



Health and Safety handbook for staff and students

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	20
Wellbeing	21
Health and safety policy	26
Contact details and online links	27

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.

In essence we want to look after you at your place of work.

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 us. 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.

A briefing sheet is available for visitors and short-course students. This is in the Defence Academy Safety, Health, and Environment & Fire (SHEF) Information Leaflet for Contractors and Visitors available at:

<https://intranet.cranfield.ac.uk/cds/safety/Documents/Visitor%20Guide%202015.pdf>

<https://intranet.cranfield.ac.uk/Pages/home.aspx>

What it is for

The aim is to provide guidance on general Health and Safety matters at CDS. The handbook must be used in conjunction with the CDS Health and Safety Intranet site which will 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

This handbook is issued as part of the CDS Health and Safety induction process and you must sign to show you have received this document and comply with the contents.

You must also familiarise yourself with the CDS Health and Safety Intranet site – the contents are important and might just help you save a life or prevent a serious injury.

Legal requirements

Cranfield University is your employer and under UK Health and Safety law has the responsibility for your Health and Safety. As an employer Cranfield University has a legal responsibility to produce a Policy Statement which describes how it will manage Health and Safety for you.

The policy document can be found at the back of this handbook, and is displayed on noticeboards throughout CDS.

As an employer Cranfield University will: **As an employee or student you must:**

- 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.
- 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 lists and summarises the local Health and Safety related rules which you must observe rigidly.

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 the formal Health and Safety induction briefing. The Defence Academy Safety, Health, Environment & Fire (SHEF) Information leaflet for contractors and visitors is available online at:

<https://intranet.cranfield.ac.uk/cds/safety/Documents/Visitor%20Guide%202015.pdf>

Smoking

There is a strict 'no smoking' policy in force across the Shrivenham site including all offices and buildings. Smoking is not allowed anywhere except at designated points around the 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 10 and 20mph (10mph in MH/WH car parks) at Shrivenham. Do not park your vehicle anywhere other than a designated car park and display clearly the 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 HR department and your Head of Centre/Services.

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 or Facilities Manager.

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

Personally owned electrical equipment should not be used on site unless PAT tested, and has a current, in date test label.

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,

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.

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 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 Line Manager 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.

The procedure includes a checklist that should be completed to improve the safety and enjoyment of those working overseas.

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 go to

<https://www.gov.uk/foreign-travel-advice>

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. Completing the correct manual-handling training (including the on-line training) 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. Complete the correct on line training to minimise risks and ensure your comfort. If you have particular problems or concerns, you should inform your line manager, or seek advice from the Occupational Health Advisor.

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 or have the appropriate skills and knowledge to use this equipment. 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 any 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 protection in workshops. You will be notified of specific PPE requirements

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.

when you enter the workplace. Always check the Safety, Health, Environment og (SHEL) Folder to ensure you are correctly equipped for that area.

'Out of hours' on-site support for maintenance issues

Serco has an on-call Estates Engineer to deal with incidents such as electrical failure or a water leakage. In the event of such an incident occurring 'out of hours', contact Serco through the JSCSC Reception on Ext: 8000. Standard working hours for Serco are Monday–Friday 0800-1700hrs (excepting Bank/Public holidays).

Taking a risk approach to safety

The nature of the hazards in CDS is 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 they must play an active role in identifying risks but the responsibility lies with CDS to complete sufficient assessment of the risks.

The CDS Health and Safety Intranet contains a section on Risk Assessment:

<https://intranet.cranfield.ac.uk/cds/safety/pages/default.aspx>

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.

The risk assessment template is available on the health and safety intranet:

<https://intranet.cranfield.ac.uk/safety/Pages/Topics/RiskAssessment.aspx>

Risk assessment training courses are available through Learning and Development:

<https://intranet.cranfield.ac.uk/safety/Pages/default.aspx>

Refer to local arrangements for the management of risk assessments in your area.

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.

Reporting

All incidents, no matter how minor must be reported as soon as possible to your line manager or their deputy or course supervisor, so they can take any immediate action to make the situation safe and investigate what happened and why. A copy of the completed report form needs to be sent to the Health and Safety Unit. The information is used to help prevent something similar from happening again. There

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.

may be local arrangements to co-ordinate this activity.

The reporting of near misses is strongly encouraged and supported because it enables corrective action to be taken before somebody is harmed.

All reporting forms are available at: 'Intranet Homepage' > 'Services' > 'Health and Safety' > 'Policies and Forms'

<https://intranet.cranfield.ac.uk/safety/Pages/Topics/IncidentReporting.aspx>

General risks in the workplace

Hazardous substances

Even if you are working in an office, while you are at Shrivvenham 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.

Opposite are some common hazard symbols currently used in the workplace. For the latest information on this please check the HSE website: <https://www.hse.gov.uk/>

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 check the HSE website:

<http://www.hse.gov.uk/search/search-results.htm?gsc.q=cosshh%20signs#gsc.tab=0&gsc.q=cosshh%20signs#gsc.page=1>



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 at:
www.hse.gov.uk/slips/education/index.htm

More information on safety signage:

Prohibitory signs:
www.hse.gov.uk/workplacetransport/safetysigns/prohibitory.htm

Warning signs:
www.hse.gov.uk/workplacetransport/safetysigns/warning.htm

Signs required by law:
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

Make sure you complete the on-line 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

- Smoking is only allowed at designated points around the site.
- Make sure cigarettes are extinguished.

Flammable materials such as

- Paper,
- Cardboard,
- Wood,
- Textiles.

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 - Ext: 2222 from an extension 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.

Emergency

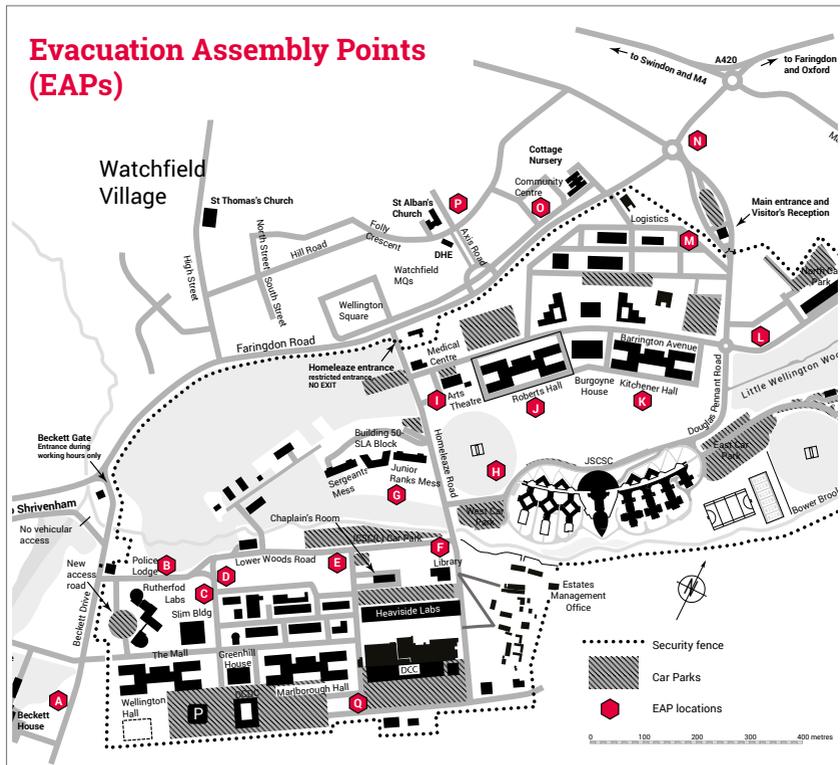
—
dial
999

then
2222

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.



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.

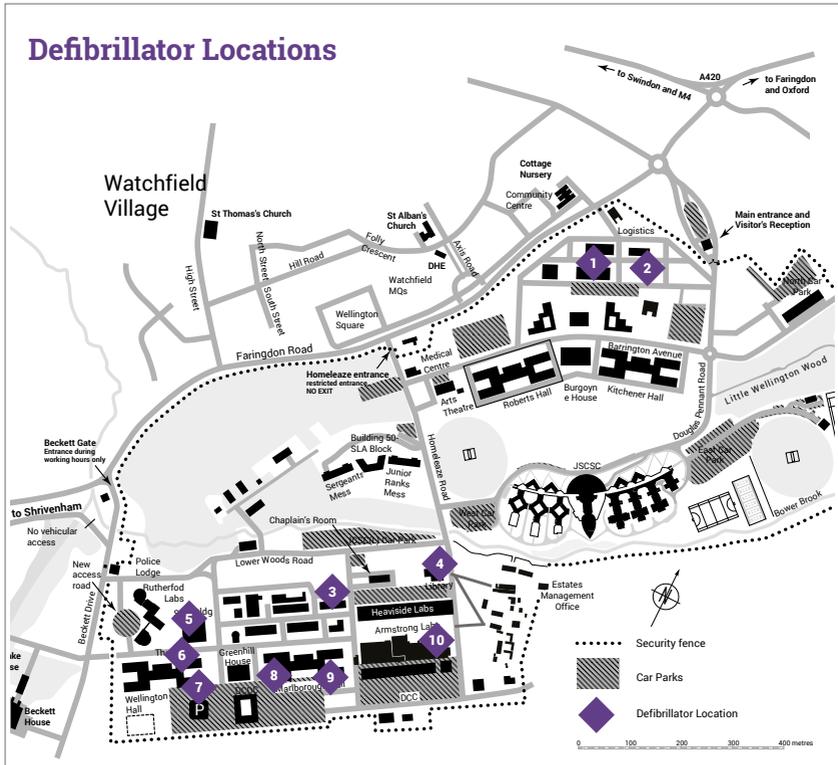
Defibrillators

There are a number of defibrillators placed around the site (see site plan below) in green cases. First Aiders have training in their use but all machines come with instructions so they can be used by anyone in the event of an emergency.

Emergency

—
dial
999
then
2222

Defibrillator Locations



Key Bldg Building name / Floor / Room

- 1 21 Engineering Dynamic Laboratory
- 2 18 Gas Gun Building
- 3 64 Workshops
- 4 67 Barrington Library
- 5 85/1 Slim Building/Room 6

Key Bldg Building name / Floor / Room

- 6 73 Wellington Hall / 2nd Floor / Room 197
- 7 73 Wellington Hall / Ground Floor / Room 64
- 8 75 Marlborough Hall / 2nd Floor / Room 201b
- 9 75 Marlborough Hall / 2nd Floor / Room 64
- 10 79 Armstrong Labs

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 to the relevant authority 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 policies and procedures 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). Our Health and Safety team is currently working with PAM to ensure a smooth transition to the new service for any colleagues currently being seen by OH, including the transfer of OH records.

<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.

A PAM Occupational Health Advisor will be present one half a day a month at Shrivenham campus and two half days a month at Cranfield campus.

Referrals

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

Where you believe you need OH advice/support you will need to approach/discuss this with your line manager in the first instance. Your manager will then need to arrange for a referral through your HR Business Partner. If you are uncomfortable discussing this your manager, you can approach your HR Business Partner directly.

PAM's Consultation Policy sets out what is expected from line managers and the HR team in terms of referrals.

<https://intranet.cranfield.ac.uk/oh/Documents/PAMConsultationPolicy.pdf>

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.

<https://intranet.cranfield.ac.uk/hrd/paybenefit/Pages/EAP.aspx>

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/

First aid at work:
www.hse.gov.uk/firstaid/index.htm

Human factors:
www.hse.gov.uk/humanfactors/index.htm

Musculoskeletal disorders:
www.hse.gov.uk/msd/index.htm

**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 Student Advice Centre (SAC) offers professional and confidential information, advice and guidance to students on a broad range of issues which may affect them during their studies. In September the service was expanded and there are now Centres on both campuses.

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 – a new service offered by SAC.

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 SAC can help, the Student Advice Centre can be found in Slim Building 23 or e-mail studentadvice@cranfield.ac.uk

Further information can be found on our intranet page:

<https://intranet.cranfield.ac.uk/Students/Pages/StudentAdviceCentre.aspx>

Emma Stevens
Student Advisor/Learning Support Officer
Education Services
Room 23 Slim Building
Cranfield University
Defence Academy of the United Kingdom
Shrivenham
E: studentadvice@cranfield.ac.uk

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.

What is counselling?

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

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

A range of 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.

Policy statement

Context

Cranfield University's mission is to make a distinctive, practical contribution towards a secure society in a sustainable global economy, creating and transforming knowledge to solve real-world problems. In doing so it is essential that we take the right measures to control the health and safety risks connected with our work.

Direction

Our aim is to provide a safe and healthy environment by taking effective means to manage our risks and protect people from being harmed. Cranfield University is committed to a process of continuous improvement in the management of health and safety in all areas of work and study.

Approach

We recognise that this involves more than simply putting good policies, systems and processes in place, and we will take all reasonably practicable measures to ensure the safety of all persons, who are affected by the activities of the University.

We achieve this by:

- working together as one team to put practical risk management arrangements in place,
- ensuring compliance with all applicable health and safety

legislation and other requirements to which the University subscribes,

- building the right capabilities and a zero harm culture to support our health and safety values and vision,
- mainstreaming health and safety excellence into everything we do, including all business planning and decision making processes,
- setting meaningful health and safety objectives and targets, using continuous improvement techniques to deliver better performance,
- providing sufficient information, instruction, training and supervision to employees, students and others working on behalf of the University,
- following the belief that we do not compromise on health and safety.

We will provide the appropriate leadership, management and resources to enable this to happen; with everyone who works, studies and lives with us playing an essential part in securing a safe and healthy environment for all.

The University will make this policy available to the general public, students and all persons working for, in or on behalf of the University.

For the most recent policy version, see the University Health and Safety site on the intranet.

Contact details and online links

General Health and Safety

Paul Bradley
Head of Health & Safety Department
T: +44 (0)1234 758060

Barry Grey
CDS Health & Safety Advisor
Ext: 5256 Mob: 07772 343115

Susan Waring
(COSHH) Safety Advisor
Ext: 5238

Ginny Ford
(Environmental) Safety Advisor
Tel: 01234 754715

Tracey Temple
Specialist Advisor (Environment)
Ext: 4091

Melissa Ladyman
Specialist Advisor (Environment)
Ext: 5772

Gavin Dunhill
Explosives Safety Advisor
Ext: 5491

Jackie Horsfall
Radiation Safety Officer
Ext: 5754

David James
Laser Safety Advisor
Ext: 4838

Karl Norris
Machine Tool Safety Advisor
Ext: 5377

Eloannis Vagias
Non-ionising Radiation Safety Advisor
Ext: 5473

Dickie Barton
SHEF Advisor
Shrivenham Defence Academy
Ext: 5047

Serco Waste Management
Ext: 5845

Wellbeing support

People Asset Management (PAM)
Occupational Health

Emma Stevens
Learning Support Officer
Ext: 5444

Allways Counselling Service
+44 (0)7586 315720

Shrivenham Cranfield Students
Association
csa.shrivenham@cranfield.ac.uk

Families and Welfare Office
+44 (0)1793 780794

Further information and online links

CDS Health and Safety:
<https://intranet.cranfield.ac.uk/cds/safety/pages/default.aspx>

Cranfield University Health and Safety information:
<https://intranet.cranfield.ac.uk/safety/Pages/default.aspx>

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

