

## **Statement of Health and Safety Organisation for the Nuffield Department of Surgical Sciences**

As Head of Department (HoD) I am responsible for the health and safety of staff, students and visitors in all areas under their control, and are responsible for ensuring compliance with relevant legislation and application of University safety policy in those areas. My responsibilities are detailed in the Annexe and I have delegated some of these responsibilities to others, as set out in Section 1.

The Nuffield Department of Surgical Sciences (NDS) is comprised of approximately 200 staff and students, we occupy areas in a number of buildings The John Radcliffe Hospital, The Botnar, The Old Road Campus Research building, NHSBT, The Churchill Hospital, The Oxford Centre for Diabetes, Endocrinology and Metabolism, The Transplant Centre, Radiobiology Research Institute (RRI) and The Institute of Regenerative and Developmental Medicine (IDRM).

### **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 or Divisional Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Departmental Safety Officer and the Area or Divisional Safety Officer 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:

Head of Administration and Finance	Joke Snoeck
Area/Divisional Safety Officer	Amanda Anderson
Departmental Safety Officer, RPS	Adam Lambert
Departmental Fire Officer, Deputy DSO, RPS	Jessica Doondeea
Biological Safety Officer, SRPS	Joanna Hester
Laser Safety Officer	Hisashi Hashimoto

## Radiation

In line with University Policy Statement S1/12, I have appointed **Joanna Hester** as the senior radiation protection supervisor (SRPS) and she is 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 2017. 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 2016. Responsibilities also extend, where relevant, to the conveyance of radioactive (Class 7) Dangerous Goods as per the Carriage of Dangerous Goods and Transportable Pressure Equipment Regulations 2009 (as amended) (CDG'09, and the Nuclear Safeguards Regulations 2019. This is a supervisory role and the SRPS has my authority to direct others. I have appointed additional radiation protection supervisors (RPSs) **Adam Lambert and Jessica Doondeea** 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.

Radiation Protection Committee meetings will be conducted as and when required, whose functions are set out in University Policy Statement S1/12. Matters can be brought to the termly Department Safety Advisory Committee.

## **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) **Adam Lambert** and Deputy DSO **Jessica Doondeea** are 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) **Amanda Anderson** has been appointed to support the DSO in their 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. Fire wardens in the department include **Joke Snoeck, Dimitrios Doultinos, Adam Lambert, Audrey Au Yong and Kerry Clare**.

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:

Joke Snoeck	Chair, Head of Administration and Finance
Amanda Anderson	Divisional Safety Officer
Tracey Mustoe	University Biological Safety Officer
Adam Lambert	Department Safety Officer
Joanna Hester	Biological Safety Officer
Jessica Doondeea	Fire Officer
Hisashi Hashimoto	Laser Safety Officer
Monica Dolton	Designated Individual Human Tissue Act
Alex Green	West Wing, John Radcliffe
Jane Niederer	Churchill Hospital, Cancer Centre
Megan Bradbury	Student representative
Scott Collins	Old Road Campus Research Building
Leticia Le Faro	QUOD, NHSBT
Rebecca Spiers	OCDEM

Amy Taylor	Botnar Research Centre
Philippa Wren	Churchill Hospital, Transplant
Jinseon Kim	Radiobiology Research Institute, Churchill Hospital
Sarah Cross	QUOD, NHSBT

The Committee's terms of reference are:

- To discuss all matters of health and safety, ensuring members of the department are working in safe conditions.
- To follow and implement University policies and other legal compliance authorities.
- To provide support, advice and guidance to the department.
- To identify any health and safety matters that need action to be resolved.
- To disseminate information to the rest of the department.

It will meet termly.

#### Genetic Modification Safety Committee

I have also set up a Genetic Modification Safety Committee, whose functions are set out in University Policy Statement S5/09 and whose membership comprises **Tracey Mustoe, Joanna Hester, Joke Snoeck, Adam Lambert and Jessica Doondeea**. The Committee's terms of reference are:

- To ensure compliance with all relevant legislation, and with any additional requirements of the University of Oxford.
- To consider risk assessments for work with genetically modified organisms and advise.
- To take appropriate measures to ensure that all relevant persons are made aware of any hazards associated with the biological agents encountered during the course of their work and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons who might be affected by their work, as low as reasonably achievable.

It will meet when required and matters can be brought to the termly Department Safety Advisory Committee.

### **3. Other Safety Functions**

**Jessica Doondeea** is responsible for providing first aid provisions. The following persons are trained first aiders in the department: **Jessica Doondeea, Valerie Parke, Louise King, Joanna Lysakowska, Evie Kite, Kate Hutton and Alice Guazzelli**. **Zoe Uttley is trained in emergency first aid at work.**

First aid facilities in the John Radcliffe Hospital are located on level 6 in the TRIG corridor shelf, Finance Office, Lab 6606, Lab 6822 (Hot Lab) and the Level 5 office area.

Accident and incident reporting can be raised by anyone in the department via the University Safety Office website, Incident Reporting and Investigation System (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. **Lisa Bjork, Shelley Hammond, Claire Wheeler and Maisie Coolman.**

Manual handling assessors I have appointed the following people as Manual Handling Assessors: **Adam Lambert.**

Departmental laser supervisor (DLS) **Hisashi Hashimoto** is responsible for advising the DSO on the use of laser systems and in particular for the implementation of University Policy Statement S2/24, which also outlines the other duties of a Departmental Laser Supervisor.

The HoD is the Duty Holder and assume overall responsibility, I have appointed **Jessica Doondeea** to supervise and monitor areas containing asbestos that the department occupy. Working together with the Safety Office, Estates Compliance Team and the Oxford University Hospitals NHS Trust as per policy S1/22. Staff will be notified at induction not to disturb asbestos if present and if exposed will be referred to Occupational Health.

#### **4. Trade Unions and Appointed Safety Representatives**

University Policy Statement S2/13 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. Page 6 of 8 Statement of Safety Organisation June 2023.

- e) Warn me and the DSO/Area or DivSO **Adam Lambert and Amanda Anderson** 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 **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.
- k) 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.
- l) Offer any advice and suggestions that they think may improve health and safety.
- m) Note that University Policy Statements are available on the web at <https://safety.admin.ox.ac.uk/topics>

## 5. Specific Significant Risks

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

- Radiation
- Chemicals – including acids and flammables
- Biohazards
- Compressed gas
- Human tissue
- Field work
- Liquid nitrogen
- Lone working
- Electrical safety
- VDU use
- Manual handling
- Slips, trips and falls
- Lasers
- Asbestos

A comprehensive summary of hazards and risks in the department can be found in the supporting document: NDS Departmental Risk Assessment.

## Annexe 1

It is my responsibility, as Head of **The Nuffield Department of Surgical Sciences**, directly or through written delegation 1. 2. 3. 4. 5. 6. 7.

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.

### Head of Department have the following duties:

#### Organisation of Safety

- Ensure a statement of safety organisation is in place, covering all areas of the department and naming individuals with executive (e.g. risk owners) and advisory functions.
- Appoint competent departmental safety officers, and other specialist advisors, as determined by completing the departmental statement of safety organisation.
- Ensure those individuals are fully aware of their roles and responsibilities.
- Ensure that where an individual has both advisory and executive functions, the distinction between these roles is fully understood by them and by other members of the department.
- Ensure that those with departmental safety roles or responsibilities are granted sufficient time and resources to function effectively and are provided with adequate training to fulfil their role.
- Establish arrangements for reviewing that those roles are satisfactorily performed.
- Ensure that suitable arrangements are in place to cover activities or premises shared with other departments or organisations, and recorded in departmental statements of safety organisation or service level agreements.

#### Safety advisory committees

- Establish a departmental safety committee as a forum for discussions on health and safety matters, and for the development of departmental rules and procedures that implement University safety policy at a local level (note in the case of smaller departments, it will usually be more appropriate to include health and safety as a standard item on the agenda of departmental meetings, rather than set up a separate committee).
- Chair the safety advisory committee, or nominate a management representative to chair the meeting, in order to maintain a link between the safety advisory and departmental meetings.

#### Training and supervision

- Ensure that suitable and timely induction training is provided for staff, students and visitors, and records are kept of such training.
- Ensure that ongoing instruction, information and training is provided for staff, students and visitors to ensure they are competent to safely undertake their activities with appropriate record keeping maintained.

#### Risk assessment

- Ensure that systems are in place to make individuals aware of the foreseeable hazards that may be encountered during their work, to prepare suitable and sufficient risk assessments and devise and implement control measures.
- Ensure risk assessments are regularly reviewed and updated, with documented evidence of that review.
- Ensure that any high-risk areas of the department or high-risk activities are identified.
- Notify the division and Safety Office (via [enquiries@safety.ox.ac.uk](mailto:enquiries@safety.ox.ac.uk)) before any significant new hazards are introduced or when significant new hazards are identified.
- Integrate health and safety into the department's business decisions and ensure that health and safety implications are considered in all new research proposals.
- Consider 'end of life' disposal costs of equipment or materials and any additional resources needed for the safe handover of premises to Estates Services or to contractors.

#### Monitoring and review

- Ensure everyone is aware of the need to report accidents, incidents and near misses using the University Incident Reporting and Investigation System (IRIS).
- Ensure the Safety Office is immediately notified of a fatality, specified injury or dangerous occurrence.
- Ensure a suitable investigation is undertaken for all accidents, incidents and near misses as per the University policy statement on accident and incident reporting.



- Ensure safety inspections are carried out in accordance with University policy and that there are mechanisms for reporting and following up deficiencies or corrective actions.
- Ensure that the recommendations from internal and external safety inspections, audits, or reviews are implemented effectively and in a timely way.
- Complete and submit the self-assurance exercise on health and safety performance, when requested, for access by the division and the Safety Office.
- Ensure adequate resources are made available for the statutory inspection, and safety related repair and maintenance of departmental equipment.
- Ensure that University policies relating to the security of pathogens and toxins, chemical weapons, radioactive and genetically modified materials are fully implemented and that requisite returns and declarations are made to the Safety Office.
- Ensure effective arrangements are in place to control the acquisition of those materials and to manage their secure storage, authorised use and final disposal.
- Take immediate action to suspend or stop any work activity where there is a serious or imminent danger.

## **Annexe 2**

### Duties of Departmental Safety Officers

The head of each department is responsible, as far as is reasonably practicable, for the safety of all members of staff, students and visitors within areas under his/her control. The head is also responsible for safe working conditions for staff and students undergoing field courses and the like, which are held under the aegis of the department, but are away from normal departmental premises. Heads must also satisfy themselves that there are safe working conditions and procedures at other institutions where staff and students are working.

The head of department must appoint a departmental safety officer to advise him/her on how to implement the University's health and safety policies and the departmental health and safety rules.

The role of the departmental safety officer is advisory and does not carry executive responsibility for health and safety within the department.

The role of the departmental safety officer (with the assistance of the area safety officer, where appointed) is on behalf of the head of department and where reasonably practicable:

- 1 to ensure that the departmental statement of safety organisation is reviewed annually, revised where appropriate and a copy provided for the University Safety Office;
- 2 to oversee that appropriate risk assessments have been prepared by supervisors and others; where a need for health surveillance and / or immunisations has been identified,

- to ensure that the University Occupational Health Service has been notified;
- 3 to carry out annual health and safety inspections of the department and to report findings to the head of department and the University Safety Office; where relevant, the Safety Office will report these findings to the University Occupational Health Service;
  - 4 to monitor the working environment within the department and report unsatisfactory conditions to the head of department;
  - 5 to give advice to members of staff and students on safe working procedures and practices and to arrange health and safety training to an adequate level;
  - 6 to monitor compliance with departmental health and safety rules and University policy relating to health and safety and to advise the head of department where his/her advice is not accepted;
  - 7 to receive notification via the head of department of potentially unsafe and unhealthy conditions and working practices, or other suggestions for improvement, from trade union appointed safety representatives; and to advise the head of department on the necessary steps for resolution of such matters;
  - 8 to receive and act upon representations with regard to health and safety made by any member of the department;
  - 9 to ensure that necessary accident and incident reports are made to the University Safety Office, and to ensure that cases of suspected occupationally related ill health are reported to the University Occupational Health Service;
  - 10 to act as a focal point for those in the department giving specialist safety advice, eg electrical safety supervisors, fire officers;
  - 11 to maintain liaison with the University Safety Office and the University Occupational Health Service.

Departmental safety officers are recommended to seek the advice and assistance of the University Safety Office and the University Occupational Health Service in the exercise of their functions.

Heads of departments may wish to give the departmental safety officer authority to take action in exceptional circumstances where he/she discovers what in his/her view is a dangerous practice requiring immediate attention, reporting the situation to the head of department as soon as possible.

Academic staff undertaking an appointment as departmental safety officer should be allowed some remission from other departmental duties.

## Location NDS Level 6, John Radcliffe Hospital



## References

[Health and Safety at Work etc. Act 1974](#)

Oxford University Policy statement S1/24 – Health and Safety Management Responsibilities

Oxford University Policy Statement S1/12 – Management of work with ionising radiation

Oxford University Policy Statement S1/01 – Duties of Departmental Safety Officers

Oxford University Policy Statement S5/09 – Bio risk management

Oxford University Policy Statement S2/24 - Laser Safety

Oxford University Policy Statement S2/13 – Safety Representatives

NDS Departmental Risk Assessment 2025

Signed by the Head of Department

Prof. Freddie Hamdy