

# The University of Cambridge

## Department of Physics

### The Cavendish Laboratory

Welcome to the Department. The Cavendish Laboratory has been the home of Physics research and teaching in the University since 1874. One hundred years after that, the Laboratory relocated from the centre of Cambridge to its present site at West Cambridge. Plans are currently being developed for the next set of buildings on the current site. The Physics of Medicine building is the first element of this programme. [Further information on the history of the Laboratory can be found on the Outreach website at <http://www-outreach.phy.cam.ac.uk/> ] Research activity is also carried out at the Lord's Bridge Observatory, just outside Cambridge. Cavendish scientists are involved in projects based overseas, at CERN, in Hawaii and New Mexico to name a few.

Currently, there are around 800 people who work full time at the Laboratory. This comprises about 65 University Teaching Officers (Lecturers, Senior Lecturers, Readers and Professors); 20 Academic-related Officers (senior administrators, computer officers and technical staff), 120 Support staff, 150 postdoctoral research staff and 290 postgraduate students. The balance comprises of people employed by the colleges, academic visitors, industrial collaborators and emeritus staff.

The Department of Physics is part of the Faculty of Physics and Chemistry which is a major element of the School of the Physical Sciences, one of the six academic Schools in the University. Broadly, the Faculty deals with academic matters and the School with resource allocation. The Department is led by the Head of Department who normally holds office for five years. There are two academic Deputy Heads of Department: one is responsible for finance and resources, and the other for teaching.

The research activity is organised into sectors, each comprising a number of research groups or teams. [A few research groups remain outside the sector structure.] Each sector appoints its own head and has its own administrative team, which interacts strongly with the Departmental administration. [See <http://www.phy.cam.ac.uk/research/>.]

Undergraduate teaching takes place under the umbrella of the Natural Sciences Tripos and is organised by the Department's Teaching Committee, chaired by the deputy head of department for teaching. Practical classes and lectures take place in the Department, apart from lectures for first and second year students ('1A' and '1B' in Cambridge terms) which take place in the centre of town. [See <http://www.phy.cam.ac.uk/teaching/>.]

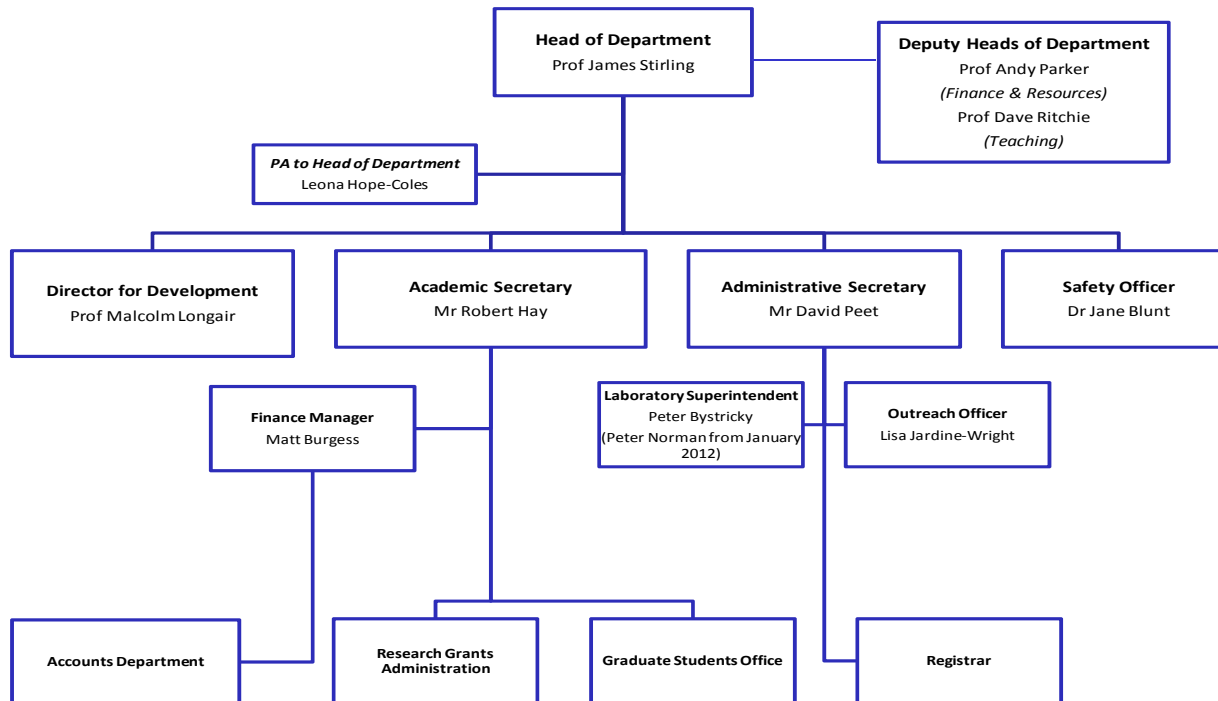
#### Departmental Management and Administration

Most of the detailed information regarding current activities is published on the Department's website: <http://www.phy.cam.ac.uk/> . For example, the Minutes of the various committees are published and there is a growing amount of information relating to administrative procedures and support services. New members of the Laboratory are encouraged to spend some time browsing the contents.



1. Senior management and administration

## Central Administration of the Laboratory



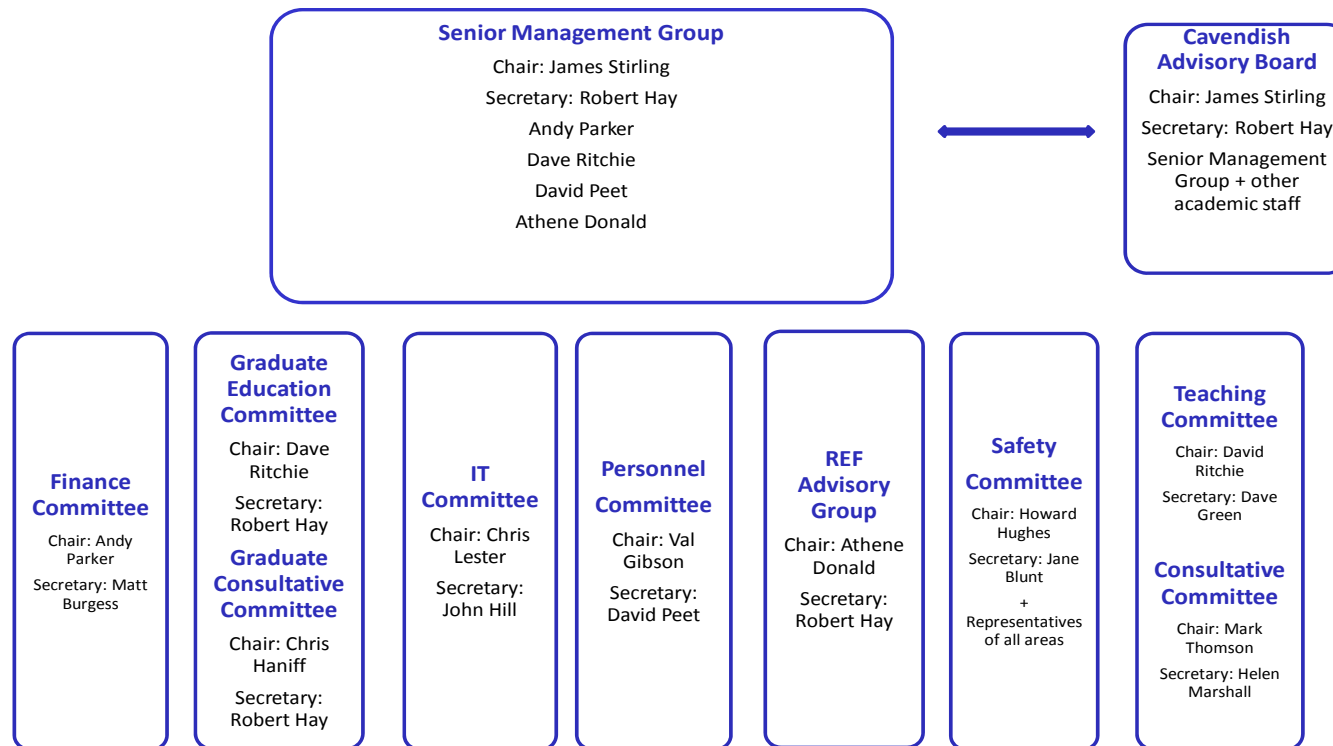
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## 2. Committee Structure

The main Committees report formally to the Advisory Board each year and via their Minutes. The terms of reference of the Committees and membership are published on the website.

[See <http://www.phy.cam.ac.uk/committees/>.]

### Departmental Committee Structure



October 2011

### 3. Development Programme

Professor Malcolm Longair co-ordinates and drives forward the whole-Laboratory Development Programme, including liaison with the University Development Office.

See <http://www.phy.cam.ac.uk/development/>

### 4. Administrative Roles and Responsibilities

Contact details are at <http://www.phy.cam.ac.uk/contact/>, at the front of the Cavendish List, or in the University Network Directory (copies in all Groups)

(Names in brackets indicate the principal staff responsible for each activity)

#### **The Academic Secretary of the Department – Mr Robert Hay** (PA Ms Alison Dann)

Resource allocation – the Departmental Resource Allocation Model

Research Grants – applications, contracts and administration (Research Grants Administrator - Ms Johanna Purser; Awards Administrator – Mr Joel Brand)

Research students – applications, admissions, funding (Graduate Students Secretary -Ms Dann)

Personnel matters relating to University Officers

Committees – Senior Management Group (Secretary); Cavendish Advisory Board (Secretary); REF Advisory Group (Secretary);

Finance Committee; Personnel Committee;

#### **The Finance Manager – Mr Matt Burgess**

Accounts and financial management

Budgets

Purchasing procedures

Committees – Advisory Board; Finance Committee (Secretary)

#### **The Administrative Secretary of the Department – Mr David Peet** (PA Ms Clare Dickinson)

Personnel matters relating to research and assistant staff (The Registrar - Ms Dickinson)

Laboratory Infrastructure – Buildings, security and technical support groups (The Laboratory Superintendent - Mr Peter Bystricky)

West Cambridge Catering (The Cavendish Canteen) (Mr David Dyson)

The Library (Ms Nevenka Huntic)

IT (Mr Richard Ordish (teaching and administration))

Outreach (Dr Lisa Jardine Wright)

Museum

Committees – Senior Management Group; Cavendish Advisory Board; Personnel Committee (Secretary); Research Staff Committee; Safety Committee

#### **The Safety Officer – Dr Jane Blunt**

All issues relating to safety

Committee: Safety Committee (Secretary)

#### **Computing and IT**

Computing needs are serviced at Group level. The Group Administrator will arrange computer accounts in consultation with the Group's Computer Officer. Some groups have their own dedicated staff: others use the services of the computing pool. Groups will have local rules regarding access, storage, etc. All software must be procured through the Group and installed with the full knowledge of Computer Officers. You will be required to sign the Department's or Group's Acceptable Use Policy. Computing and IT are co-ordinated through the Cavendish IT Committee.

## 5. Support Groups

Contact details are at <http://www.phy.cam.ac.uk/contact/> , <http://www.phy.cam.ac.uk/resources/>, at the front of the Cavendish List, or in the University Network Directory (copies in all Groups).

Some technicians and administrative staff are attached to research sectors or groups, but most are based within the central support areas. The Administrative Secretary of the Department is responsible for most of these, although those marked \* report via the Laboratory Superintendent.

The Laboratory Superintendent – Mr Peter Bystricky (Mr Peter Norman from January 2012)

Workshops\* (Link and Mott Buildings) – Mr Peter Norman – Head of Mechanical Engineering Services

Photography\* (Bragg building) - Mr Kelvin Fagan

Cryogenics\* (Mott building) - Mr Dan Cross

Stores\* (Bragg building) - Mr Charles Harpur

Maintenance\* – Mr Keith Matthews

Central services, cleaning\* - Mr David Rudderham

Reception (Bragg building) – Mrs Catherine Clifton

West Cambridge Catering (Canteen / Common Room) (Bragg building) - Mr David Dyson

Library (Bragg building) – Ms Nevenka Huntic

Electronics (Mott building) – Mr Chris Moss

[Administration – Mr Hay and Mr Peet; Accounts – Mr Burgess]

## 6. Communication channels

a) Website – see <http://www.phy.cam.ac.uk/>.

Most standing information is published on the Departmental website. This includes a Departmental Calendar of events, details of administrative procedures, health and safety matters and services available. The content is regularly updated.

b) E-mail.

All members of the Laboratory are included on the Cavendish e-mail list. Important matters are circulated to the whole list. Other matters may be notified by circulation to Group Administrators or computer officers as appropriate.

c) Noticeboards.

There is a variety of information posted on noticeboards in the Bragg building. Details of scientific events in Cambridge and beyond, and information relating to research grants are displayed on the first floor near the Committee Room and the Library. Outside the Main Stores on the ground floor are details about staff development courses and notices from the Head of Department and the Secretaries of the Department.

d) Staff meetings.

These are held for everyone each term. These are significant occasions for dissemination of information and discussion.

## 7. Health and Safety

The Department treats this subject very seriously. All newcomers to the Laboratory who are staying for more than a month are expected to attend a briefing meeting with the Safety Officer. See [www.phy.cam.ac.uk/hands](http://www.phy.cam.ac.uk/hands).

## 8. Educational Outreach

The Laboratory has an extensive outreach programme involving many people including undergraduate and postgraduate students, academic staff, technicians, researchers and administrators. The most high profile event is the annual Physics at Work exhibition in September. Dr Lisa Jardine-Wright runs the programme. Details are at <http://www-outreach.phy.cam.ac.uk/>

## 9. Teaching

Professor Ritchie is Deputy Head of Department for Teaching; Dr David Green is Secretary to the Teaching Committee. Mrs Helen Marshall runs the Teaching Office; Mr Harry Druiff is in charge of the technicians servicing the undergraduate classes. Details of the teaching programme are at <http://www.phy.cam.ac.uk/teaching/>

## 10. General Notes and Administrative matters

### Procedures

Further details on how various procedures work (what needs to be done by whom) are scheduled in the Administration Handbook, available in Groups.

**Official Hours of Opening and Closing** 8.30 am to 5.30 pm, Mondays to Fridays except during the closure periods at Christmas, Easter and the August Bank Holiday (see below).

### Emergencies

Your attention is drawn to the pink, green and yellow notices on action to be taken in event of an emergency and/or the need for first aid. Further information will be given to you at the Safety Induction Course.

Out of hours working Research Students, research staff and visitors may work in the Laboratory outside official opening hours on the understanding that they will:

- (a) use the Out-of-hours logging system: <http://lw1.cta.phy.private.cam.ac.uk/ooh/>
- (b) not undertake any work which might lead to accidents to themselves or others or endanger the Laboratory;
- (c) not conduct experiments involving the use of apparatus of any type without the prior approval of the Head of the Research Group concerned;
- (d) only use research apparatus if they have been approved to undertake such use by the appropriate person and have ensured that another person is within calling distance.

Safety legislation is applicable within the Laboratory, which includes the recognition of individual responsibility for negligence causing accidents or injury. Consequently, potentially hazardous experimental or constructional work after normal closing hours is not permitted.

**Laboratory Access** University cards may be programmed for entry outside normal hours by Mr. Peter Bystricky, the Laboratory Superintendent, upon authorization from the Administrative Secretary of the Department. Access rights vary for individuals according to their usual places(s) of work.

Please ensure that all doors are fully closed after entering and leaving. Do not allow anyone else in on your card. Losses should be reported to Mr Bystricky immediately. See above regarding use of the out-of-hours logging system.

The safe and efficient operation of the Laboratory requires that certain staff must have access to any space in the Laboratory at any time in pursuance of their duties. This paragraph sets out the principles which will normally apply.

The Head of Department delegates the management of space and of health and safety to the Secretaries of the Department and the Safety Officer, then down through others such as the Laboratory Superintendent. These senior staff, in the course of their duties, may enter, without notice any space at any time, where in their judgement this is necessary. They may also delegate such authority to others on either a routine basis or for a specific task. They may also be required to grant access to others from outside the Department such as other University staff, the Police, etc. Where a widespread survey of space is to be undertaken and wherever reasonably possible given the nature of the task, some notice will usually be given. This may not be possible in all circumstances.

Staff are reminded that personal goods are not covered by the University's insurance policy and should be kept secure at all times in lockers or pedestals. Confidential and sensitive documents should not be left unsecured, but locked in filing cabinets. Data records should comply with the Departmental Policy on Data Protection- see <http://www.phy.cam.ac.uk/admin/>

**Car Parking** There is an annual application round for permits in July/August each year. The parking scheme's criteria are based on need rather than 'seniority' or length of service. Only permit holders may park on site during the period 0700 – 1730, Monday – Friday. Cars are to be parked in the allocated car park and not in other places, such as on any access road (they are all fire routes). Cars must not be left on the site overnight in the owner's or driver's absence. The Laboratory cannot accept responsibility for the security of vehicles, including bicycles, parked on the site or for any damage that they may sustain. Anyone observing an incident causing damage to a bicycle or vehicle should report it to the Laboratory Superintendent. Car registration numbers should be given to Reception on arrival, and all changes notified to the Registrar. Motor cycles must be parked in the allocated areas and the same conditions apply (except there is no need for a permit). Hosts must book car parking spaces for their visitors at Reception.

**Closure** The Laboratory is closed between Christmas and New Year, over the Easter weekend and on the August Bank Holiday. Services may be limited on other public holidays. Closure arrangements are shown on notice boards in the Laboratory.

**Rayleigh Library** Information about the Library is at <http://www.phy.cam.ac.uk/library/> New members of the Department should, in their own interests, make themselves thoroughly familiar with this information, and in addition take the opportunity of introducing themselves to the Librarian (Room 225, Bragg Building). Payment for private use of the Library copier should be made to the Librarian. Economy is necessary when copying for Laboratory purposes. Your copying costs are charged to your Research Group.

**Cavendish Common Room** The Common Room provides coffee and tea between 10.30 am and 4.30 pm, and lunch between 12.30 pm and 1.45 pm. There are no restrictions on the use of the Common Room by guests, company representatives, day visitors, etc. Arrangements for special meals or functions should be made with the Manager, Mr. David Dyson, either directly or via your Research Group Administrator.

**Eating and Drinking** Eating and drinking are not permitted in workshops and laboratories. Drinking water should be taken only from taps marked "Drinking Water" as all other cold water taps contain recirculated water.

**Notice Boards** Notice Boards should be consulted regularly. Those by the Main Stores and outside the Library carry general information such as notices giving details of vacant posts, conferences, travel scholarships, meetings of discussion groups, special lectures, etc. Those mounted in prominent positions in each research group, apart from displaying a number of Laboratory notices, carry special notices of sectional interest, including arrangements for colloquia.

**Economy** Whilst the reasonable needs of students, research staff and visitors will be met, the funds available to the Laboratory are strictly limited. Every endeavour should therefore be made to economise in the use of services and stores. Do not waste electricity, gas or water, and do not draw excessive quantities of materials or stationery from

the central store or your Research Group store. The Secretary of your Research Group will explain the rules governing the issue of stores. Costs are charged to your Research Group.

**Telephones** Many of the rooms in the Laboratory are equipped with telephone extensions connected to the University VoIP system. Internal calls within the Laboratory and calls to other University departments and to most colleges via the University network may be made without charge. Full information is shown in the University Telephone Directory. Calls may be dialled direct from some extensions. Every effort should be made to limit the duration of official telephone calls. Private calls should be made from the coin boxes in the Mott Building (PCS corridor, ground floor), Bragg Building (reception hall) and Rutherford Building (Astrophysics hall, ground floor).

NOTE: Details of all calls made are automatically recorded by the system and the records studied in the Department. Special features of the computerised telephone service can be explained by Research Group Administrators. Costs are charged to your Research Group.

**Postal Arrangements** Private letters, properly stamped, may be posted in the private posting box in the main entrance of the Bragg Building. Letters intended for any address in the University (Departments, Central Offices, etc), for colleges and for certain business houses should be put unstamped in the post box marked 'University Messenger Service' in Reception. Mail sent on Laboratory business which requires franking should be handed to the Research Group Secretary who will mark it with the appropriate post class before passing it to the Post Room. Costs are charged to your Research Group. Post Office rules concerning packing and postal rates, particularly for overseas mail, are complex and therefore Group Administrators should be consulted in order to prevent difficulties arising in the Post Room. Private parcels, which will be charged, can be handed in to the Reception.

**Security** All authorised members of the Department are issued with a security badge holder on arrival; this should be worn at all times, showing the University card. All day visitors must report to Reception and obtain a Visitor's Badge. Strangers found in offices, laboratories or elsewhere in the building should be challenged or the Laboratory Superintendent contacted.

Only authorised members of the Department may be present in the laboratories between the hours when the Laboratory doors are officially closed (see first section above). Arrangements for other members of the University or visitors to be present between these hours require the approval of the Head of the Department or one of the Secretaries acting on his behalf. The police or security staff may challenge anyone on the premises outside normal hours. No animals are permitted. Children under 16 may only be admitted with the prior approval of the Administrative Secretary of the Department and must be kept under control.

Valuable Laboratory equipment (e.g. cameras, computers, calculators etc) should be locked away when not in use.

**Insurance** The University does not provide insurance cover for personal injury or for loss or damage of personal possessions, so individuals must make their own arrangements if they wish to. You are requested particularly not to leave money, wallets and handbags unattended in offices, laboratories or workshops. Cover is provided against action brought against the University and individuals by a third party claiming damages for injury or loss, but only if the individual is acting within the limits of their University responsibilities.

**Equality and Diversity, Dignity at Work** The University has laid down policies and procedures relating to harassment situations. It would be prudent for anyone suffering harassment to consult the Head of Department, the Secretary of the Department or the Laboratory Superintendent without undue delay. Anyone found to be harassing another person may be subject to disciplinary procedures in the University or to action under the relevant legislation. See <http://www.admin.cam.ac.uk/offices/hr/>

**Data Protection** The University has published policies on data protection. Please consult your Group Secretary or Administrator regarding Departmental arrangements. The Administrative Secretary of the Department is Data Protection Officer for the Department. See <http://www.phy.cam.ac.uk/admin/admin-cam->

[only/11\\_data\\_protection\\_software.php](#) .

**Overseas Travel** The Department holds an account with certain travel agencies which accept our official order forms. Heads of Research Groups, supervisors, Group Administrators or the Accounts Office should be consulted about travel arrangements and payments before a travel agency is approached.

**Smoking** This is not permitted anywhere in, or near the entrances to, the buildings at the Cavendish or on the site at Lord's Bridge. Outdoor bins for smokers are provided behind the Mott Building and the Workshop.

Last updated: 18 October 2011 (v11)