

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR

The University Department of Paediatrics

(for areas **other** than those embedded in WIMM, Peter Medawar Building, Richards Building and the Centre for Clinical Vaccinology and Tropical Medical {including Southern Central Children's studies staff} which are covered by separate statements)

As Head of the Department of Paediatrics, 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 **Mary Deadman**, ext. (2)22792, and the Area Safety Officer, **Graham Ross**, Ext. (2)22789, 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 **Alex Holmes**, Ext (2)34223, is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

I have not appointed a senior radiation protection supervisor (SRPS) as the area this Statement covers is predominantly office space and no radioactivity is used. The staff embedded in the areas stated at the top of this document are covered by the SRPS's within their embedded locations.

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)

Mary Deadman, Ext. (2)22792 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, Ext. (2)22789, has been appointed to support the DSO in his/her administrative, monitoring and advisory role.

Departmental fire officer

Sarah Jones Ext. (2)26956, 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)

Mary Deadman, Ext. (2)22792 is responsible for advice on all matters relating to biological safety and in particular on the implementation of University Policy Statement S5/09, but again the area this Statement covers is predominantly office space where no biological material is used. The BSO's duties are described in University Policy Statement S5/09. Mary can provide advice to members of the Department from the embedded areas if required.

Claire Jones, Ext. 611332 at the Oxford Vaccine Group (CCVTM) is the deputy BSO (DBSO).

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

Georg Holländer (Head of Department)
Graham Ross (Area Safety Officer)
Claire Jones (Deputy BSO)
Mary Deadman (DSO)
Alex Holmes (Departmental Administrator)
Christina Dold (CCVTM member and CL3 supervisor)
Sarah Jones (Deputy Administrator)
Amna Malik (Peter Medawar member)

The purpose of the Committee is:

- 1) to review safety procedures in place in the department and to advise staff of new directives from the Safety Office.
- 2) to incorporate the duties of the Departmental Radiation Protection Committee.
- 3) to review risk assessments for genetic modification work.

It will meet at least bi-annually.

3. OTHER SAFETY FUNCTIONS

First aid

The following persons are responsible for first aid:

First Aiders:

Dr Peter Sullivan	Children's Hospital	Ext. 34220
Alex Holmes	Children's Hospital	Ext. 34223

First aid facilities are located in Room 02-46-03, Level 2, Children's Hospital .

Accident and incident reporting

Alex Holmes 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 kept in Room 02-46-03, Level 2, Children's Hospital.

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. Online self-assessment and training through the University is recommended (<https://dse.oucs.ox.ac.uk/>). Individuals must have a valid University card and have an active "Webauth-Single Sign-On Account".

Sarah Jones – Children's Hospital
Amber Thompson –CCVTM
Melanie Carr –CCVTM
Anna Szigeti- CCVTM
Elizabeth Salter –CCVTM-coordinator

Manual handling assessors

I have appointed the following people as Manual Handling Assessors

Mary Deadman
Jade Fellows
Gretchen Meddaugh

Departmental laser supervisor (DLS)

The area covered by this Statement does not have any laser equipment above Class 1 but **Mary Deadman** is responsible for advising 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>
Unite (was Amicus): <http://users.ox.ac.uk/~unite>
UNISON: <http://users.ox.ac.uk/~unison>

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 **Mary Deadman/ 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 **Alex Holmes**, Ext.(2)34223.
- (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 Room 02-46-03, Level 2, Children's Hospital.

6. SPECIFIC SIGNIFICANT RISKS

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

- Laboratory Animal Allergy: Follow Bio-Medical Services Guidance
- Held in the CCVTM but covered by the CCVTM Statement and returns
Containment Level 3: *Salmonella typhi*, *Salmonella paratyphi*, *Shigella dysenteriae*, *Shigella flexneri*, *Mycobacterium tuberculosis*
Containment Level 2: *Neisseria meningitidis*, *Respiratory syncytial virus*, *Ascaris suum*
Containment Level 1: *Escherichia coli*

Head of Department: signed.



date

25.10.2016

Head of Department

Prof. Georg Holländer
Head of Department
Department of Paediatrics
University of Oxford

ANNEX

It is my responsibility, as Head of **Department of Paediatrics**, 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.