Sub-Committee for Physical Safety.
- **AssessNET Software online training course.** The development of this online training has been delayed, but we still aim to produce this course later in the year. We will inform all our 'Registered Users' once this course becomes available.

Contact details of the Accident/Incident Team:

Email: Accidents-Incidents@admin.cam.ac.uk

Phone (Cornelia Gewert – Safety Office Accident Incident Manager):

Office: 01223 339535;

Work Mobile: 07395 308157