



# Health and Safety handbook for Cranfield staff and students at the Defence Academy

Cranfield Defence and Security at Shrivenham

# Contents

## Get involved — health & safety is your responsibility

We all need to play a part in ensuring the safety of ourselves and others who may be affected by our activities.

Welcome from Pro-Vice-Chancellor	3
About this handbook	4
General site rules	6
Taking a risk approach to safety	10
General risks in the workplace	12
Fire	16
Accidents	18
Station siren	19
Wellbeing	20
Contact details and online links	24

# Message from the Pro-Vice-Chancellor

## Welcome to Cranfield Defence and Security (CDS).

Irrespective of whether you are a student or a member of staff, we want to ensure that you come into CDS and return home at the end of each day without any accidents or any harm to your health.

Here at CDS we work with a number of hazards that are not normally encountered in most workplaces and our aim is to ensure that these are controlled to prevent harm to our staff and students.

Health and Safety is therefore a top priority for our staff, and we expect the same from our students. We must treat it with the same respect as academic rigour and financial propriety.

Our responsibilities for safety do not stop at the gates of Shrivenham or COTEC. We are an organisation with a global reach and this means we need to keep you safe whether you are on-site, off-site or overseas.

The ultimate responsibility for your safety rests with me as the Head of School but I cannot achieve this without your involvement and support. If you have responsibilities for people then I need your support and if you are an employee or student then I expect you to follow the rules set out in this handbook and elsewhere in the organisation.

I hope you enjoy working and studying at CDS.

Kind regards



Pro-Vice-Chancellor  
Professor Mark Richardson  
Cranfield Defence and Security



# || About this handbook

**This handbook is for all Cranfield University employees and long-course students at CDS.**

## **What it is for**

The aim is to provide guidance on general Health and Safety matters at the Defence Academy, Shrivenham. The handbook must be used in conjunction with the Health and Safety pages on the University [Intranet](#) which provide more detailed information along with guidance on specific hazards such as explosives and radiation safety.

Our aim has been to make this handbook as 'user friendly' as possible and we recognise that it will not have the answers to every question that you may have.

If you suspect that something is unsafe then you must not do it – always refer any concerns to your line manager, supervisor or course director and remember that CDS has dedicated Health and Safety support to provide further advice and guidance if needed.

## **What you need to do**

Please read through this handbook which is issued as part of the CDS Health and Safety induction process, the CDS Health and Safety [Intranet](#) pages as well as the overall University Health and Safety pages on the University [Intranet](#).

The contents of this handbook and the University Intranet pages are important and might just help you save a life or prevent a serious injury.

## Legal requirements

As an employer Cranfield University has a legal responsibility to produce a Policy Statement which describes how it will manage Health and Safety.

The Policy Statement can be found on the [Policies page of the University Intranet](#), and is displayed on noticeboards throughout CDS.

### **As an employer Cranfield University will:**

- provide appropriate resources, information, instruction, training and supervision to employees and students, so that they can perform their work safely,
- provide adequate resources, information, training and advice to enable managers and other holders of Health and Safety duties to fulfil their roles,
- consult and communicate on Health and Safety matters with employees,
- assess risks involved in its activities and act to minimise the effects of unplanned events and to reduce risk to Health and Safety,
- measure Health and Safety performance, establish objectives and targets, and progress improvements via management review,
- employ a continual improvement, monitoring and audit programme for the management of Health and Safety.

### **As an employee or student you must:**

- take care of your own Health and Safety and that of others who may be affected by what they do or do not do,
- follow the correct procedures (and use protective equipment provided) for securing safety in the workplace,
- report accidents or incidents that have, or could have, led to injury or damage,
- report any shortcomings in the Health and Safety arrangements to your line manager or supervisor so the University can take remedial action if needed.

# General site rules

**This section summarises the local Health and Safety related rules which you must observe.**

## **Responsibility for visitors**

It is the responsibility of the University to ensure the Health and Safety of visitors. If you invite visitors onto the site you are responsible for informing them of the basic Health and Safety rules and procedures. All visitors must be given a Health and Safety induction briefing on arrival.

## **Smoking**

There is a strict 'no smoking' policy in force across the Shrivenham site including all offices and buildings. Smoking is not allowed anywhere on site.

## **Driving on-site**

Drive carefully and considerately on the site. There are a large number of pedestrians, bicycles and animals on the site so consider their safety. There is a site-wide speed limit of 20mph for most roads, and 10mph in Marlborough Hall and Wellington Hall car parks. Do not park your vehicle anywhere other than in a designated car park and display clearly your car parking permit. Take special care in poor weather conditions such as snow and ice as not all car parks and roads

are treated with salt or grit. Use lights in low light conditions.

## **Dogs**

Dogs must not be brought onto Shrivenham site by Cranfield employees except for guide dogs and hearing dogs.

## **Children**

Children must not be brought into the workplace without prior permission of the University People and Culture staff.

## **Electrical safety**

All work on electrical circuits or equipment must be undertaken by a competent, qualified electrician.

All portable electrical equipment on campus will be tested on a periodic basis (Portable Appliance Testing, commonly known as 'PAT Testing').

Please make sure that:

- Only PAT tested tools and equipment are used, with a current inspection tag,
- Sockets and cables are visually checked to ensure they are in good working order,

- Power cables are correctly located and do not cause a trip hazard,
- Electrical equipment is visually inspected before use,
- Electrical equipment is carried correctly and not by their cables,
- Any damaged equipment is reported to your manager/student supervisor.

Do not modify or repair electrical equipment unless you are qualified to do so.

### **Lone working**

It is essential that if anyone works alone they do so safely. If working alone, help will not be close by and nor will supervision. It is important to check that anyone - staff or student - working alone is doing so safely and if the activity includes potential hazardous activity it must not be undertaken by lone workers. In some cases it is illegal to undertake certain tasks alone, such as working in confined spaces, with ladders, with explosives, or with electrical hazards. All lone working activities must be covered by an approved risk assessment.

### **Off-site working**

We are responsible for your safety while you are on university business. You must inform your line manager or supervisor, in advance, if you are working off-site. You must familiarise

## **When safety is in doubt — speak out!**

If you have any concerns about an activity you may see or have been asked to do then please speak out and report this to your line manager/supervisor.

yourself with the safety arrangements of any third-party you are visiting. If you do not feel that safety is managed properly you must make this known and if appropriate steps are not taken then stop the visit. Consult your Line Manager/student supervisor to determine whether a Risk Assessment is required.

### **Staff working from home**

There are times when it is appropriate for staff to work from home. In these instances, CDS employees must agree this with their line manager in advance.

## **Overseas working**

If you are to work overseas on Cranfield business you must ensure you follow the overseas travel procedure which outlines the steps to be taken for the safe management of activities when travelling and working overseas.

The majority of staff and research travel can be considered as having low risk e.g. traveling to and attending a conference/seminar as this will involve modes of transport, locations and activities that are safe and will not require a risk assessment.

Most risk involved with work and travel overseas can be avoided. This may involve minor changes to practices and procedures that would normally be followed if the work were being conducted in the UK.

A risk assessment may be required if there is a reasonable probability of harm occurring and is likely to have a high impact. In particular, a risk assessment should be completed and authorised prior to travel if:

- The visit involves a country/ countries that the Foreign Office advises against visiting
- Fieldwork is involved
- If the traveller has underlying health issues that need special consideration

For more information please see the [University Overseas Travel Guidance Intranet page](#) and review the [UK Government Foreign Travel Advice website](#).

## **Manual handling**

Work related musculoskeletal problems including injuries due to manual handling and lifting are the most common type of occupational ill health in the UK. Therefore you must take these issues very seriously. If your work involves carrying/lifting, completing the correct manual-handling training (including the on-line training on the Cranfield CUTE system) will guard against this for you. The training is simple and gives guidance for lifting, carrying and other movements.

## **Office set up**

Even the simple office setting must be taken very seriously for Health and Safety issues. Sitting awkwardly or with difficult lighting conditions can affect your health. Staff are required to complete online training to minimise risks and ensure your comfort. If you have particular problems or concerns, you should inform your line manager/ supervisor.



### **Work equipment**

If you use any equipment at work, either work provided or anything you have brought in to use for work, make sure you have been trained and/or have the appropriate skills and knowledge to use this equipment. Ensure there is a current risk assessment in place. A few simple rules are as follows: read the safe operating procedures and guidance; wear appropriate protective clothing; tie hair or items of clothing that could get caught in machinery; don't take short cuts. Check the Safety, Health, Environment (SHEL) Folder for specific instructions for the area in which you are working.

### **Storage**

You are expected to take a common sense approach to storage of equipment, documents and other items – for example, do not stack documents/books above head height and make sure bookcases are stable. Chemicals, explosives, ammunition and other hazardous materials must be stored in appropriate containers and comply with legal requirements.

### **Personal Protective Equipment (PPE)**

There are no general requirements for PPE at CDS, such as high visibility vests and safety boots. There may be specific requirements for PPE to be worn in some areas at CDS, e.g. eye

## **Ensure you are competent**

## **– have the right knowledge and training**

If you are not trained to undertake a task then you must speak out and not proceed. Adequate training and assessment is essential for people working and studying in CDS.

protection in workshops. You will be notified of specific PPE requirements when you enter the workplace. Always check the Safety, Health, Environment (SHEL) Folder to ensure you are correctly equipped for that area.

# Taking a risk approach to safety

## Hazards in CDS are unique in the UK education sector.

It is relatively straightforward to identify hazards within the CDS sites as they tend to be fixed. It is harder to identify hazards on a remote assignment and accordingly it is important to get as much information in advance of any off-site activity and to allow sufficient and realistic risk assessments to be undertaken.

If working with clients on Shrivenham campus they must play an active role in identifying risks but the responsibility lies with CDS to complete sufficient assessment of the risks in accordance with the [University Intranet details on Risk Assessment](#).

Some work in CDS involves the use of chemicals and in some instances the research will include the creation of new materials. All activities involving hazardous substances will be subject to Control of Substances Hazardous to Health (COSHH) risk assessments.

### Risk assessment

A risk assessment is simply a careful examination of what within your work area, or tasks carried out, could cause harm to people. Undertaking a risk assessment allows you to weigh up whether you have taken enough precautions and provided adequate control measures before you carry out a task, or whether more should be done to prevent harm.

The five steps of a risk assessment are:

- identify the hazards,
- decide who might be harmed and how,
- evaluate risk and decide on precautions,
- record findings and implement them,
- review and update when there are significant changes.

When deciding on the precautions to take the following hierarchy of control measures need to be applied:

- eliminate the hazard,
- substitute for something less hazardous e.g. use a less harmful chemical,
- put engineering controls in place such as - control at source, isolate, provide guarding,
- apply administrative controls - such as safe operating procedures and systems, and/or organise the work area differently,
- use Personal Protective Equipment as instructed, but ONLY as the last resort.

Full details including the University risk assessment template are available on the [Risk Assessment page on the University Intranet](#).

Risk assessment training courses are available through Learning and Development via the **DATES** system, and a Risk Assessment training course is also available on the University **CUTE** online training environment.

### **Accidents, incidents and near misses**

Accidents are unplanned occurrences which result in damage, harm or injury. Where there is no harm or damage, this is called a near miss.

An incident is a generic term covering work related accidents, occupational diseases and near misses. See the Accidents section later in this document for further details.

### **Reporting**

All incidents, no matter how minor must be reported as soon as possible to your line manager or supervisor, so they can take any immediate action to make the situation safe and investigate what happened and why.

A brief **Report Form** needs to be completed and be emailed to [incidentreport@cranfield.ac.uk](mailto:incidentreport@cranfield.ac.uk). The information is used in accordance with the **University Incident Reporting procedure** to help prevent something similar from happening again.

Near misses must be reported because they enable corrective action to be taken before somebody is harmed.

## **Do not take chances**

### **— assess the risk before you act**

After you have identified the hazard just take adequate time to consider whom it might affect and how it will be controlled.

# General risks in the workplace

## Hazardous substances

Even if you are working in an office, while you are at Shrivenham your work or study may involve potential exposure to hazardous substances. There are the obvious dangers such as volatile chemicals and explosives but there are also less obvious sources such as dust, paint, detergent, board cleaner and bacteria that can also cause problems.

### Think!

Consider each task you perform in your role and whether it involves any of these substances.

You must take responsibility for receiving appropriate training.

How do you know if a substance is potentially harmful? You can find out by:

- checking information that came with the product such as symbols on the packaging or safety data sheets,
- asking the supplier or sales representative,
- looking in trade publications,
- checking the HSE website.

Common hazard symbols currently used in the workplace are listed in this document. For the latest information on this please check the HSE website: <https://www.hse.gov.uk/chemical-classification/labelling-packaging/>

If any substance you deal with is harmful, how might you and others be exposed? This could be by:

- inhalation,
- skin contact,
- swallowing,
- contact with eyes,
- skin puncture.

Any tasks which involve contact with hazardous substances must include an appropriate risk assessment. COSHH Regulations require employers to assess risk for their employees in order to prevent or adequately control those risks.

The HSE produces a leaflet specifically outlining the issue involved in working with hazardous substances – if this applies to your work please read this carefully:

<http://www.hse.gov.uk/pubns/indg136.pdf>

HSE Guidance on Control of Substances Hazardous to Health (COSHH)

<https://www.hse.gov.uk/>

## New international hazard symbols

Below are some common hazard symbols currently used in the workplace.  
For the latest information on this please visit the [HSE website](#).



Acute Toxicity



Oxidising



Flammable



Longer-term health-  
hazards / resp.sensitiser /  
carcinogen



Irritant / Sensitiser



Gas under pressure



Corrosive



Environmental Toxicity



Explosives

## Noise

Noise exposure is a factor when carrying out risk assessments. As a result of the assessment, noise measurements may be requested or health surveillance may be required.

Noise can become a risk if it is loud and you are exposed to it for a certain length of time but there also is risk from continuous or repeated exposure to lower level noise. The HSE have some simple guidelines to help you assess if you need to take action about noise levels:

- Is the noise intrusive e.g. a crowded restaurant - for most of the day?
- Do you have to raise your voice to conduct a normal conversation with your colleagues for at least part of the day?
- Do you or your colleagues use noisy powered tools or machinery for more than half an hour each day?
- Do you work in a noisy industry e.g. construction?
- Are the noises due to impacts, such as hammering, explosive sources or guns?

For advice and regulations on noise levels at work, see:

<http://www.hse.gov.uk/noise/>

### Think!

When on site, you must take particular care to use ear defenders when in the vicinity of large wind tunnels, firing ranges etc. when in use, and also as

advised when on the small arms and explosives ranges.

Look out for this sign:



## Slips and trips

Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public.

An employer has a legal responsibility to ensure the workplace is as safe as possible and is maintained in a suitable condition which minimises the risk of slips and trips occurring. This includes office space, laboratories, lecture theatres and so on, but also external surfaces of paths, roads and car parks.

### Think!

We can all play a role in identifying possible risks and avoiding them. Consider the following points.

- Lighting must be sufficient that you can see any obstructions and potentially slippery surfaces.
- Floors must be properly maintained to avoid holes, cracks, loose or worn areas.

- Avoid trailing wires by either rearranging equipment or using cable covers.
- Keep work areas tidy and free from obstructions and use warning signs for others as necessary.
- Be aware of temporary cleaning or work in progress advisory notices.
- Ensure you are wearing suitable footwear for your work environment.
- If you see a potential problem in your workplace always report it to your line manager/supervisor as soon as possible.

More advice on slips and trips and how to avoid them may be found on the [HSE Education webpage](#).

### **More information on safety signage:**

Prohibitory signs:

<https://www.hse.gov.uk/workplacetransport/safetysigns/prohibitory.htm>

Warning signs:

<https://www.hse.gov.uk/workplacetransport/safetysigns/warning.htm>

Signs required by law:

<https://www.hse.gov.uk/workplacetransport/safetysigns/mandatory.htm>

## **There may be hazards in your workplace – be aware**

Hazards such as explosives, chemicals, weapons and lasers represent obvious dangers but be aware of more subtle hazards in the workplace. Where high risk hazards exist then we want to ensure that controls are both stringent and actively policed.

# Fire

## Precautions

You will be required to complete the on-line CUTE training for fire safety which leads you through fire hazards, actions and fire extinguishers. Fire prevention is your responsibility. Fire hazards can result from the following.

### Electrical sources

- You must not roll up leads.
- Make sure leads are not frayed.
- Do not overload power points.
- Do not daisy-chain extension leads.

### Smoking

There is a strict 'No Smoking' policy in force across the Shrivenham site including all offices and buildings. Smoking is not allowed anywhere on site.

### Flammable materials

Highly flammable materials must be clearly identified and stored safely. Ensure all waste is disposed of safely.

### Gas

Many gases are highly flammable and if you smell gas you must:

- notify everyone in the area and evacuate the vicinity,

- inform the Guard Service using an onsite landline via 2222, or +44 (0)1793 785222 from a mobile,
- do not sound the fire alarm or switch on or off any electrical devices (to avoid sparks),
- if (and only if) it is safe to do so, turn off the source of gas if you can identify it.



## **Actions**

If you discover or are close to the start of a fire you must do the following:

- shout for assistance to warn others,
- operate the nearest alarm to start the evacuation and keep others safe,
- call 999 to tell the Fire Brigade - there is no automatic alarm link for most buildings,
- call 2222 from an extension or +44 (0)1793 785222 from a mobile to inform the Guard Service,
- if (and only if) it is safe to do so and you have been trained in what to do, you may attempt to fight the fire,
- evacuate the building,
- go to your Evacuation Assembly Point - EAP as indicated on noticeboards and on the Intranet.

# **Emergency**

**—  
dial  
999  
then  
2222**

# Accidents

**All accidents that occur on-site, whether to a CDS employee or other, must be reported immediately. We have a legal responsibility to report some accidents to the HSE and we are required to keep log books. There is no such thing as an accident that is too trivial to report.**

## Near misses

The reporting of non-injury incidents/accidents can be considered a good thing as it gives us the opportunity to identify the cause and eliminate it.

## What is an incident?

This is a generic term used in Health and Safety that includes accidents, near misses and dangerous occurrences.

## What's the difference between an accident and a near miss?

The best way of understanding this is to look at the following example:

A brick falls off scaffolding on a building site.

- If it hits someone walking below then it is an accident.
- If it impacts on the ground but fails to strike anyone and cause harm then it is a near miss.

## Defibrillators

There are a number of defibrillators placed around the site in green cases as indicated on the Site Plan of Defibrillators on the Intranet and displayed on noticeboards in buildings on site. First Aiders have training in their use but all defibrillators come with instructions so they can be used by anyone in the event of an emergency.

## Emergency

—  
dial  
**999**  
then  
**2222**

# Station siren

## Actions to be taken on the station siren being sounded.

### Action

On hearing the Station Warning Siren the following actions are to be taken:

- remain in your place of work and await further instructions,
- if instructed by the relevant authority, evacuate the building to your Evacuation Assembly Point, leave lights on, windows open and doors open.

### Action on the all clear

The all clear will be given by the MOD Security Staff directly.

**Do not  
approach any  
suspect device  
—  
note its  
location,  
and report it!**

# Wellbeing

**CDS is concerned not only with Health and Safety but also with the general wellbeing of all staff and students. This section outlines what services are available should you feel you are struggling to cope with your work or study, or just want to learn more about the support on offer.**

## Information for staff

### Wellbeing support

The University is committed to the health, safety and wellbeing of all its employees. To achieve success Cranfield needs to ensure that the wellbeing of employees is maintained at the heart of its objectives.

There is a section on the Cranfield Intranet which gives advice on general wellbeing, including information on the following topics:

- work-life balance,
- top tips for positive mental health,
- independent advice counselling,
- fitness facilities at Shrivenham,
- job satisfaction,
- relationships at work.

<https://intranet.cranfield.ac.uk/Pages/Your-wellbeing.aspx>

### Occupational Health at Cranfield

The University's occupational health (OH) service is provided by, People Asset Management (PAM).

<http://www.pamgroup.co.uk>

### Services

PAM has many specialists in a range of fields including occupational health, psychological and musculoskeletal wellbeing and wellness more generally.

### Referrals

To enable your manager to support you appropriately, it is important that they and/or People and Culture are involved during the referral process.

Where you believe you need OH advice or support you will need to discuss this with your line manager in the first instance. Your manager will then need to arrange for a referral through your People and Culture Business Partner. If you are uncomfortable discussing

this your manager, you can approach your HR Business Partner directly.

### About PAM

PAM are a SEQOSH accredited provider, demonstrating they have the competence to deliver against the measures in the SEQOHS standards, including their processes around referrals.

<https://www.seqohs.org>

### The role of OH

OH is a branch of medicine concerned with how an employee's health may affect their ability to do a job and how the work environment can affect the employee's health. It is not supposed to be a replacement for a GP service.

If you have concerns over your health in general, it is advised that you approach your GP in the first instance to ensure you receive the most appropriate treatment in a timely manner.

### Further support - employee assistance

Our [Employee Assistance Programme \(EAP\)](#) offers advice and support on a number of issues that can affect you in day-to-day life such as: planning for retirement, financial and debt planning, support with family issues, emotional

support and, where required, access to a counselling service.

### Further sources of information

In addition to the Cranfield Intranet, the HSE provides some useful guidance:

Information on stress in the workplace:  
[www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)

First aid at work:  
[www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)

Human factors:  
[www.hse.gov.uk/humanfactors](http://www.hse.gov.uk/humanfactors)

Musculoskeletal disorders:  
[www.hse.gov.uk/msd](http://www.hse.gov.uk/msd)

**Communication  
is key  
—  
clear  
messages**

Whether it is reporting an accident or briefing your team, it is important to ensure that messages are clear and everyone has an opportunity to respond.

## Information for students

If you have any concerns about your work, the appropriate person to speak to in the first instance is your course director/supervisor. However, there are also other sources of support for students at CDS.

### Student advice

The University Student Wellbeing and Disability Support (SWDC) offers professional and confidential information, advice and guidance to students on a broad range of issues which may affect them during their studies.

If you know of students who may need to access the service, or if you have any concerns about a student and want to find out how the SWDS can help, please email [studentsupport@cranfield.ac.uk](mailto:studentsupport@cranfield.ac.uk).

Further information can be found on [the University SWDS Intranet page](#).

### Available services include:

- general information, advice and guidance on any personal or domestic matters,
- advice on academic concerns and University processes e.g. complaints, appeals and related services,
- in-depth advice, guidance and support on welfare issues and supported referrals to external organisations when required,
- learning support information, guidance and support for those with learning and disability needs.

### **Allways Counselling Service**

All students at CDS are eligible to use the Allways Counselling Service. CDS has a contract with the Allways to provide support and guidance to you.

Counselling is a talking therapy which can provide an effective treatment for emotional and psychological difficulties. Please do not suffer in silence. The service from Allways Counselling Service will help you to talk and explore your thoughts and feelings in a completely safe and confidential environment. Allways Counselling Service advise that counselling can be particularly helpful to anyone facing the following issues:

- relationship problems,
- sexual concerns,
- earlier life experiences,
- depression,
- stress and anxieties,
- employment concerns,
- bereavement and recent trauma,
- exploring the emotional environment of learning.

[www.allwayscounselling.com](http://www.allwayscounselling.com)

A leaflet with more information on this service will be given to students during induction.

### **CSA – Shrivenham Cranfield Students' Association**

The CSA has a Welfare committee member who is responsible for student welfare issues. The [CSA at Shrivenham](#) is an active group of volunteers who are always keen to help you with any aspect of student life.

### **Defence Academy welfare support**

There are other support agencies at Shrivenham, such as the Families and Welfare Office and the Help Information Volunteer and Exchange (HIVE), are outlined in the CDS Student Guide which will be given to students during induction.

# Contact details and online links

## General Health and Safety

Vincent King  
Health & Safety Director  
[vincent.king@cranfield.ac.uk](mailto:vincent.king@cranfield.ac.uk)

Dave King  
CDS Health & Safety Advisor  
[dave.king@cranfield.ac.uk](mailto:dave.king@cranfield.ac.uk)

Susan Waring  
(COSHH) Safety Advisor  
[s.c.waring@cranfield.ac.uk](mailto:s.c.waring@cranfield.ac.uk)

Ginny Ford  
Environmental Safety Advisor  
[g.ford@cranfield.ac.uk](mailto:g.ford@cranfield.ac.uk)

Tracey Temple  
Specialist Advisor (Environment)  
[t.temple@cranfield.ac.uk](mailto:t.temple@cranfield.ac.uk)

Jackie Horsfall  
Radiation Safety Officer  
[j.a.horsfall@cranfield.ac.uk](mailto:j.a.horsfall@cranfield.ac.uk)

David James  
Laser Safety Advisor  
[d.james@cranfield.ac.uk](mailto:d.james@cranfield.ac.uk)

Karl Norris  
Machine Tool Safety Advisor  
[k.e.a.norris@cranfield.ac.uk](mailto:k.e.a.norris@cranfield.ac.uk)

Ioannis Vagias  
Non-ionising Radiation Safety Advisor  
[i.vagias@cranfield.ac.uk](mailto:i.vagias@cranfield.ac.uk)

## Wellbeing support

People Asset Management (PAM)  
Occupational Health

Emma Stevens  
Student Advisor\LearningSupport  
Officer  
[studentsupport@cranfield.ac.uk](mailto:studentsupport@cranfield.ac.uk)

Allways Counselling Service  
+44 (0)7586 315720

Shrivenham Cranfield Students  
Association  
[csa.shrivenham@cranfield.ac.uk](mailto:csa.shrivenham@cranfield.ac.uk)

Families and Welfare Office  
+44 (0)1793 780794

## Further information and online links

[CDS Health and Safety Intranet](#)

[Cranfield University Health and Safety Intranet](#)

[Health and Safety Executive](#)



