

October 2008

**Lauterpacht Centre for International Law**  
**Health & Safety Policy**

**1. General statement of policy and responsibilities**

The Lauterpacht Centre for International Law (LCIL) is a department within the Faculty of Law. LCIL is committed to ensuring the health, welfare and safety of staff, research fellows and others present on the premises as far as is reasonably practicable.

**2. LCIL Safety Policy objectives**

The objectives of this LCIL Safety Policy Statement are:

- to bring this LCIL Safety Policy to the attention of staff and fellows of LCIL and other users of LCIL's buildings and premises;
- to seek co-operation of staff and fellows in LCIL to promote health and safety awareness;
- to ensure that LCIL's premises and equipment are kept in a safe condition and proper steps are taken to remedy defects;
- to ensure that working practices are safe or where hazard is unavoidable to conduct and record risk assessment to reduce it to an acceptable risk;
- to ensure that regular health and safety inspections take place;
- to ensure that staff and fellows using the premises are well informed and, where relevant, trained and given the supervision necessary for their health and safety;
- to comply with all applicable safety legislation;
- to work with the University Health and Safety Division to achieve these policy objectives and those of the University.

**3. General responsibilities of staff, research fellows, fellows and others using the premises**

All persons have responsibility:

- (a) to take care of their own health and safety, and not to compromise that of others;
- (b) to co-operate with the University in general and LCIL in particular on health and safety matters;
- (c) to use correctly any work items provided by LCIL in accordance with training or instructions;
- (d) not to interfere with or misuse anything provided for health, safety or welfare;
- (e) to ensure their personal safety, in particular by ensuring that external windows and doors are locked and closed when entering or exiting the buildings;
- (f) to make themselves familiar with the health and safety documents listed in paragraph 4 below;

- (g) to report any accidents, incidents or other matters concerning health and safety to the Departmental Safety Officer (DSO) as soon as possible.

#### 4. Health and Safety documents

- (a) All staff, fellows, research fellows and others using LCIL's buildings and premises should be familiar with the following documents related to health and safety:
- (i) this LCIL Safety Policy document; and
  - (ii) The Little Green Safety Book, available on the University website at <http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd150m/hsd150m.pdf>

Additionally, the University's safety policy can be found posted on the University website at:

<http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd016m/hsd016m.pdf>

Reference can also be made to the information posted on the website of the University's Health & Safety Division at <http://www.admin.cam.ac.uk/offices/safety/>

- (b) The LCIL Safety Policy is to be reviewed annually.

#### 5. Organisation and structure

##### *LCIL Safety Committee*

- (a) The Director of LCIL has overall responsibility for health and safety in the department and is chair of the LCIL Safety Committee. Members of the LCIL Safety Committee are the Director, the Deputy Director, and the DSO.
- (b) The LCIL Safety Committee meets at the beginning of each term or otherwise as required.
- (c) The purposes of the LCIL Safety Committee are:
- to provide general health and safety information and arrange any necessary specialist instruction or training in health and safety;
  - to discuss and resolve any matter relevant to health and safety brought to its attention;
  - to formulate and review emergency procedures;
  - to make arrangements for, and to carry out, regular safety inspections;
  - to investigate accidents and incidents and recommend action to prevent reoccurrence;
  - to monitor that appropriate risk assessments have been completed;
  - to ensure that information received from the University Health and Safety Officer regarding changes in health and safety regulations is acted on;
  - to review this LCIL Safety Policy annually.

##### *The LCIL Departmental Safety Officer*

- (d) The Administrative Secretary of LCIL acts as Departmental Safety Officer (DSO).
- (e) The DSO is the first point of contact on matters of health and safety. Speedy reporting is always the preferred option.

- (f) The DSO will provide a report on matters concerning health and safety to the LCIL Safety Committee and the LCIL Committee of Management prior to their meetings at the beginning of each term.

*LCIL Committee of Management*

- (g) Health and Safety is a standing item on the agenda of the LCIL Committee of Management.

*User Meetings*

- (h) Users of LCIL's premises, which shall include staff members, fellows with permanent offices within the buildings and any visiting fellows who would like to attend will have a 'Users Meeting' at the beginning of each term organised by the DSO to discuss matters relating to health and safety and any other matters relating to the use of LCIL's buildings and premises. Users attending the meeting are encouraged to raise any matters, including:
- any matters of concern regarding health and safety and suggested solutions;
  - any suggested improvements to the buildings and premises.

**6. Fire Safety**

- (a) Each building has fire alarms, detection equipment and fire extinguishers installed. The Fire Safety Team in Estate Management and Building Services (EMBS) are responsible for maintaining all fire equipment, extinguishers and signs.
- (b) The Administrative Secretary of LCIL acts as LCIL Fire Manager.
- (c) If the fire alarm sounds, it is regarded as every person's responsibility to
- evacuate their room, including any visitors in their room promptly
  - if required to do so, alert others in adjacent rooms and check that they are heeding and acting on any alarm.
- (d) Any person must sound the alarm if they discover fire or smoke.
- (e) Fire evacuation exercises are arranged periodically by the LCIL Fire Manager.
- (f) Alarm tests are made on a regular basis, at around 11am on Tuesday mornings, and recorded in the Fire Safety log book located by the alarm panel.
- (g) Fire training sessions are arranged by the University's Fire Safety team and all permanent members of LCIL are encouraged to attend.

**7. First Aid**

- (a) A list of Sedgwick Site first aiders is located in Reception.
- (b) First Aid boxes are located in the kitchens of both no. 5 Cranmer Road and Bahrain House (7 Cranmer Road).
- (c) Any persons using supplies should inform the Secretary who is responsible for replenishing stocks.
- (d) All accidents must be reported to the Administrative Secretary. Blank accident forms are kept in reception, and should be completed for all incidents. Completed forms need to be given to the Administrative Secretary.