

HEALTH & SAFETY POLICY

**The entire College is a non-smoking area.
The smoke free policy can be found on the College's intranet site**

As the College has statutory obligations under current legislation, undergraduates are asked to identify hazards and to report all matters affecting environmental health to the Head Porter, Mr Rob Taylor (rt269@cam.ac.uk).

Students who have an accident on College property are required to complete an Accident Form. Blank forms are kept in the Porters' Lodge.

FIRE PRECAUTIONS

Undergraduates should familiarise themselves with the local emergency plan (which you will be given when you sign your room lease). This will cover:

- i. what to do in the event of fire
- ii. what to do if you hear the fire alarm
- iii. basic fire safety
- iv. the means of escape from your room. In the event of fire, all College members are responsible for escorting guests in their company to fire assembly points.

New students **must** attend a short talk on fire safety at the beginning of the Michaelmas Term, which is arranged as part of the standard induction programme for Freshers. Any queries about fire safety can be raised either through the student safety officers or directly with the Head Porter – Rob Taylor.

Any abuse of fire equipment is taken very seriously, with individual cases referred to the Dean of College for disciplinary action. An automatic fine of £75 is levied.

NB: The student room lease confirms that: 'Fairy lights, tea lights, candles, oil / Incense burners and any items that burn with a naked flame are **not** to be brought into **any** College room. These items are **not** permitted.'

ELECTRICAL EQUIPMENT

All privately owned portable electrical equipment used in College accommodation is the responsibility of the owner. The College does not accept any liability under the terms of the Electricity at Work Act 1989 for the electrical safety or correct functioning of such equipment, which should conform to the appropriate British Standard and be fitted with the correctly wired and fused plug.

All student-owned portable electrical equipment will be tested on a date which will be communicated in advance.

Owners of equipment which does not conform to British Standards (the BEAB Kite Mark) must seek the advice of the Works Supervisor or the College Electrician, **before** connecting it to the mains. The equipment will be tested and advice given on whether or not it may safely be used in College; if necessary, the type of plug and fuse which must be fitted will be specified.

**NB: Particular care must be taken to avoid overloading the electrical supply system.
The use of block adaptors is NOT allowed.**

Residents in College are responsible for the safety of their own equipment. However they, and the College staff, also have a duty to immediately report any unsafe wiring or equipment which they may notice. The College maintenance staff are authorised to remove plugs, leads and equipment which, in their opinion, are dangerous.

If in any doubt, consult the Maintenance Department (Mob Tel: 51957)

COOKING

Cooking in rooms is FORBIDDEN. Automatic kettles only may be used. This is an important and serious fire precaution, and is also in the interests of hygiene and the benefit of all those who live in, or visit, the College.

Facilities for full self-catering are not provided by College in its accommodation. However, very limited facilities for the preparation of snacks and small meals are provided in the gyp rooms.

Private equipment (e.g. boiling rings, ovens, microwave ovens, electric frying pans, rice cookers, toasters etc.) should **NOT** be brought to College. Any of the above found in any College room may be removed without notice and may be disposed of if not reclaimed within one week.

Gyp rooms should be kept clean at all times. Pots, pans, crockery, etc, are not cleaned by College employees, and should not be left on surfaces, or in sinks, so as to inconvenience others. If the Housekeeper deems that dirty crocks, etc. are a health hazard or nuisance, she will remove them. Items so removed may be disposed of if not reclaimed within one week.

Fridges (even mini-fridges) are NOT permitted. Any undergraduate needing a fridge for e.g. storing medicines, must inform the Tutorial Office. The College will then arrange provision of a fridge for this purpose in the individual's room.

RECYCLING

The College actively encourages its community to recycle as much as possible to reduce the amount of waste sent to landfill.

Items that can be recycled include:

-  aluminium & steel cans
-  paper
-  glass
-  batteries
-  plastic bottles
-  cardboard
-  shoes
-  mobile phones
-  inkjet cartridges