



Health and Safety Guidance (Undergraduates)

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1. INTRODUCTION

Emmanuel College has a duty under the Health and Safety at Work Act to ensure as far as reasonably practicable the Health, Safety and Welfare (HSW) of those that live, work, and visit its premises. It has established a robust framework for managing HSW arrangements that demonstrates compliance to this legal requirement. HSW is everyone's responsibility, and this booklet has been designed to provide essential information and advice, so that students are able to manage their own HSW and that of others affected by their actions

If you require further advice or support, please contact the Health, Safety and Fire Officer (contact details for all members of staff referred to in this document are provided at the end of this document).

2. EXPECTATIONS

As a student at Emmanuel, you agree to comply with the guidance set out in this booklet, including (where necessary) accessing specific websites referred to in this guide for further information. Failure to comply with the instructions set out in this booklet may result in serious harm to life and/or property and may result in further action being taken by the Bursar and Senior Tutor.

3. ELECTRICAL SAFETY

a. APPLIANCES

Only certain electrical appliances are approved for personal use in college, and these are set out in [College Regulation](#) 27 and listed on p. 5 [3. e.] of this guide. Such appliances must be fit for purpose and comply with the appropriate British or European Standard. Electrical appliances brought from outside the UK or EU are strictly prohibited and will be removed.

Electrical appliances, fittings, outlet etc. provided by the College must not be tampered with or altered in any way. Extension and flexible leads can be used provided they are of sound construction, the leads are free of kinks, and they are of adequate current capacity for the intended loads. It is prohibited to daisy chain multiple extension/flexible leads together.

If you have doubts on the safety of any electrical equipment or if the appliance fuse blows, you MUST NOT continue to use it and report it immediately using the [maintenance helpdesk](#).

b. LIGHT BULBS

If you have a faulty light bulb, contact the [maintenance helpdesk](#) to have it replaced.

c. GAS SAFETY

In most College accommodation the heating system is provided by a gas boiler. At the slightest suspicion of a gas leak, you must leave the premises, open all windows and doors, and let residents and neighbours know that you suspect a gas leak. Do not use any electrical switches. Contact Transco on 0800 111 999 immediately and inform the Porters' Lodge (01223334200). Only attempt to turn off the mains supply valve before leaving, if you know its location, it is safe to do so and time permits.

d. COOKING FACILITIES

Cooking in rooms other than the gyp room is totally prohibited and gyp rooms are only to be used for light cooking. Gyp rooms are equipped with college microwaves, please read the operating and safety instructions prior to use. In addition:

- Metal cookware or foiled containers must not be used. Guidance is displayed on suitable cookware to be used.
- Report any faults or malfunctions using the [maintenance helpdesk](#). Do not use, or allow others to use, the microwave until the fault has been rectified.
- Please ensure the microwave is cleaned after each use and the gyp room left tidy,

readily available for use and cleaning by the Bedmaker.

When using the gyp room, its facilities or your own personal utensils, students are reminded to keep them clean. All waste should be placed in the lined bins provided with care taken not to overfill them. Spillages should be cleared up as soon as they occur to prevent an accident.

e. PERMISSIBLE APPLIANCES

Students are permitted under [College Regulation 27](#) to bring for use in gyp rooms only toasters, kettles, coffee makers, sandwich toasters, rice cookers, slow cookers, bread makers, blenders, juicers, air fryers and grilling machines. These must only be used in gyp rooms and no other appliances are permitted. Any other appliances, or appliances found anywhere other than gyp rooms will be removed.

4. GENERAL HYGIENE

a. HAND WASHING

Spreading of infectious diseases can be reduced by regular washing of hands. This is important as it removes dirt, viruses, and bacteria which if spread could result in illnesses such as food poisoning, flu, or diarrhoea. Students are reminded to wash hands regularly, particularly after using the lavatory, preparing food including handling of raw meat, fish or eggs, rubbish or when dirty.

b. SANITARY PRODUCTS

Appropriate containers are provided for the disposal of soiled sanitary towels, tampons and used condoms. These items should not be disposed of down the lavatory nor left in waste bins in any rooms.

c. DISPOSAL OF BROKEN GLASS

Broken glass can cause serious harm and therefore must be carefully cleared up and disposed of ASAP, in the appropriately marked bins provided in all gyp rooms. Broken glass must **not** be left in sinks, wastepaper bins, or in areas where there is a risk of harm to others. Due to the potential risk of shards remaining after disposal, it is recommended that footwear is always worn.

d. SHARPS BOX

A sharps box for the safe disposal of syringes etc. are available in the Porters' Lodge and Housekeeper's Office located in the basement of the Hostel. For the safety of bedmakers, member of staff and other occupants, syringes etc. must only be disposed of in sharps boxes. They must **not** be disposed of in any other type of bin including wastepaper bins. If you require a sharps box for your room, please contact the Head of Housekeeping,

e. CORRIDORS AND STAIRCASES

General waste, bicycles, sports equipment, shoes, laundry, suitcases etc. should not be left in corridors or staircases as this creates a trip hazard. Any such items will be removed.

5. HEALTH and SAFETY ARRANGEMENTS

a. ADVERSE EVENTS

An adverse event is an accident resulting in injury or an incident, a near miss resulting in no injury, or a situation where there is a considerable risk of something going wrong that has the potential to cause injury. All adverse events must be reported to ensure we take correct measures to prevent them happening again or prevent them becoming an accident.

b. REPORTING AN ADVERSE EVENT

Any adverse event that occurs on college grounds must be reported to the Porters' Lodge, and your Tutor. They will use the online reporting form ([accident reporting system](#)) to complete their investigation. All information is treated as confidential, comply with appropriate HSW legislation and processed In Accordance with the UK General Data Protection Regulation.

c. INJURED PERSONS

Injuries should be treated by a qualified person immediately. In the event the injury is a medical emergency then the ambulance service must be called by dialling 999 or 1-999 from a college telephone extension.

The Porters (334200) must also be informed. You should provide as much details as possible to the call handler and be prepared to answer all questions. You should remain with the injured person(s) until the ambulance service arrives.

d. DEFIBRILLATOR

For suspected cardiac arrest contact the Porters' Lodge immediately and they will attend with a defibrillator. After you have called the Porters, call the ambulance service ASAP.

e. FIRST AIDERS

All Porters are Qualified First Aiders (QFA) and Mental Health First Aiders.

f. FIRST AID BOXES

First aid boxes are in the following areas, the Porters' Lodge (24/7), Sick Bay, Boathouse, Sportsground, and department offices (accessible only during working hours).

g. VISUAL DISPLAY EQUIPMENT (VDU)

The use of Display Screen Equipment (DSE) or VDU can cause fatigue, eye strain, musculoskeletal problems and in some cases exacerbate pre-existing conditions. These problems can also be experienced from poorly designed workstations or

environment. It is important to take steps to avoid potential health problems. Full details are provided in the HSE [Working with DSE booklet](#). If you have any health concerns relating to this matter, contact the Community Health Practitioner (334296) or your GP. The HSFO can also offer advice on the safe use of VDU/DSE.

6. FIRE SAFETY ARRANGEMENTS

Fire safety measures are designed to prevent and/or reduce the risk of fire-related accidents. They are intended to preserve life and prevent damage to property. The common causes of a fire starting, include, but are not limited to, cooking left unattended, overloaded electrical sockets, faulty appliances, and failure to use the correct supply cables. The College takes preventative measures to guard against these risks, which includes:

- Installation of a category L2 fire alarm system, devices and equipment which is tested on a weekly basis by the Porters and serviced at planned intervals by a third party.
- A mandatory fire safety awareness presentation provided for all freshers at the beginning of Michaelmas Term, which includes information on:
 - Escape routes and why they should be kept free from obstructions.
 - Fire prevention, signage, detection, and equipment
 - Fire doors, their purpose and why they should not be kept open or tampered with the self-closing mechanism.
 - Reporting any missing or damaged fire extinguishers or fire detectors to the Porters' Lodge immediately
 - Prohibiting items such as candles, Christmas lights, paper lampshades, plug-in air fresheners, barbecues, lava lamps, 3D printers, cigarettes/vaping, solvents, paints, paint remover, varnishes etc.
 - Providing information on signs displayed throughout the College that all students should read and familiarise themselves and include, Fire Action Notices, manual call points, fire exit signs and fire extinguishers.

a. ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Raise the fire alarm.
- Evacuate via the nearest fire exit.
- Where possible and safe to do close any doors and windows when evacuating.
- Do not stop to collect personal belongings.
- Call the fire service on 999 and the Porters Lodge, when safe to do so
- Report to the designated assembly point and stay there until you are told it is safe to return by a Porter or the fire service.
- If known, report any missing persons to the Porters'/fire service.
- Do not attempt to extinguish a fire unless you need to do so to escape.

b. FIRE ASSEMBLY POINT

This is a safe place where people should gather following an emergency evacuation and where a roll call can be taken (if practical) to determine if anyone is missing.

c. FIRE WARDENS

Fire Wardens play a crucial role in fire safety management. For each property two students are appointed as fire wardens following appropriate fire warden training. All students should ensure they know their building fire warden.

Fire wardens must become familiar with the fire safety measures in their property. They should make themselves known to all occupants and encourage them to manage potential fire ignition sources, ensure escape routes and exits are kept clear from obstructions, ensure fire extinguishers are in place, not been tampered with and assist with the evacuation of the premises as necessary without putting anyone at risk. Any missing or defected fire devices or equipment must be reported immediately to the Porters Lodge or the College Health, Safety and Fire Officer.

In the event of an alarm sounding, Fire Wardens **must not** delay their own evacuation and you they do not need to be the last person to evacuate.

d. FIRE DRILLS

Fire drills are a method of practicing how your building should be evacuated in the event of a real fire emergency. It is a legal requirement that can be conducted at any time. For students to become familiar with the audible alarm, escapes routes, emergency exits and to take actions described in the Fire Action Notices, a planned fire drill will be taken at the start of Michaelmas Term for each staircase/building.

Any questions or concerns about fire safety arrangements in the College should be discussed with the College HSFO or Head Porter.

7. GENERAL HEALTH CONCERNS

On arrival at Cambridge, you are required to register with a local medical practitioner. You are encouraged to inform your tutor of any condition that may require suitable arrangements to be implemented, this includes but is not limited to serious allergies that may require an action plan to be discussed and developed with the Community Health Practitioner, Tutor, Head of Catering and Head Porter. Your Tutor and said parties will treat this information as strictly confidential. It will not be divulged to any other party, apart from the Senior Tutor and, in the case of severe allergies, the Director of Operations and the Bursar, without your permission.

a. MENTAL HEALTH

Having a mental health issue can be seen as just as ordinary as having a physical health issue, and one would not expect to go through life without ever needing to see a doctor. Many emotional or psychological issues can be resolved quickly and informally through talking to friends or family, taking exercise or other means. But in the College and University there are several additional sources of support that we hope you to feel free to use:

- The Porters are qualified mental health first aiders and always available for a chat or a cup of tea. The lodge is opened 24/7 or phone 01223 334200.
- You can also contact your Tutor or any Tutor about any wellbeing or welfare issue.
- The Mental Health Coordinator and College Counsellor, can signpost you or provide counselling. You can email him for information or to make an appointment. Alternatively, you can submit a counselling form request: [college counselling request form](#)
- The Dean also has wide experience of providing pastoral support and welcomes all members of the College community.
- Our College Inclusion, Discrimination and Harassment can support you in confidence.
- In the wider University, [Student Support](#) has a range of teams specialising in several types of mental (and sometimes physical) support. They also include links to NHS and other external services.

b. ILLNESS

The Sick Bay, managed by the Community Health Practitioner is available to treat minor complaints or provide medical advice. Opening times during the Normal

Period of Residence are posted in the Porters' Lodge. However, should you become unwell you are encouraged to contact your own doctor for treatment.

If your illness is serious or you become incapacitated your doctor will be able to visit you in your room. Request for such visits must be made as early as possible to ensure arrangements can be made.

Contact the Porters either by calling or emailing them. If you are not well enough to let the Porters know yourself, then a friend or neighbour should be asked to take a message. The Community Health Practitioner must also be informed at the earliest opportunity. Students who become seriously ill will be referred to Addenbrookes Hospital. If whilst a resident at college, you are required to stay overnight in hospital, please ensure that your Tutor is informed ASAP.

c. HEPATITIS

Hepatitis (inflammation of the liver) is most caused by viral infection or liver damage caused by drinking excess alcohol. Viral hepatitis has five main types: A, B, C, D and E. Hepatitis B is of note and spreads through blood from an infected person. It can also spread through unprotected (without condom or dam) vaginal, anal, or oral sex, sharing needles including tattooing or piecing with equipment that has not been sterilised. Vaccines against hepatitis B are available but are recommended only to people who are at substantial risk of infection. For more information see: [NHS.uk/hepatitis-b](https://www.nhs.uk/health/conditions/communicable-diseases/hepatitis-b/)

d. HUMAN IMMUNODEFICIENCY VIRUS (HIV)

HIV is a virus that attacks the body's immune system and can be transmitted through the exchange of body fluids from people living with HIV, including blood, semen, and vaginal fluids. HIV cannot be transmitted through sweat, urine, or saliva. The most common way of getting HIV in the UK is through unprotected (condom or dam) anal or vaginal sex. Other ways include, sharing needles and syringes.

People with HIV can lead a normal life but have a responsibility to ensure their actions do not put themselves or others at risk. If you have HIV, it is strongly recommended that you tell your partner before engaging in any sexual activity and always use a condom with a water-based lubricant. Treatment is available for both pre-exposure and emergency conditions.

- [NHS: emergency treatment](https://www.nhs.uk/health/conditions/communicable-diseases/hiv-aids/emergency-treatment/)
- [nhs.uk/pre-exposure-prophylaxis-prep](https://www.nhs.uk/health/conditions/communicable-diseases/hiv-aids/pre-exposure-prophylaxis-prep/)

The Cambridge University Students Union will have issued you with welfare information regarding HIV and other aspects of sexual health. You are strongly advised to read it. For more information on HIV and treatments available see:

- www.dhiverse.org.uk
- nhs.uk/conditions/HIV
- [Terence Higgins Trust](#)

Sharing personal information regarding HIV is at the discretion of the individual concerned and treated as strictly confidential. The College expects their members to respect this. However, should there be a potential risk to a person becoming infected, the College reserves the right to inform that person.

e. MENINGITIS

Meningitis is an infection of the protective membranes that surround the brain and spinal cord (meninges). Meningitis is usually caused by a bacterial or viral infection. It can be spread through, sneezing, coughing, and kissing. Symptoms of meningitis develop suddenly and can include an elevated temperature, being sick, headache and stiff neck. Recognising the symptoms early is vital as meningitis can be profoundly serious if not treated quickly and can cause life-threatening sepsis and result in permanent damage to the brain or nerves.

For more information see:

- nhs.uk/meningitis
- nhs.uk/sepsis/

f. ANAPHYLAXIS

Pronounced anna-fill-axis, this is a serious, life threatening and often sudden allergic reaction that always requires emergency treatment. Reactions usually begin within minutes and rapidly progress but can occur up to 2–3 hours after exposure. It can be caused by:

- Foods including peanuts, nuts, fish, and milk
- Medicine, including antibiotics, aspirins, and other types of pain killers.
- Insect stings, from bees, wasps, and hornets

If the trigger is known, the best preventative measure is avoidance where possible.

Symptoms can vary and any one or more of the following can be present:

- Swelling in the throat and tongue
- Breathing fast or with difficulty
- Dizziness, feeling faint and loss of consciousness.
- A rash may also be present.

Any student at risk of anaphylaxis MUST always carry with them two in date, Adrenaline Auto-Injectors (AAIs). You should ensure close contacts know the signs of an allergic reaction and what to do in an emergency. If you suspect anaphylaxis, then you must use one of your AAIs without delay. Call the emergency service on 999, the Porters Lodge and follow the action plan discussed with the Community Health Practitioner, Tutor, Head of Catering and Head

Porter. This should include staying where you are until the ambulance has arrived, and do not attempt to stand up or sit in a chair, even if you are feeling better.

For information that includes, symptoms and what to do in an emergency, see:

- anaphylaxis.org.uk
- nhs.uk/anaphylaxis
- nhs.uk/our-services/allergy

g. ASTHMA

Asthma is a common condition that affects your breathing. If you have asthma, you must always ensure you have your prescribed inhaler with you. Follow the action plan discussed with the Community Health Practitioner, Tutor, Head of Catering and Head Porter. Ensure close contacts know the signs of an allergic reaction and what to do in an emergency, see: nhs.uk/asthma

h. ALLERGENS: CATERING STAFF

The catering staff are trained to handle and manage food allergens. They have an effective food safety management system. They provide regular updates on menus and allergens on the College website and are available to answer any concerns you may have, as necessary. The duty on the College to provide information on allergens relates to celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites and tree nuts.

The duty is on consumers to check the food before consumption by asking, preferably well in advance. Event organisers need to make those attending events aware they need to ask and find out about food contents if they are likely to suffer from any allergic or intolerant response. They should also inform their guests that anyone with serious allergies likely or possibly leading to anaphylactic shock should make this known before attending Emmanuel College and ensure they carry suitable medication and are accompanied by those trained in its application. In cases where allergens may inadvertently be in the food, because the allergen is handled in the same kitchen where the product is prepared, we will provide the best information we can about its content, but cannot confirm its absence as it is made in a kitchen where such products are also handled. In cases of possible contents, the consumer needs to decide the risk to themselves. In cases where the consumer is at serious risk of illness, the presumption must be that it is present as the only safe conclusion.

i. ALCOHOL

Alcohol is a drug, albeit a legal one. It contains ethanol, a psychoactive and toxic substance that can cause dependence. The College has a duty of care to advise you of the potential dangers of alcohol abuse and establish some guidelines for its safe consumption. The information provided here is intended to help you make sensible decisions about whether to drink alcohol or how much to drink that encourages a culture of self-regulation and a respect and care for others and oneself. If you choose to consume alcohol, do so sensibly and not abuse it or encourage others to abuse it.

j. ALCOHOL MISUSE

Alcohol misuse is when you drink in a way that is harmful or when you are dependent on it. The NHS recommend that adults should not drink more than 14 units of alcohol a week on a regular basis. The effects alcohol can take on a person can depend on many factors such as, height, weight or if you have eaten, however excess consumption will result in slurring, unsteadiness, or vomiting. Excessive consumption of alcohol can be fatal, lead to accidents, violent behaviour, unconsciousness, alcohol poisoning, unprotected sex leading to unplanned pregnancy or sexually transmitted infections. Persistent alcohol misuse increases the risk of serious health conditions including heart disease, strokes, liver disease and brain damage. Alcohol can remain in your body for up to 12 hours and it takes 48 hours without drinking to allow your system to recover.

k. COLLEGE EVENTS

Those responsible for organising events have a responsibility to promote sensible drinking

and not provide excessive quantities of alcohol. When organising events, you should make sure that good quality alcohol free drinks are available. Participating in drinking games within the College bars, the Hall, or in any licensed premises within the College grounds is not permitted. The National Union of Students runs an alcohol awareness campaign which provides useful advice.

l. BUDDY SYSTEM

It is important to be responsible when drinking, know your limit, be aware of your surroundings and avoid leaving your drinks unattended. Where possible have a 'buddy' system where at least one friend stays within a reasonable drinking limit and becomes a dedicated lookout for your welfare. A 'buddy' system should ensure you never walk back to the College alone, particularly at night, and can also mitigate against risks such as drink spiking. If walking home alone is inevitable then you should avoid isolated walkways, walk in well-lit areas, and always have

your phone on you, but not visible to passersby, given risk of theft.

m. WHEN NOT TO DRINK

You should never drink, if you are pregnant, driving or cycling, operating any type of machinery or equipment, swimming or taking part in any sport, when taking certain medicines or on the advice of a doctor. Alcohol is a depressant and can exacerbate pre-existing depressive conditions as well as precipitate them.

n. DRUG ABUSE

Taking drugs other than those prescribed under medical care is dangerous. It is important that you understand that the persistent use and abuse of illegal or legal drugs can cause significant harm. Support is available if you are suffering either physically or mentally from drug taking. Speak to your Tutor for personal advice or seek advice from your GP or from the University Counselling Service. All advice is treated as confidential.

It is a criminal offence under law to take drugs other than those medically prescribed, make, carry, sell, deal, or share drugs (also called 'supplying' them)

The College will inform the police in cases of possession of drugs or cases of dealing involving any controlled drugs. The consequences can be very severe and if charged can lead to a criminal record. The College may also invoke its own disciplinary procedures in any case of drug misuse. For more information, visit: gov.uk/penalties-drug-possession-dealing

o. ADDICTION

Defined as not having control over doing, taking, or using something to the point where it could be harmful to you or others. There are many reasons why addictions begin, in the case of drugs or alcohol, these substances affect the way you feel both physically and mentally. The feeling can be enjoyable and create a powerful urge to use the substance again. It is not possible to know what health harm drugs bring after repeated dosing and can be dependent on the type of drugs taken. But it is most important that you understand that the persistent use and abuse of illegal or legal drugs will cause harm, psychological and physically. For more information on drug addiction visit: nhs.uk/support/drug-addiction

p. HELP and ADVICE

If you feel that you are using any drug (including alcohol) in a way that is difficult to control and your physical and mental state is suffering, seek advice ASAP. Help is much less effective when drug use, including drinking, is out of control.

The College will seek to provide medical and counselling support for any student involved with or concerned about drugs or drug taking, whether the drugs are

illegal or legal. Your Tutor, the Community Health Practitioner, the College Counsellor, and the Dean are always ready to give confidential advice to any student.

Confidential advice is also available from your Cambridge GP or the University Counselling Service at 2–3 Bene't Place, Lensfield Road, Tel: 332865. For more information visit:

- talktofrank.com
- drinkaware.co.uk
- alcoholics-anonymous.org.uk
- nhs.uk/alcohol-misuse
- nhs.uk/addiction-support/addiction

q. HEALTH ARRANGEMENTS FOR TRAVEL ABROAD

Students travelling abroad for holidays or on field work to destinations where a vaccination programme is required should consult their GP at least 8 weeks before departure. No student should undertake travel abroad while knowingly ill or against medical advice.

Students on field work are covered by the College's insurance, however students travelling abroad for holidays are not covered by the College and should ensure they have adequate private medical insurance cover. Those travelling within the EEC should obtain a UK Global Health Insurance card: nhs.uk/hi-card Further information on travel can be found on:

- University Occupational Health Service: oh.admin.cam.ac.uk/
- Foreign Office: fco.gov.uk/travel-and-living-abroad

8. THE RESIDENCE REGISTER AND EXEATS

It is crucial in terms of health, safety, and fire safety that the College keeps an accurate record of all its residents, including when you are occupying your room and when you are absent from college. Students must ensure they comply with [College Regulation 2](#) (Normal Periods of Residence).

9. SPORT AND FITNESS SAFETY

a. WEIGHTS AND TRAINING EQUIPMENT: BOATHOUSE and 22 PARKSIDE FITNESS SUITE

Before using the training facilities, you must attend the College inductions. This is provided by the Boatman for the Boathouse and the ECSU Buildings and Services Officer for 22 Parkside. You cannot use the facilities until you complete and sign the induction form, countersigned by the Boatman (where applicable) and the Director of Operations. Only use the facilities if you are fit, consult your GP, as necessary. You are responsible for your own personal training.

Both facilities are unsupervised, so it is important you read the Boat club rules, and the information and guidance displayed at both locations. The equipment in the Boathouse is restricted to members of the Emmanuel Boat Club only. If using the Free weights, you must be accompanied and use the back supports provided. 22 Parkside can be used by members of the College only, and outside term time you are required to use the Fitness Suite as a pair. Guests are not permitted to use the Fitness Suite or the Boathouse training room.

Do not use any equipment that is faulty or functioning incorrectly. Report it ASAP to the Director of Operations for 22 Parkside and the Boatman for the Boathouse.

b. PERSONAL INSURANCE

The College insurance does not cover personal injury, and students are strongly advised to take out their own personal injury insurance policy.

c. PREVENTING SPORTING INJURIES

Most sports injuries can be prevented by wearing the correct clothing, and using the right equipment, such as pads, headgear, shoe wear, eye, and gum shields. A gentle warm-up prior to any physical sporting activity is recommended as is eating a balanced and healthy diet. If you have a medical condition, you should seek medical advice before you take up exercising.

Any sports injuries occurring anywhere on college property should be reported in the same way as other injuries. (See Reporting an Accident and Near Miss event).

d. FIRST AID FOR SPORTING INJURIES

If you are injured while playing sports, you should stop the activity immediately and seek medical attention as soon as possible. To continue can be highly dangerous particular in the case of:

- Head injury
- Loss of consciousness
- Breathing difficulties (resulting from retching or vomiting)

- This may require the casualty to be turned on their side, airways cleared and place in the recovery position
- Move the jaw so the chin juts forward, allowing fluid to drain from the mouth and prevent the tongue rolling back

The emergency services should be called immediately on 999 or if safe to do so take the injured person to Addenbrooke's A&E department.

First aid should only be administered if you are comfortable to do so and it is within your limitations.

e. FIRST AIDERS

Both the Groundsman and Boatman are qualified first aiders. They are available during working hours to provide and summon medical assistance. First aid boxes are available at both locations. However, there will not necessarily be a qualified first aider present on the College playing fields. It is therefore advisable for all trainers, coaches or players involved regularly in sports to take a proper first aid course.

The Community Health Practitioner is also available to provide information on physiotherapy services.

f. REST ICE COMPRESSION ELEVATION (RICE)

RICE can be applied in most sporting situations within a few minutes of injury. The sooner the treatment is started the more effective it is.

g. FELLOWS' GARDEN SWIMMING POOL

Students can only enter the Fellows' Garden to gain access to the swimming pool, and only at the times set below. The swimming pool is unsupervised and therefore cannot be used unaccompanied, for emergency purposes at least one person present must be in possession of a mobile phone. Great care must be taken when using the pool as the concrete rim and the grass surrounding it can be slippery. Safety rules are displayed and must be followed these are that the pool is:

- For use by Fellows, college staff, students, and permitted guests only.
- No entry after 1900.
- No lone swimming.
- No diving.
- No running.
- No smoking or alcohol.
- No consumption of food or drink permitted.
- No photography permitted.
- Children are the responsibility of parents/guardians or other responsible persons.

- Students are permitted to bring a maximum of two guests.

h. OPENING/CLOSING TIMES

During the Easter term, students may use the pool from 0630–0900 and 1230–1900 daily, including Sundays. In the summer vacation, the pool is open from 0630–0900 and 1715–1900 daily, including Sundays, until 31 August. Access or use of the swimming pool outside of these times is not permitted. The pool is closed for cleaning between 0900–1230 daily.

i. OPEN WATERS

The open water sources in the Paddock and Chapman's Garden are not to be used, or entered, by students or visitors. Similarly, in freezing weather, no students or visitors are permitted to walk on its frozen surfaces.

10. SECURITY

The College has a large and open site and therefore, to maintain the security that protects the members and residents and members of the College, the following precautions should be observed:

- Ensure that doors and windows are kept locked when you leave the room.
- Windows on the ground floor should be fitted with security locks. If these locks are faulty or parts are missing, please report this on the [maintenance helpdesk](#).
- If the door to your room is not currently fitted with a spy hole, this can be requested by contacting the Director of Operations.
- Ensure that the front and back house doors are kept locked. Do not prop these doors open or leave them on the latch.
- Report any faults with doors or locks without delay via the [maintenance helpdesk](#). Urgent faults or faults occurring outside normal office hours should also be reported to the duty Porter.
- Report any faults with lighting on staircases and communal areas or in the College gardens and grounds, using the [maintenance helpdesk](#).

a. CLOSED CIRCUIT TELEVISION (CCTV)

24/7 CCTV is installed at various locations around the College. This is used to assist with security at the College. However, it can be used to support investigations relating to accidents/incidents, damage, or potential damage to, property or equipment. The system is monitored by the Porters, and any questions concerning its operation/recordings should be addressed to the Head Porter.

b. SUSPICIOUS PERSONS

If you encounter a stranger on your staircase, politely ask them who they are visiting and which room number they are looking for. If for any reason you are unsatisfied or suspicious of the answer, then this should be reported to the Porters' Lodge without delay. If you feel the situation is more threatening than telephone the emergency services without delay. Under all situations, Do NOT challenge the stranger further or put yourself at risk.

These precautions apply to both the Boathouse and the Sportsground, where gates should be closed behind you. Do not prop them open or obstruct them.

If you have any concerns or comments about security relating to your room, College properties, or the College site more generally, please contact the Director of Operations. Equally, you can raise any concerns with ECSU or the MCR, who will ensure that the matter is discussed by the relevant College committee.

c. FAULTS and BREAKAGES

It is important that faults or breakages in college properties, including exterior lighting around the College grounds is reported via the [maintenance helpdesk](#).

The implication for not reporting faults and breakages can threaten the safety and security of the College. It is important that all members of the College take responsibility for reporting faults or breakages, it should not be assumed that the problem has already been reported.

Note if you report a fault to the Porters Lodge you are still responsible for reporting it using the [maintenance helpdesk](#). The only exception to this rule is at weekends and out of normal working hours. The Duty Porter can be contacted on 334200.

d. SAFETY OUTSIDE OF THE COLLEGE

Cambridge is a safe city. Cambridge Students Union (CSU) advises that your property is more at risk than you are, CSU advises that you can take sensible precautions without restricting your activities too much:

- Decide on your route home beforehand and, if possible, walk home with friends.
- If possible, use well-lit roads, and avoid dark shortcuts. Walk in the middle of the pavement, away from doorways, avoiding quiet streets at night.
- Look confident, and as if you know where you are going. If you think you are being followed, cross the road, call the police, walk into a busy establishment, or remain in a well-lit public area.
- Try to have sufficient funds for a taxi and your keys should be readily available.

e. TAXIS

The College has an arrangement with Veezu (formerly Panther) Taxis, whereby return journeys to the College can be charged to your college bill. If you are out in Cambridge and feeling unsafe or unwell, you can go into the Porters' Lodge of any College and request them to call Emmanuel and book a taxi on your behalf.

This agreement is intended to ensure your safe return to the College main site or outside the property where you live. To use this facility, you must give the taxi driver your name, show your student union card as confirmation of name and College, and request that account number 0402 is to be charged. Taxi fares other than that stated above must not be charged to this account under any other circumstances. The telephone number for Veezu Taxis is 01223 715715. Contact the ECSU Welfare Officers or Women and Non-Binary Officer to discuss the availability of attack alarms.

f. CYCLE SAFETY

Cycling is an easy and convenient way to get around Cambridge. As a road user you must obey road traffic signals, in accordance with the Highway Code and

abide by the following advice:

- When possible, make use of cycle lanes and cycle paths.
- Ensure cycling lights are used when riding in the dark or where visibility is poor. At night it is illegal and dangerous to cycle without lights. Always carry spare batteries.
- When cycling, be **seen**, by wearing appropriate bright and reflective clothing.
- Wear a cycle helmet: over half of cycling deaths are caused by head injuries.
- Do **not** cycle under influence of alcohol.
- Ensure that your bike is well maintained, inspected, and tested regularly.

The following pamphlets Camcycle: 'Welcome to Cycling in Cambridge' and 'Cycle Lighting' are available from the Porters' Lodge/Student Post Room/Moodle.

11. NO SMOKING POLICY

The College buildings, residual properties and grounds is a smoke-free site. Smoking includes cigarettes, cigars, pipes, or any other substance and includes e-cigarette/vape or electronic device.

12. GENERAL CONCERNS

If you have any concerns which are not addressed in this booklet, please contact the Bursar.

13. USEFUL CONTACTS

- David Hobbs, Director of Estates: dh437@emma.cam.ac.uk
- Chris Ogston, Director of Operations: cao39@emma.cam.ac.uk
- Mike Proudfoot, Health, Safety and Fire Officer: mp2154@emma.cam.ac.uk
- Pete Twitchett, Boatman: pt318@emma.cam.ac.uk
- Donna Bass, Head of Housekeeping: db637@emma.cam.ac.uk
- Taryn Rothwell, Community Health Practitioner
- Tim Ellis, Mental Health Coordinator and College Counsellor: the24@cam.ac.uk
- Jeremy Caddick, Dean: jlc24@cam.ac.uk (Room C2, Front Court)
- College Inclusion, Discrimination and Harassment contacts:
 - Dr Devon Curtis: dc403@cam.ac.uk
 - Dr Saite Lu: sl590@cam.ac.uk
 - Corinna Russell, Senior Tutor: cr215@cam.ac.uk

14. USEFUL RESOURCES

- The Resuscitation Council: www.resus.org.uk
- Take The Kit video (Anaphylaxis Campaign): <https://www.foodallergy.org/>
- Risk of anaphylaxis: www.youtube.com/watch?v=yQhISQVrBXk
- Anaphylaxis video produced by the Anaphylaxis Campaign, aimed at teenagers/young adults: www.youtube.com/watch?v=N2Q_lTK8Guk
- Guidance issued by the MHRA: www.gov.uk/mhra
- EU directives: <https://www.legislation.gov.uk/eur/2011/1169/contents>
- College Catering Menu: <https://apps.emma.cam.ac.uk/college/menus/>
- CCTV Policy: [CCTV Policy | Emmanuel College](#)
- Emergency contacts:
 - NHS 111 online
 - Allergy Clinic: 2a Addenbrookes Hospital, Hills Rd, Cambs CB2 2QQ (tel. 01223 217777)