

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR NDM EXPERIMENTAL MEDICINE

As Head of the **NDM Experimental Medicine Division**, I am responsible for ensuring compliance with University Health and Safety Policy. My responsibilities are set out in the Annexe and I have delegated some of these responsibilities to others, as set out in Section 1.

1. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students, and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities. In particular, the responsibilities listed in the Annexe are delegated to supervisors for areas under their control.

As it is my duty to ensure adherence to the University's Health and Safety Policy, I instruct every employee with a supervisory role and the Departmental Safety Officer and the Area Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Departmental Safety Officer **Chris Groves** (and the Area Safety Officer **Dr. Graham Ross**) of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me and such employees and other persons as are affected. Deputising arrangements must be in accordance with University Policy.

The following employees have executive responsibility throughout the Department for ensuring compliance with the relevant part of University Safety Policy:

The Administrator **Jo Hovard** is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

The person responsible for the bulk storage of highly flammable and flammable liquids is **Chris Groves**

In the following parts of the department, the persons named below have executive authority for safety:

Room	Responsible Person	Office	Extension
Administration Offices	J Hovard	5801	x21320
Facilities	C Groves	5061	x22907
Flow Cytometry Facility	Dr. H Ferry	5605	
Modernising Microbiology	Professor D Crook	7709	x21226
Respiratory Medicine Unit	Professor Ian Pavord	7400B	
Translational Gastroenterology Unit	Professor Paul Klenerman	5802A	x22910

2. ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the Department. If any member of the Department does not take their advice, they should inform me. If they

discover danger that requires immediate action, they are authorised to take the necessary action and inform me subsequently.

Departmental safety officer (DSO)

Chris Groves is responsible for;

- Advising me on the measures needed to carry out the work of the Department without risks to health and safety
- Coordinating any safety advice given in the Department by specialist advisors and the University Safety Office
- Monitoring health and safety within the Department and reporting any breaches of the Health and Safety Policy to me
- Informing me and the Director of the University Safety Office if any significant new hazards are to be introduced to the Department.

The DSO's duties are described in University Policy Statement S1/01

To assist in this work, the Department has the following specialist advisors:

Area safety officers (ASO)

Dr Graham Ross have been appointed to support the DSO in his administrative, monitoring and advisory role.

Departmental Fire Officer

Chris Groves is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

Departmental Biological Safety Officer (BSO)

Chris Groves is responsible for advice on all matters relating to biological safety, and in particular on the implementation of University Policy Statement S5/09. The BSO's duties are described in University Policy Statement S5/09.

Departmental Safety Advisory Committee

In addition to the above arrangements I have set up a joint Departmental Safety Advisory Committee, whose functions are set out in University Policy Statement S2/01 and whose membership comprises both Experimental Medicine and Investigative Medicine working in the JR Laboratories which includes;

Head of Department	Professor Richard Cornall
Departmental Safety Officer	Chris Groves
Fire Officer	Chris Groves
Business Manager	Jo Hovard
Flow Cytometry Facility Representative	Dr Helen Ferry
Modernising Microbiology Representative	Samuel Lipworth
	Ali Vaughan
Respiratory Medicine Unit Representatives	Mona Bafadhel
	Tim Hinks
	Ian Pavord
Translational Gastroenterology Unit	James Chivenga
Representatives	Paul Klenerman
	Jack Satsangi
	Holm Uhlig

Student Representative
University Biological Safety Officer
Area Safety Officer

Ryan Hoyle
Tracey Mustoe
Graham Ross

The Committee's terms of reference are:

- **To secure the health, safety and welfare of all employees at places of work under the control of Experimental Medicine**
- **To protect students and other persons who are lawfully on the premises of Experimental Medicine against the risk to their health or safety which might arise out of activities in those places**
- **To maintain safe plant, machinery and equipment and a safe and healthy place to work.**

It will meet **quarterly, or as appropriate** and following each meeting minutes shall be deposited with the Business Manager and published on the departmental website.

Biological Safety & Genetic Modification Safety Committee

I have also set up a Biological Safety & Genetic Modification Safety Committee, whose functions are set out in University Policy Statement S5/09, and whose membership comprises

Head of Department/Representative
Biological Safety Officer
Business Manager
Modernising Microbiology Representative

Professor Richard Cornall
Chris Groves
Jo Hovard
Samuel Lipworth
Ali Vaughan
Mona Bafadhel
Tim Hinks
Ian Pavord
James Chivenga
Paul Klenerman
Jack Satsangi
Holm Uhlig
Tracey Mustoe
Graham Ross

Respiratory Medicine Unit Representatives

Translational Gastroenterology Unit
Representatives

University Biological Safety Officer
Area Safety Officers

The Committee's terms of reference are:

- **Protect staff, students, contractors and visitors from the hazardous effects of biological agents and toxins that are stored or handled within its laboratory and storage facilities;**
- **Reduce to an acceptable level the risk of release of biological and toxicological agents, including via the infection of staff, students, contractors or visitors;**
- **Conduct risk assessments and implement the required control measures;**
- **Comply with all legislation, other legal requirements, or recommended standards applicable to the biological and toxicological agents that will be handled, and with the requirements of any current or future biorisk standards;**
- **Ensure that the need for effective biorisk management shall supersede all other non-health and safety operational requirements;**
- **Communicate individual obligations with regard to biorisk to all staff, students and relevant third parties;**
- **Continually improve biorisk management performance through monitoring of activities and auditing of performance.**

It will meet during the DSAC and reviewing assessments will be done via email.

3. OTHER SAFETY FUNCTIONS

First aid

The following persons are responsible for first aid:

Chris Groves

Page Phillips – trained first aider

First aid facilities are located as follows:

In the labs, room 5800 and A&E on level 1 of the John Radcliffe Hospital

Accident and incident reporting

Chris Groves is responsible for keeping the accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are submitted through IRIS.

Display screen assessors

I have appointed the following people as Display Screen Assessors, and the number is sufficient to ensure no one has to assess more than 50 persons.

Chris Groves

Manual handling assessors

I have appointed the following people as Manual Handling Assessors

Chris Groves

Departmental laser supervisor (DLS)

Dr. Helen Ferry is responsible for advising the DSO on the use of laser systems and in particular for the implementation of University Policy Statement S2/09, which also outlines the other duties of a Departmental Laser Supervisor.

4. TRADES UNIONS AND APPOINTED SAFETY REPRESENTATIVES

University Policy Statement S2/04 sets out the arrangements for dealing with trade unions and their appointed safety representatives. Employees who wish to consult their safety representatives should contact the senior safety representative of the appropriate trade union.

UCU: <http://www.oxforducu.org.uk> ucu@ox.ac.uk

Unite/Amicus: <http://users.ox.ac.uk/~unite> unite@herald.ox.ac.uk

UNISON: <http://users.ox.ac.uk/~unison> unisonoxford@netscape.net

5. INDIVIDUAL RESPONSIBILITY

All Departmental employees, all students and all other persons entering onto the Department's premises or who are involved in Departmental activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of University Health and Safety Policy.

Individuals must

- a) Make sure that their work is carried out in accordance with University Safety Policy.
- b) Protect themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided.
- c) Protect themselves by properly wearing any personal protective equipment that is required.
- d) Obey all instructions emanating from the Head of Department in respect of health and safety.
- e) Warn me and the DSO/ASO **Chris Groves / Graham Ross** of any significant new hazards to be introduced to the department, or of newly identified significant risks found on the premises or in existing procedures.
- f) Ensure that their visitors, including contractors, have a named contact within the department with whom to liaise.
- g) Attend training where managers identify it as necessary for health and safety
- g) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- h) Report all fires, incidents, and accidents immediately to **Chris Groves**.
- i) Familiarise themselves with the location of fire fighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should

- a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
- b) Offer any advice and suggestions that they think may improve health and safety.
- c) Note that University Policy Statements are available on the web at <http://www.admin.ox.ac.uk/safety/policy-statements/> and in hard copy in room 5061.

6. SPECIFIC SIGNIFICANT RISKS

The following areas/activities have been identified as significant risks in this Department:

Cryogenic Facilities/Liquid Nitrogen

Local rules are covered within the Laboratory Safety Manual provided at induction and training must be completed with Laboratory Manager, **Chris Groves** or Assistant Lab Manager, **Karys Murrell** to access these facilities.

Risk Assessment Forms

Copies for risk assessment forms are available in the health and safety folders in all laboratories. Additional forms are available from the DSO, or may be obtained from the University Safety Office Website.

Head of Department **Professor Richard Cornall**

Date 18/10/2021

Annexe 1

It is my responsibility, as Head of *Experimental Medicine*, directly or through written delegation

1. To ensure adherence to the University's Health and Safety Policy and to ensure that sufficient resources are made available for this.
2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for students, contractors, and other visitors, and to strive for continuous improvements in performance.
3. To carry out general and specific risk assessments as required by health and safety legislation and University Safety Policy.
4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.
5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.
6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the University Safety Office, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.
7. To inform the University Safety Office before any significant hazards are introduced or when significant hazards are newly identified.