UNIVERSITY OF CAMBRIDGE
Cambridge University Libraries

February 2025

Cambridge University Libraries Health and Safety Statement

CULHSP 0001

UNIVERSITY OF CAMBRIDGE
Cambridge University Libraries

Operational Owner: Malgorzata Kwiatkowska, Health and Safety, Environment and Sustainability Coordinator

Executive Owner: Dr Kirsty Allen, Chief Operating Officer

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Related documents: All Health and Safety related policies, arrangements and procedures detailed on the Safety Office and Libraries websites and any other supporting documents

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1	Malgorzata Kwiatkowska	First Edition	CUL Leadership Team	

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Statement of Intent

Purpose

To state how the Cambridge University Libraries, which is part of the University of Cambridge, complies with its legal and moral obligations relating to the health, safety and wellbeing of its staff, readers and any other person who may be affected by its undertakings.

Aims

Health, Safety and Wellbeing is of primary importance to Cambridge University Libraries. We expect our performance to be at the highest level in respect to the health, safety and welfare of our employees, delivery partners and other involved or affected by our activities. We aim to create a culture that is both proactive and collaborative in supporting of all the health and safety matters.

The principal aim of this Statement is to reduce the risk to people and property to enable Cambridge University Libraries to operate effectively. Our vision is to promote a culture of care and concern for individuals and the property, which encourages everyone to accept responsibility for their own and other people safety and wellbeing.

Objectives

To achieve these aims Cambridge University Libraries will follow the objectives of the University of Cambridge:

- to assess work activities by identification of hazards and evaluation of risks
- to minimise risk to health through the provision and maintenance of suitable plant, buildings, facilities, equipment and the provision of safe systems of work
- to minimise unavoidable risks by the use of physical control measures and issue of personal protective equipment
- to provide safe arrangements for the use, handling, storage and transport of articles and substances
- to provide necessary information, instruction, training and supervision to ensure the health and safety of staff and others
- to consult with employees' representatives on health and safety matters
- to provide a comprehensive and effective Occupational Health service, including health surveillance where appropriate
- to implement a monitoring, inspection and audit process to ensure effective management of health and safety throughout the University
- to co-ordinate, co-operate and exchange relevant information with organisations providing support and facilities to University employees and students
- to co-ordinate, co-operate and exchange relevant information with contractors and visitors
- to integrate health and safety responsibilities into everyday working practices and managerial responsibilities.

In addition, Cambridge University Libraries for year 2024/2025 has the following objectives:

- to clarify health and safety roles and responsibilities

- to cooperate with the external inspections and audits implemented by the University of Cambridge
- to establish a management system that enables a culture of continuous improvement
- to improve mental health awareness
- to drive high levels of compliance and improve workforce engagement

Principles

Underpinning this vision are key principles:

- That we care for life and will work safely at all times.
- The health, safety and welfare of our staff, contractors and our building users is of paramount concern and must never be compromised by other objectives.
- Health, safety and wellbeing is everyone's responsibility.
- Compliance with our legal obligations such as those contained in the Health and Safety at Work etc. Act 1974, Building Safety Act 2022, and subsequent legislation to these statutes.
- We communicate with, train, develop and require our staff to work in a safe way.
- The health and safety commitment of all our delivery partners is a prime consideration in their selection.
- We will use health and safety management systems to drive continual improvement.
- Our staff and delivery partners demonstrate proactive behaviours and visible leadership on avoiding and controlling risk. They can recognise and understand the health and safety hazards that may affect our operations and the wellbeing of individuals.
- Provide healthy and safe working conditions, work environments, together with safe plant, equipment, and systems.
- A commitment to consult with and provide opportunities for participation of employees, and where they exist, Safety Representatives, in matters relating to health, safety and welfare.
- To drive a level of performance that naturally cares for all those who encounter Cambridge University Libraries and supports the University's mission to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence.

Our Staff

Everyone has a legal duty not to interfere with anything provided in the interest of safety. Employees also have a legal obligation to take reasonable care of their health and safety and that of others who may be affected by their acts or omissions. All members of Cambridge University Libraries staff must comply with the rules and requirements of the University of Cambridge Health and Safety Policy and Cambridge University Libraries Health and Safety Statement to enable statutory compliance. Employees must immediately report to their line management any significant risk liable to cause injury, danger, or any shortcomings in the Libraries' arrangements for health and safety.

Competent Advisors

Cambridge University Libraries will ensure that competent persons are appointed to advise and assist the Libraries in meeting their health and safety objectives.

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Review

Cambridge University Libraries' local Health and Safety Statement will be kept up to date, particularly as health and safety law and Cambridge University Libraries change, to ensure this, Statement will be reviewed as necessary and at least on an annual basis.

Signed



Dr Jessica Gardner

University Librarian
Director of University Library Services

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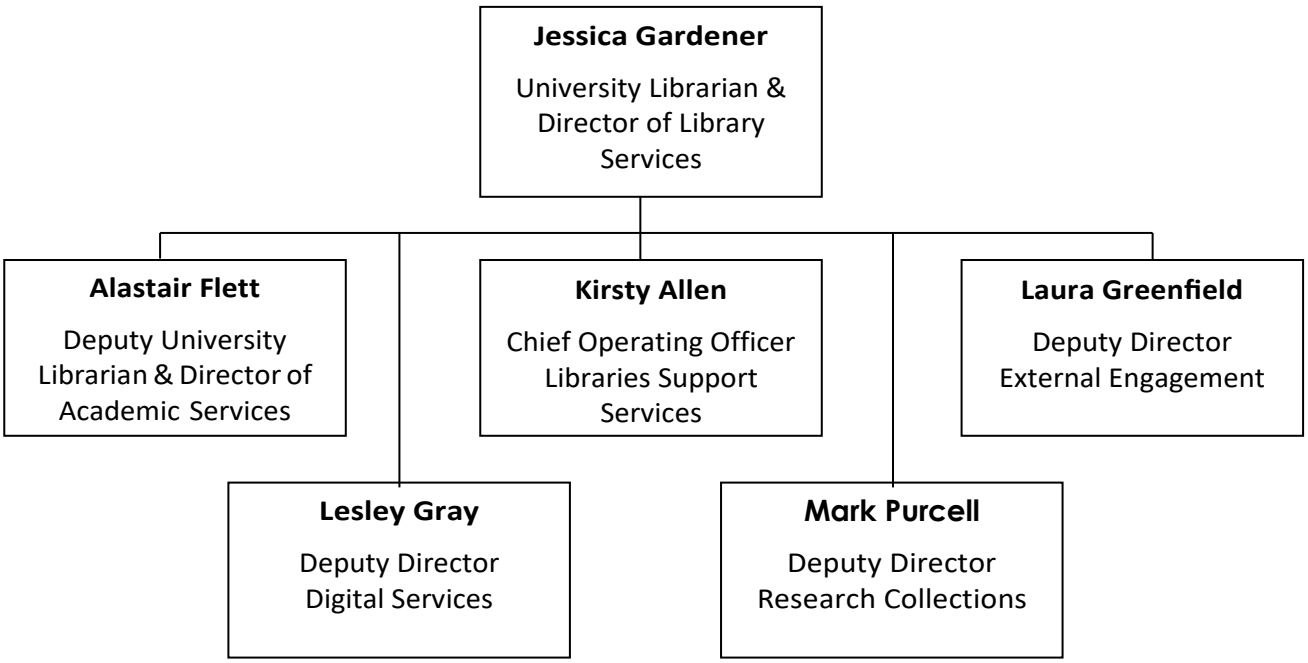
Management Structure for Safety

Management	Consultation
Governance	
Vice Chancellor	University Council
Registrary	Health and Safety Executive Committee
Strategic Management and Monitoring	
University Librarian	Consultative Committee for Safety
Senior Leadership Team	Sub-committee for CUL Safety
Operational Management and Resourcing	
Section Heads	CUL Senior Leadership Team
Managers/ Supervisors	CUL Health and Safety Committee
Engagement and Compliance	
CUL Staff	Trade Union Safety Representatives/ Staff Representatives

Responsibilities

This section sets out general, overarching responsibilities for health, safety and wellbeing within CUL.

Division Structure (Senior Leadership Team)



University Librarian

The University Librarian has overall accountability for ensuring that Cambridge University Libraries comply with statutory safety requirement, the University's health and safety requirement, Cambridge University Libraries' Health and Safety Statement and has effective systems in place for the management of health and safety. This includes ensuring that Section Heads and managers have adequate resources to fulfil their health, safety and welfare duties and responsibilities. They are also ultimately responsible for the safe management of all work under their authority. As such, they are responsible for ensuring that all statutory inspections of systems and equipment are carried out, are safe and suitable for use. To meet these obligations and those defined below, the University Librarian and Director of Library Services will delegate certain accountabilities and tasks to directors on the Senior Leadership Team.

As per the University Health and Safety Policy the University Librarian as Director of Library Services will:

- provide leadership on health and safety
- ensure that their areas of control and responsibility meet statutory and University safety policies and arrangements

- ensure the allocation of the necessary resources including the appointment (in writing) of a Departmental Safety Officer (DSO) and other specialist Officers and competent persons as may be necessary to provide advice and/or support on health and safety related matters
- ensure the appointment (in writing) of a Departmental Fire Safety Manager (FSM) and sufficient Fire Wardens to ensure that procedures and controls are developed for the evacuation of their areas in an emergency
- ensure that those appointed in specialist health and safety roles have sufficient training, skills, experience, competence and resources to undertake the role and authority to act when required
- make sure that appropriate arrangements are in place for ensuring the health and safety competence and capability of their employees and the University's minimum requirements for health and safety training are met
- ensure the preparation, annual review and authorisation of the organisation and arrangements specific to the Department for managing health and safety (contained within the Departmental Safety Management System) including confirmation of the Responsible Persons Register
- ensure the identification of hazards (for which they are the risk owner), assessment and review of significant risks and ensure the planning, implementation, monitoring, recording (e.g. a safety risk register and profile) and review of measures to control those risks arising from the activities of their Department
- have procedures in place to ensure that academic events and courses held outside University premises are subject to proper formal risk assessment and regular review and communicated to those responsible for the premises
- ensure that there are measures in place for managing significant risks arising from the Libraries' activities that are not covered by the University's health and safety related policies and arrangements
- develop and review local health and safety arrangements and procedures for the management of specific risks and legal requirements that have a significant impact on the Libraries
- ensure that appropriate arrangements are in place for the communication of health and safety issues to all employees, students, contractors and other visitors to the Libraries
- ensure the setting and review of Libraries safety objectives and action plans to manage risks
- ensure the identification of activities critical to business continuity and preparation of plans to minimise the impact of a major incident, in conjunction with the overall University plan, including arrangements for all relevant persons who have restricted mobility, sensory disabilities or who are temporarily incapacitated
- ensure that all persons who may be affected by the Libraries' activities are aware of the arrangements for health and safety and have access to the necessary information
- establish local consultative health and safety arrangements or, in low-risk departments, placing health and safety as a standing item on the agenda of the department management committee if a health and safety committee is not justified
- put procedures in place which ensure employees (and their Trade Union Safety Representative) are consulted in good time on matters that substantially affect their health and safety at work, and cooperate with trade union safety representatives whilst they are carrying out their functions
- produce documents that explain and communicate the health and safety co-operation and co-ordination responsibilities and arrangements where premises or workplaces are shared with other University departments and other employers

- put in place procedures to ensure all new members of staff and postgraduate research students complete the health and safety induction requirements
- put in place procedures to ensure the competence of employees including the maintenance of records e.g. training records
- put in place procedures to ensure all activities undertaken on behalf of the University are carried out by, or supervised by, competent people who have the necessary authority to meet their responsibilities
- have procedures in place to ensure adequate supervision of all students and visitors
- ensure that arrangements are in place to deal with foreseeable emergencies including, in conjunction with the Safety Office, the appointment and training of a sufficient number of First Aiders or First Aid provision to provide cover during operational working hours
- ensure that suitable systems are in place for the regular monitoring and review of health and safety within the Libraries e.g. via departmental safety inspections, in accordance with the University's minimum requirements
- cooperate with health and safety investigations, monitoring and auditing carried out by the Safety Office and any enforcing authorities
- formally address any breaches of the University Health and Safety Policy or its associated policies, arrangements and procedures as they relate to the Libraries.

Senior Leadership Team

The role of the Senior Leadership Team is to consider and decide action required on health, safety and wellbeing issues brought to its attention, which impact on the Libraries as a whole and cannot be resolved at a group level and/or which may have significant resources implications.

They will review performance and champion continual improvement of the Libraries' health and safety performance, this includes receiving reports on significant accidents/incidents and reviewing accident and sickness trends.

Senior Leadership Team Members

Senior Leadership Team Members are primarily accountable for ensuring health and safety tasks allocated to them by the Director of University Library Services are undertaken. As such they will ensure:

- adequate health, safety and wellbeing arrangements are in place in their area of responsibility
- a positive health and safety culture is promoted that drives the effective implementation of this Statement and actively encourages the participation and engagement of all staff on health, safety and wellbeing matters
- that they remain abreast and are made aware of all relevant changes in health and safety legislation, technical and authoritative guidance relative to their sphere of influence
- they have access to competent and specialist health and safety advice
- there are adequate resources to manage health and safety risks including competent staff who are clear on their health and safety responsibilities
- systems are in place to assess health and safety hazards, and adequately manage and control significant risks
- any safety issues of significant concern are brought to the attention of the Health and Safety, Sustainability and Environment Coordinator

- where there is responsibility for delivering projects such as construction, maintenance, repair or demolition works they are delivered safely by competent persons/consultants/contractors
- systems are in place for staff consultation on Group health and safety issues and that the health, safety and sickness trends and performance of their Group is monitored
- health and safety is embedded to drive good performance and that the requirements of relevant legislation and adopted compliance standards are met within their areas of responsibility

Heads of Sections and Team Leaders

Heads of Section and Team Leaders are responsible for health, safety and welfare within their area of responsibility. They should set a good personal example in relation to all health, safety and wellbeing issues. Responsibilities include but are not limited to:

- ensure staff are competent and capable to undertake their allotted tasks without significant risk to themselves or others
- provide or arrange for suitable and sufficient training, instructions, supervision, information and safe systems of work to improve health and safety standards and ensure staff remain competent and capable
- ensure suitable and sufficient risk assessments and emergency procedures are completed by individuals who have been trained in these processes, authorised and implemented in their area of control
- provide the resources and tools appropriate to do the job including Personal Protective Equipment (PPE)
- ensure that the University Health and Safety Policy, Cambridge University Libraries Health and Safety Statement and its corresponding arrangements are implemented within their area of responsibility and any changes to Libraries policies and procedures are communicated to all staff
- monitor health and safety performance in their area of responsibility and make the provision for review of health and safety practices regularly or when legislative or institutional changes occur
- where they hold responsibility for delivering construction projects and building maintenance they ensure, so far as is reasonably practicable, that those undertaking the work are competent and adequately resourced
- ensure competent persons are employed or existing staff are upskilled to fulfil specific responsible, competent or appointed person roles to meet relevant statutory compliance and reduce risk
- encourage the active participation of all staff in improving health, safety and wellbeing
- ensuring health and safety is a standing item on all management and team meetings throughout their services

Operational Managers and Supervisors

Operational Managers and Supervisors are responsible for the daily implementation of University Health and Safety Policy and Cambridge University Libraries' Health and Safety Statement. Responsibilities include ensuring:

- health and safety hazards are assessed, adequately managed with control measures implemented; this will be achieved through the risk assessment process, which will identify health and safety hazards and suitable control measures, including safe systems of work

- employees with key health and safety responsibilities are provided with the necessary training and tools to carry out that role without risk
- any accidents, safety incidents and near misses are reported and investigated thoroughly and that any corrective measures identified are completed in a timely manner to prevent potential recurrence
- any safety issues of significant concern are brought to the attention of their line manager or Health and Safety, Sustainability and Environment Coordinator
- health and safety recommendations made by Cambridge University Libraries Health and Safety, Sustainability and Environment Coordinator are implemented
- adequate local procedures are in place to protect staff including those who may work alone
- any hazardous chemicals, hazardous equipment and working at height activities are assessed
- ensuring that staff are provided with suitable and sufficient personal protective clothing where risk assessments have identified it as a necessary control measure
- their employees have completed a driver check if they drive for work and have up-to-date display screen assessments if they habitually use a computer
- there are adequate monitoring systems in place to identify significant hazards in their area and confirm health and safety performance
- all contractors working on their behalf are competent and operating safely in accordance with University policies and processes
- training, instruction and information is provided to staff to enable them to work safely
- that they seek to obtain an understanding of health and safety legislation relevant to their business area and participate in the appropriate training on health and safety legislation and best practice
- that all staff are aware of emergency procedures applicable to their location of work
- that all plant and equipment within the workplace, functions as intended and is maintained in line with University's compliance standards, as set by Estates Division, manufacturers guidance or as determined by risk assessment/written schemes and any defects are reported and remedied as soon as reasonably practicable
- Adequate supervision, instruction and especially the protection of vulnerable persons including young persons or new or expectant mothers

All staff

All staff have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. For the purposes of this document, volunteers working on behalf of CUL have the same duties and responsibilities as staff in regards to health and safety. They will ensure that they:

- familiarise themselves with the relevant health and safety arrangements of the University Health and Safety Policy and this Statement
- co-operate so far as is necessary to enable health and safety duties or requirements to be performed or complied with
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- are aware that failure to comply with the University or Libraries' health and safety arrangements either by their actions or inaction, may result in further investigation under the University's disciplinary code and may even result in criminal prosecution

- use machinery, equipment, substances, transport, and safety devices in conformity with training and instructions provided
- report any accident, dangerous occurrence, incident or near miss to their line manager or supervisor, using the Libraries' accident/incident reporting system
- report any health and safety concerns or shortcomings in health and safety arrangements to their line manager or Health and Safety, Sustainability and Environment Coordinator.
- wear correctly, prevent damage and where required maintain personal protective equipment provided to maintain their safety or wellbeing
- use the correct tool for the job and never use any that are unsafe or significantly damaged
- attend health, safety and wellbeing training/briefings as requested by management or identified themselves
- keep guests and visitors safe whilst under their control
- follow safety assessments (e.g., risk, COSHH, manual handling, etc.) and emergency procedures
- complete a display screen assessment if regularly using computers, etc.

Health and Safety, Sustainability and Environment Coordinator

The Health, Safety, Sustainability and Environment Coordinator are the Libraries' health and safety expert. They work with University Safety Office. They are responsible for:

- providing an expert advisory service to the Libraries on matters relating to health and safety at work
- drafting and keeping under review the Libraries' Health and Safety Statement and associated arrangements
- liaising and consulting with Trade Unions on Libraries' health, safety and welfare issues.
- advising Libraries managers of any matters, including new legislation, affecting the health and safety organisation and arrangements within their areas of control
- putting in place systems for the auditing and monitoring of Libraries' health and safety performance
- investigating serious accidents and incidents
- liaising with health and safety enforcement agencies on behalf of the Libraries
- advising on health and safety training and providing training/briefings where appropriate
- stopping any work activity or isolate any equipment or area where there is an immediate or significant perceived risk to life or limb

The Health, Safety and Wellbeing Team has the discretion to investigate any reported accident but will always investigate major injury RIDDOR accidents to employees, RIDDOR reportable Dangerous Occurrences, cases of RIDDOR Reportable Diseases and accidents, which in their view are liable to result in a tort of negligence claim.

Departmental Safety Officer (DSO)

The DSO will be formally appointed by the University Librarian in line with the University Health and Safety Policy, this is an executive role acting on behalf of the University Librarian. The Health and Safety, Sustainability and Environment Coordinator will fulfil this role.

A letter of appointment will state a list of duties and expectations for the role, with the main obligations to:

- be the conduit for safety advice and coordination within the Libraries
- ensure that tasks identified are assigned and carried out by competent members of staff
- take relevant information and significant findings for discussion to the Libraries' Health and Safety Committee
- proactively encourage good safety management

Users

Term "Users" comprises students, readers and other visitors. Students carrying out work for the University either under contract of employment (such as Graduate Teaching Assistants) or as part of training (e.g. demonstrations/tutorials) will be treated as employees under this Statement.

Users are not in the legal sense employed persons and hence many of the specific provisions of the Health and Safety at Work etc. Act 1974 do not apply to them. Equally they are not bound by the duties of employees as laid down in the Act. Nevertheless, users must comply with health and safety instructions and may be responsible for the consequences should they neglect to carry out a task required for the health and safety of others.

All users are responsible for:

- looking after their own health and safety and the safety of others who may be affected by their actions whilst on Libraries' premises or undertaking activities under the supervision of the Libraries
- following the University's Health and Safety Policy and this Statement's safety arrangements and procedures
- following any instructions given to them by an employee of the Libraries for their health and safety
- reporting health and safety incidents or concerns pertaining to the Libraries premises (including accidents, ill-health, premises hazards) in accordance with the Libraries procedures
- ensuring they do not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on the Libraires premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the Libraries.

Consultation and Communication Arrangements

Effective internal communication is essential for health and safety procedure/policies to be understood and consistently implemented. Consultation with employees will be carried out by the line manager on matters to do with health and safety at work, including anything which may substantially affect their health and safety at work.

Cambridge University Libraries Health and Safety Committee

The Cambridge University Libraries Health and Safety Committee is set up to oversee effective management of health and safety within the Libraries. It also aims to provide an opportunity for consultation with Trade Union and Safety Representatives. The committee must:

- meet four times a year
- publish its minutes and reports on the University Libraries intranet
- monitor accident/incident statistics and trends

- monitor progress towards annual Health and Safety strategic objectives
- generate and systematically follow up action points
- invite and consider reports/correspondence from sources such as trade union representatives, members of staff, service users, managers, the University Health and Safety Office and outside regulatory bodies.

Cambridge University Libraries Health and Safety Committee Terms of Reference are made available on the intranet pages.