Health and Safety Week

This issue of Selwyn Signal has a health and safety theme. For the week from 25 to 29 November there will be an increased focus on Health and Safety, which will include health and safety training and this year’s health and safety audit.

Timetable
26 November — Fire extinguisher training
28 November — Health & Safety Audit
29 November — First Aid and Defibrillator refresher training.

Refresher manual handling training will also be carried out during the week for some staff.

Risk Management Procedures
During Health and Safety Week the College’s revised risk management procedures will be issued to staff. Certain members of staff who have a key role to play within these procedures will be issued with either an electronic or paper copy.

Health & Safety Audit
The College’s health and safety management system is audited by an external auditor every year. This year’s audit will be carried out by Dr Martin Vinnell (Director of Health & Safety), and Mr Roger Badcock (Chief Technician), both from the University Safety Office.

Ask the Auditors
If you have any health and safety concerns or questions you would like to raise with the Auditors speak to Sue Barnes by 15 November.

Fighting Colds and Flu

With winter and the flu season approaching try these tips to help ward off colds and flu.

Wash your hands for at least 15-20 seconds with soap many times a day or sanitise with an alcohol-gel hand sanitiser, especially following contact with the hands or face of others, (including handshakes).

Regularly clean shared tools and equipment with alcohol wipes. This includes doorknobs, handles, microwaves, kettles, refrigerators, lift buttons, photocopier buttons, or another person’s keyboard or phone.

Avoid touching your face, eyes, or nose. Sneezing or coughing into a tissue then throw it away and wash your hands.

Drink plenty of fluids, get lots of fresh air, eat healthily (fresh fruit and vegetables) and exercise regularly.

Relax — stress can decrease your immunity.

And, of course, you could try a flu jab (available from your GP, local chemist or supermarket (between £5-£10).
Health and Safety Myths

So what’s health and safety all about? Well it’s definitely not about spoiling peoples’ enjoyment or restricting work practices unnecessarily. It’s about a sensible and controlled approach to ensure that people can work in a safe environment.

Health and safety is often at the centre of attention in a negative way, but that’s mainly because companies and people use health and safety as an excuse for laziness or not addressing the root cause of a problem. The Health and Safety Executive formed a panel of experts to give their opinions on complaints they had received from the public. Here are just a few of the complaints they considered.

**Case 88 - A Bar refused to let a customer carry a tray of drinks because he had not been “health and safety trained.”**

*What the HSE said:* The suggestion that special training is needed for a customer to use a tray to carry drinks/food in a restaurant is ridiculous. There is no occupational health and safety legislation which requires customers to be trained to do something which they are likely to do regularly in their own homes.

**Case 111 - Bubble machine banned from child’s 6th birthday party due to health and safety reasons.**

*What the HSE said:* There are no health and safety regulations which would prevent the use of a bubble machine at a children’s party. The so called risks which have been cited (slipping on damp floor, bubbles in eyes, etc.) have been grossly exaggerated. This is a bad case of a council hiding its own corporate policy behind the health and safety excuse and preventing young children having great fun at their party.

**Case 146 - Kettles banned in office as this would encourage staff to walk around with open topped cups, which represented a “health and safety issue” with regard to the chances of people spilling boiling liquids.**

*What the HSE said:* It is clear the employer does not want to provide facilities for making and consuming tea and coffee in the office and is using health and safety as an excuse. There is absolutely no reason to ban kettles or people walking around with hot drinks in their hands.

Make Safety a Habit

YOUR PERSONAL ACCIDENT-PREVENTION PLAN

<table>
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<th>Yes</th>
<th>No</th>
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Do you make a habit of:

- Following safety rules and procedures?
- Using all personal protective equipment (PPE) issued to you?
- Inspecting PPE, tools and equipment before you use them?
- Asking questions when you are not sure about the safe thing to do?
- Reporting all hazards, no matter how small they seem?
- Paying attention to all safety instruction and training and using what you learn?
- Knowing your emergency evacuation routes from your work area?
- Keeping your work area tidy?
- Using safe lifting and carrying techniques?
- Keeping tools and supplies out of walkways where someone might trip over them?
- Making sure not to distract colleagues while they are working?
- Being careful around machines and equipment with moving parts?

Were you able to honestly say ‘Yes’ to all these safety habits?
According to The Royal Society for the Prevention of Accidents, (ROSPA), around 80,000 people suffer accidents and injuries in their homes during the Christmas holiday season every year.

Follow ROSPA’s tips for an ‘elf and safety’ Christmas.

Mind the steps: Falling off a stepladder while putting up Christmas decorations is one of the most common accidents. Check your steps aren’t faulty, ensure they’re on an even surface, and get someone to hold them steady for you.

Tree daze: The joys of decorating the tree can also end in tears. More than 1,000 people injure themselves each year by falling off a chair while putting the fairy on top of their tree.

Fairy safe: Check your fairy lights for loose, frayed or bare wires, broken bulbs and cracked plugs. Faulty tree lights result in approximately 350 people needing hospital treatment for burns and electric shocks each year, including children who swallow or cut themselves on broken bulbs. If you’re in any doubt about the safety of your lights, treat yourself to some new ones.

Candle watch: Never be tempted to light candles on Christmas trees, or leave burning candles unattended.

Full fat: Grappling with the turkey and roasting potatoes slathered in goose fat requires your full attention. Cooking Christmas lunch can be stressful enough without anyone suffering cuts and burns. Hot fat, boiling water, sharp knives and cluttered work surfaces can spell disaster, so keep guests – especially children - out of the kitchen.

Pudding alert: One in 10 people manage to burn themselves while attempting to flambe their Christmas puddings.

And finally... Be slips and trips aware. To make sure you and your guests don’t come a cropper, clear away wrapping paper, boxes and any other clutter begging to be tripped over.

Christmas Quiz

1. What date is St Stephen’s Day?
2. In ‘A Christmas Carol’ who was Scrooge’s dead business partner?
3. The song ‘White Christmas’ was first performed in which 1942 film?
4. London’s Trafalgar Square Christmas tree is traditionally given by which country?
5. In the song ‘The Twelve Days of Christmas’ how many ladies dancing were there?
6. What are the names of Santa’s reindeer?
7. What are the names of the three wise men said to have brought gifts to the baby Jesus?
8. What Christmas item was invented by London baker and wedding cake specialist Tom Smith in 1847?
9. In what year was Band-Aid’s ‘Do they Know It’s Christmas?’ the Christmas No. 1 chart-topping record?
10. Who wrote ‘How the Grinch Stole Christmas’?
11. From which country does the poinsettia plant originate?
12. How many points does a snowflake have?
13. What is the name of the cake traditionally eaten in Italy at Christmas?
14. Who is officially credited as the author of ‘Auld Lang Syne’?

See page 4 for answers.

Christmas Shopping

If you’re intending to do your Christmas shopping on-line with Amazon, did you know that you can support our students while you shop?

Simply use the link from the College website to access the Amazon website and the College automatically receives commission on all your purchases. All proceeds go to a Student Support Fund. Happy Shopping!

Views from the Clock Tower

High up on the scaffolding, essential maintenance work continues on the Clock Tower this term. From these pictures you can see the full extent of the damage.
Staff Update

Leavers
Junior Section Chef Tobi Matsuura’s summer employment has ended and he has returned to his studies.

Ian Clarke has completed his temporary post helping the gardeners during the summer months.

David Smith will be leaving Selwyn at the end of November after 10 years as a Porter.

New Faces
George Collison has joined the College as a temporary chef while Roger Smith is on sick leave.

Andrew Flather has been appointed as our new Development Assistant and joined Selwyn on 4 November after relocating from Liverpool.

Discipline Policy & Procedure
The College’s Discipline Policy (section 11 of the Staff Handbook) has recently been reviewed and amended. The informal counselling stage of the procedure and the lists of examples of misconduct and gross misconduct have been clarified. PEASE READ!

Dignity at Work Training
Two ‘Dignity at Work’ training sessions will be held from 9.30 am—11.15 am on both 12th and 14th November in the Chadwick Room. Both training sessions are specifically for staff who haven’t attended the training yet.

Retirements
Keith Pybus celebrated his retirement on 11 September after 12.5 years as a Porter.

Elise Croft, one of our Graduate students, will be starting a part-time role in November as an Admissions Assistant, to provide temporary support for the Admissions Interviews.

New faces in the Porters’ Lodge include Katlin Visicter and Brian Clarke. Another new Porter, Roger Woods-Flack, will start his new role on 18 November.

We’ve also appointed Relief Porters Malcolm Custerson (former Receptionist in the Porters’ Lodge at Selwyn for those who can remember) and Andrew Bennett, who will join the College in December.

Elise Croft

Bowring who was presented with an album of College photographs. Mrs Susan Bowring was presented with a bouquet of flowers.

Congratulations
High Table Assistant Csaba Szendro has passed his ‘First Aid at Work’ training and is now a qualified First Aider. Well done Csaba!

Meet the Master
Keith Pybus

Coffee Morning
Staff had the opportunity to meet our new Master, Mr Roger Mosey, at a Coffee Morning held on 9 October.

The Master will be inviting all staff for early evening drinks around the Christmas Tree in the Lodge on Monday 16 December. See November pay packets for details.

Belleville

College Diary Dates
November
11 Remembrance Day
12 Dignity at Work training (9.30—11.15 in the Chadwick Room)
14 Dignity at Work training (9.30—11.15 in the Chadwick Room)
27 Selwyn Staff Committee (speak to your Staff Rep by 18 November if you have anything for the Committee to consider)
28 Admissions Interviews begin (through to 18 December)

December
6 Full Term ends
Snowball
14 Staff Christmas Party (return booking forms to Sally Clayson by 30 November)
18 Bursar’s Christmas Drinks (12 Noon, New SCR)
19 Term ends
20 College closes for Christmas (re-opens 2 January 2014)

Selwyn Signal is produced bi-monthly. The next issue will be distributed during early January. If you would like to contribute an article or have any news to share with your colleagues, please send the details to Sue Barnes by 2 January.

Christmas Quiz Answers