

Cambridge University Libraries Health and Safety policy

At Cambridge University Libraries we recognise our duty to create a healthy and safe environment for our readers, staff and visitors. In addition to complying with all relevant statutory obligations we will work with our partners across the University to deliver continuous improvements in health, safety and welfare.

It is the duty of every employee and visitor to take care of their own health and safety and that of others who could be affected by their acts or omissions. In addition, employees have a duty to bring to the attention of the employer any failings in the arrangements made for health and safety .

Creating healthy and safe facilities is critical to our mission of supporting world class research, teaching and learning. An active commitment to health, safety and welfare is therefore expected of staff in all roles and at all levels.

Dr Jessica Gardner,
University Librarian and Director of Library Services

Role of the Departmental Safety Adviser

The Librarian appoints a Departmental Safety Adviser to provide advice and assistance on health and safety matters. Working with the University's Safety Office their duties include:

- Monitoring health and safety performance, including the reporting of accidents in compliance with regulations
- Supporting staff with departmental health and safety responsibilities
- Maintaining an adequate Risk Assessment Register
- Addressing and escalating health and safety concerns appropriately
- Convening the departmental Health and Safety Committee

The current Departmental Safety Adviser is:

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Version	Authors	Date	Date of last review	Date of next review
1.0	Simon Halliday	March 2019		March 2020