

Health & Safety

The Institute policy is in addition to the [University of Cambridge Health and Safety policy](#).

Every individual has a duty to:

- Take care of their own health and safety
- Not compromise the health and safety of others
- Never interfere with safety equipment
- Report any Health and Safety hazards in the building
- Familiarise themselves with University/Departmental Health and Safety Policy

People visiting the Institute are asked to sign in at Reception on entering the building, and to sign out on leaving. Their welfare while in the building is the responsibility of the person whom they are visiting.

Fire

1. On discovering a fire, operate the nearest fire alarm call point. These can be found on each floor. Staff and students are asked to familiarise themselves with the location of these alarms.
2. On hearing the alarm, leave the building quickly and assemble at the entrance to the Sidgwick Site (adjacent to Lady Margaret Hall). You should not return to the Institute until you are allowed to do so.
3. There are three fire exits:
 - The front entrance
 - The North door
 - The South door
 - Please see below for [detailed information on exits from the building](#).
1. The fire doors should not be wedged open at any time.
2. Fire alarms are tested at **9.00am on Tuesday mornings**. If the alarm sounds at any other time, or for longer than 30 seconds, you should assume it is not a test and evacuate the building. Do not stop to collect any belongings.
3. In the event of a fire, all **internal card controlled doors** unlock automatically; swipe cards are not required.
4. Follow the instructions issued by the Fire Wardens.
5. Academics who are conducting seminars or supervisions with students are responsible for ensuring that students are evacuated from the building.
6. Smoking is not allowed in the building at any time. The alarms are smoke sensitive. Toasters are also prohibited.

First Aid:

1. The Institute First Aiders are:
 - Lucinda Bowditch on extension 35373
 - Beth Hardie on extension 67178
2. First Aiders will fill out an Accident Report Form (a copy will be sent to the H&S Division)
3. First Aid boxes are located in Room 3.20 (with Lucinda Bowditch) and Room 3.4 (with Beth Hardie).
4. A further First Aid box is located in the Computer Room in the basement (on the wall at the back of the room). This is for use outside office hours, and should be used only for minor cuts and similar injuries. For any other First Aid requirement out-of-hours, please contact Security on 31818. If you use any items from this First Aid box, please inform Lucinda Bowditch (35373 or at ljb55@cam.ac.uk) so that it can be restocked. The First Aid box contains sterile dressings, sterile plasters, protective gloves, 2 triangular bandages and First Aid leaflets.
5. All accidents, however minor must be reported to Reception during work hours (35360) or to Security outside work hours (31818)
6. In the event of a serious accident or injury, summon an ambulance by dialling 1/999. In the event of moderate injury, the person should be escorted to Addenbrooke's Hospital out-patients. The Institute will refund the cost of any taxi.
7. If any staff or students have a medical condition they would like the First Aid team to be aware of, they are welcome to discuss this in confidence with any of the Institute First Aiders mentioned above. Any other Health & Safety issues should be discussed with Antony Orchard Ext.(35357).

Security:

1. This section relates to the following incidents
 - Bomb Threats
 - Suspect packages and vehicles
 - Chemical and biological threats by post
2. An Incident Control Team has been formed and should be contacted in the event of any of the above:
 - The Librarian, Stuart Stone on extension 35375
 - The Departmental Administrator, Daniela Manca on extension 35370
 - The Health and Safety Officer, Antony Orchard on extension 35357
 - The University Security Control Centre will then be contacted and if appropriate, the building evacuated according to the standard fire evacuation procedure.
3. If the Incident Control Team are not available, contact the Security Control Centre on **101**.

Other

1. No food or drink is allowed in the Library, Seminar Rooms or the Basement Computer Room. Please remember to close the windows in the Sir Anthony Bottoms Room.
2. All computers and other equipment, appliances etc. should be turned off when leaving the building.
3. Help keep the Department clean: please put all plastic cups and food wrappings in the bins provided. All crockery should be put in the dishwasher or washed up

Institute of Criminology Fire Exits**Basement**

1. Stairs at B4 lead to South Doors
2. Stairs at B3 lead to Reception and North Door

Library

Exit via main entrance or door at bottom of Library South Stairs

1st Floor

1. Exit via staircase outside toilets to either main entrance or North Door
2. Exit via Library Door outside Administrator's Office to South Stairs/Doors

2nd/3rd Floor

Use emergency stairs either end of corridor

1. Stairs at the toilets lead to North Door and Reception
2. 2nd Floor South Stairs Opposite Matthew Skipper's Office
3. 3rd Floor South Stairs Opposite door marked NO ENTRY access to roof only

Lift

DO NOT USE LIFT - it locks off on the Ground Floor in the event of a fire alarm