

STATEMENT OF HEALTH AND SAFETY

As Head of the Nuffield Department of Surgical Sciences, I am responsible for ensuring compliance with University Health and Safety Policy. My responsibilities are set out below and I have delegated some of these responsibilities to others as detailed below.

Dr Joke Snoeck	Business Manager	(Tel: 617122)
Dr Graham Ross	Divisional Safety Office	(Tel: 289543)
Mr Adam Lambert	Departmental Safety Officer/RPS	(Tel: 612282)
Mrs Jessica Doondeea	Laboratory and Facilities Manager/Fire Officer	(Tel: 612267)
Dr Joanna Hester	Senior Radiation Protection Supervisor	(Tel: 612290)

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 Annex 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 Adam Lambert to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Departmental Safety Officer, **Adam Lambert** and the Area Safety Officer, **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 Business Manager, **Joke Snoeck** 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 liquids and chemicals is **Jessica Doondeea**. Mrs Doondeea is also responsible for collecting unwanted chemicals for disposal via the Safety Office and/or the Area Safety Officer.

This document sets out the details of the arrangements for staff in the JR on level 5 and 6. Staff who are working in non-NDS buildings, will receive copies of the safety statement of the department who owns the building (see Annexes).

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

<u>ROOM NUMBER</u>	<u>AREA</u>	<u>PERSON IN CHARGE</u>
6602 & 6604	Laboratory	Jessica Doondeea
6606	Laboratory	Jessica Doondeea
6610	Cold Room	Jessica Doondeea
6607	Admin Office	Joke Snoeck
6810	Laboratory	Joanna Hester
6811	Freezer Area	Jessica Doondeea
6812	Washing Room	Jessica Doondeea
6814	PCR Room	Joanna Hester
6818	Laboratory	Joanna Hester
6822	Laboratory	Joanna Hester/Adam Lambert
6824	Laboratory	Joanna Hester
6400	Laboratory	Jessica Doondeea
6404	Laboratory	Adam Lambert
6406	Laboratory	Paul Johnson
6407	Laboratory	Jessica Doondeea
6501	Irradiator Room	Adam Lambert/Joanna Hester
Churchill Hospital	Islet Isolation facility	Stephen Hughes

These person are liaisons for all safety matters where staff members occupy non-NDS space:

Old Road Campus Research Building	Tarryn Ching
Botnar Research Centre	Damian Haywood
Cancer Centre – Churchill Hospital	Jane Niederer
Transplant Centre – Churchill Hospital	Sandrine Rendel
West Wing – JR	James Fitzgerald
NHSBT – QUOD	Letizia Lo Faro

I have appointed **Adam Lambert** and **Joanna Hester** as the senior radiation protection supervisors (SRPS) and they are directly responsible to me for the day to day coordination of radiation protection arrangements within the Department and supervision or work with ionising radiation, in accordance with the requirements of the Ionising Radiations Regulations 1999. The purpose of this supervision is to ensure compliance with the requirements of the Department’s local rules for work with ionising radiation and the University’s general radiation protection arrangements. The SRPS is also responsible for supervising the keeping and use of radioactive materials and the accumulation and disposal of radioactive waste, in accordance with the conditions of the University’s permits under the Environmental Permitting (England and Wales) Regulations 2010. This is a supervisory role and the SRPS has my authority to direct others.

I have appointed additional radiation protection supervisors (RPSs) where appropriate, to provide direct supervision of work with ionising radiation carried out in the Department. The RPSs will report to the SRPS on radiation protection matters.

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)

Adam Lambert 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 Officer (ASO)

Graham Ross is the Area Safety Officer appointed by the Medical Sciences Division. His role is to provide advice and to support the DSO in his administrative, monitoring and advisory role.

Departmental Fire Officer

Jessica Doondeea 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)

Joanna Hester 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 Departmental Safety Advisory Committee, whose functions are set out in University Policy Statement S2/01 and whose membership comprises

Adam Lambert (DSO/SRPS)
Joanna Hester (DBSO/SRPS)
Sandrine Rendel (Ploeg Group rep)

Jessica Doondeea (Fire Officer)
Stephen Hughes (Johnson Group rep)
TBC (West Wing)

Joke Snoeck (Business Manager)
Damian Haywood (Botnar)
Graham Ross (ASO)
Monica Dolton (Research Project Manager)
Helen Stark - TBC (Student representative)

Tarryn Ching (ORCRB)
Jane Niederer (Churchill)
Tracey Mustoe (Assistant BSO)

The Committee's terms of reference are;

1. To monitor the application of University Safety Policies in the Department;
2. To bring to the notice of the Department Safety Officer and the University Safety Officer problems arising in the work of the department; and
3. To disseminate information concerning University Safety Policies and legal requirements.

It will meet at least *once per term*.

Senior Radiation Protection Supervisors (SRPS)

Joanna Hester is responsible to me for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The SRPS is also responsible for ensuring compliance with the Radioactive Substances Acts 1993 and certificates granted under it. This is a supervisory role, the SRPS having the Head's authority to direct others.

It was decided that the day to day responsibility for staff training and dealing with the EPA/Safety office on practical matters should be passed to Joanna Hester so that work in the hot-lab is supervised by an individual directly involved in that work in order that questions from the EPA and or Safety Office relating to practical work can be dealt with by someone with accurate practical knowledge of the matter. Dr Hester has agreed to take on this responsibility. Routine monitoring of the hot lab will be carried out by Adam Lambert as Radiation Protection Supervisor (RPS). Dr Hester and Mr Lambert will thus be regarded as joint Radiation Protection Supervisors.

Mr Lambert and Dr Hester will be responsible for paperwork and record keeping. Both will also continue to be responsible for the Cs¹³⁷ irradiator ensuring compliance with current legislation, EPA and special branch recommendations. Any issues should be raised to Paul Kayente, University Radiation Protection Officer.

Genetic Modification Safety Committee

I have also set up a Genetic Modification Safety Committee, which shall meet as a subsection of the Health and Safety Advisory Committee, whose functions are set out in University Policy Statement S5/09 and whose membership comprises:

Joanna Hester (DBSO)
Adam Lambert (DSO)
Joke Snoeck (Management Representative)

Paul Johnson (Deputy BSO)*
Andrew Thompson (University BSO)* **Confirm?**

*Or nominated representative

The purpose of the Committee is to consider risk assessments for work with genetically modified organisms and to advise on departmental codes of practice. It will normally meet at least **annually**.

OTHER SAFETY FUNCTIONS

First Aid

The following persons are responsible for first aid:

Val Parke 612262 (Level 6 Admin office)

Paul Bateman (01865 8) 57210 (Islet facility)

Tarryn Ching (01865 6) 17126 (ORCRB)

TBC (Transplant Centre)

First aid facilities are located as follows:

<u>ROOM NUMBER</u>	<u>FIRST AID KIT</u>	<u>EYE WASH STATION</u>
6112		✓ (Outside glass-wash area)
6400	✓	
6404	✓	✓
6407	✓	✓
6602		✓
6604	✓	✓
6606	✓	
6607 (Admin office)	✓	
6801	✓ (outside in corridor)	✓
6810		✓
6814		✓
6818		✓
6822	✓	✓
6824		✓
Corridor outside 6607	✓	
Corridor outside 6802	✓	
Level 5 Interaction room	✓	
Transplant Centre (Churchill)	✓	
OCDEM (Churchill)	✓	
ORCRB	✓	
Botnar	✓	

Accident and incident reporting

Jessica Doondeea is responsible for keeping the accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office, until the new Incident Reporting and Investigation System (IRIS) has been implemented.

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.

Lisa Hughes (20302) (DSE Co-ordinator and DSE Assessor)

Gemma Climie (20532) (DSE Co-ordinator and DSE Assessor)

Manual Handling Assessors

I have appointed the following people as Manual Handling Assessors:

Adam Lambert

Liquid Nitrogen

I have appointed **Jessica Doondeea** to be responsible for advising on the use of liquid nitrogen (policy attached) and for the alarm systems in the liquid nitrogen room. However, it is the responsibility of supervisors to ensure that people in their group are trained in the safe handling of liquid nitrogen for experimental procedures.

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>

Unite (was Amicus): <http://users.ox.ac.uk/~unite>

UNISON: <https://branches.unison.org.uk/branch/oxford-university-colleges/>

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 (*Joke Snoeck/Adam Lambert and 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
- (h) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- (i) Report all fires, incidents, and accidents immediately to Jessica Doondeea, Joke Snoeck and Adam Lambert.

- (j) 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 6603.

SPECIFIC SIGNIFICANT RISKS

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

Laboratory Animal Allergens – individuals must take notice of health screening and surveillance organized by the University Occupational Health Department and wear approved RPE when indicated to do so in the BMSU

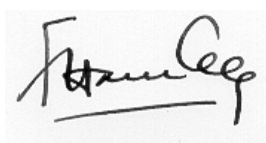
Cell Irradiator - See **Joanna Hester** for training in the use of these facilities.

Isotope Suite - See **Joanna Hester** for training in the use of these facilities.

Disinfection and Waste Disposal

Person responsible for issuing guidance to the department on disinfection and waste disposal: **Jessica Doondeea**

Head of Department (Sign):



Head of Department (Print Name): **Professor Freddie Hamdy**

Date: December 2019

ANNEX

It is my responsibility, as Head of the Nuffield Department of Surgical Sciences, 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.