

## STATEMENT OF HEALTH AND SAFETY ORGANISATION 2017

### *Incorporating:*

- The Division of Cardiovascular Medicine, Level 2, John Radcliffe Hospital (CVM-JR)
- The Division of Cardiovascular Medicine, Levels 5 and 6, West Wing, John Radcliffe Hospital (CVM-WW)
- The Oxford Centre for Clinical Magnetic Resonance Research (OCMR), Level 0, John Radcliffe Hospital (CVM-OCMR)
- The Cardiovascular Clinical Research Facility, Level 1, John Radcliffe Hospital (CVM-CCRF)
- The Division of Cardiovascular Medicine at the Wellcome Centre for Human Genetics (WCHG), Old Road Campus (CVM-WCHG)
- The Radcliffe Department of Medicine (RDM) central administration team, Level 6, West Wing, John Radcliffe Hospital (RDM-Strategic)
- RDM Experimental Therapeutics, Level 4, John Radcliffe Hospital (RDM-ET)

As CVM-JR, CVM-WW and CVM-CCRF occupy buildings belonging to the Oxford Radcliffe Trust, safety matters relating to the premises themselves and to fire and waste-disposal, will follow the Trust Safety Policy. All NHS employees working in the Division will be registered with the Trust's Occupational Health Service. All other safety issues will be dealt with under University Safety Policy.

As CVM-OCMR, is a University Building, all safety issues, with the exception of fire safety, will be dealt with under University Safety Policy. Fire safety will follow Trust Safety Policy. Any NHS employees working in OCMR will be registered with the Trust's Occupational Health Service.

The WCHG assumes responsibility for compliance with Health and Safety Policy, concerning CVM staff, students and visitors working at this site (CVM-WCHG). All relevant sections of the WCHG Statement of Health and Safety Organisation apply to CVM staff, students and visitors. Dr James Brown acts as the first point of contact for all safety matters at the WCHG.

The West Wing Management Committee assumes responsibility for compliance with Health and Safety Policy, concerning departmental staff, students and visitors working at this site (CVM-WW).

As RDM-Strategic share office space with CVM-WW and RDM-ET share laboratory space with CVM-WW, the Division of Cardiovascular Medicine assumes responsibility for their compliance with Health and Safety Policy.

As Head of the Division of Cardiovascular Medicine, I am responsible for ensuring compliance with the University Health and Safety Policy.

My responsibilities are set out in the Annex. I have delegated some parts of these responsibilities to others and this document describes these and also describes the advisory arrangements within the Division at the John Radcliffe site (CVM-JR, CVM-WW, CVM-OCMR, CVM-CCRF, RDM-Strategic and RDM-ET).

I have appointed **Dr James Brown** as Departmental Safety Officer (DSO) responsible for monitoring and advising me on the measures needed to carry out the work of the Division without risks to health and safety at these sites.

## **1 EXECUTIVE RESPONSIBILITY FOR SAFETY**

Every employee with a supervisory role is responsible for ensuring, in accordance with the law, the health and safety of staff, students and other persons in their area of responsibility and also anyone who may be affected by their work activities. In particular, the responsibilities listed in the Annex (Sections A, B, C, D, E, F and G) are delegated to such persons for their areas.

In the areas listed below, the persons named have overall executive authority for safety.

### **CVM-JR, CVM-WW, RDM-Strategic**

JR2 Level 2 [Rooms 2C401, 2C402 & 2538], WW Levels 5 (Labs) & 6 (Offices) – **Mr Philip Townsend**

### **CVM-OCMR**

The OCMR has appointed a local safety officer – **Mrs Jane Francis**, (Division of Cardiovascular Medicine) and Safety Committee which will liaise and report to the DSO. Mrs Francis will attend the department's annual safety meeting and report to this meeting.

### **CVM-CCRF**

The CCRF has appointed a local safety officer – **Mrs Sarah (Polly) Whitworth**, (Division of Cardiovascular Medicine, RDM) and the Safety Committee will liaise and report to the DSO. Mrs Whitworth will attend the division's annual safety meeting and report to this meeting.

### **CVM-WCHG**

Labs 3N, 4N, BMRU and CVM office areas – **Dr James Brown**

### **RDM-ET**

JR2 Level 4 [Rooms 4403, 4403A, 4405, 4501A and 4501B] - **Mr Philip Townsend**

All those with executive responsibility should notify me, Dr James Brown (DSO), Mr Philip Townsend (DSO2) and Dr Graham Ross (Medical Sciences Divisional Safety Officer, John Radcliffe) of any planned, new or newly identified significant hazards in their areas and also of those control measures needed to avert any risks involved.

As it is my duty to ensure adherence to the University Health and Safety Policy, I instruct every employee with a supervisory role, Dr James Brown, Mr Philip Townsend and Dr Graham Ross to report to me any breach of the Policy.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods (e.g. more than a week), adequate substitution is already in place in the form of Laboratory Managers (CVM-WW & CVM-WCHG), Operations Managers (CVM-CCRF & CVM-OCMR) and senior postdoctoral researchers (all areas).

The Administrator (**Mrs Heidi Crook**), with support from the Laboratory Managers (**Dr James Brown** and **Mr Philip Townsend**), is responsible for making arrangements for visitors (including contractors). This will involve carrying out suitable risk assessments as appropriate.

## 2 ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the Department. If their advice is not taken by any member of the Department, I must be informed. If they discover danger, which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

### 2.1 DEPARTMENTAL SAFETY OFFICER (DSO)

**Dr James Brown** (Deputy **Mr Philip Townsend**, DSO2) is responsible for advising me on the measures needed to carry out the work of the Division without risks to health and safety; coordinating any safety advice given in the Division by specialist advisors and the University Safety Office; monitoring health and safety within the Division and reporting any breaches of the Health and Safety Policy to me. The DSO must inform the Director of Health and Safety Services if any significant new hazards are to be introduced.

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

### 2.2 CVM-OCMR LOCAL SAFETY OFFICER

**Mrs Jane Francis** (Deputy **Mrs Sharon Dash**) is responsible for advising the DSO on the measures needed to carry out the work of the OCMR without risks to health and safety; coordinating any safety advice given in the OCMR by specialist advisors and the University Safety Office; monitoring health and safety within the OCMR and reporting any breaches of the Health and Safety Policy to me. The DSO must inform the Director of Health and Safety Services if any significant new hazards are to be introduced.

In addition to the above arrangements I have set up an OCMR Safety Committee whose membership comprises:

**Stefan Neubauer** – Head of department

**Jane Francis** - Radiographers

**Kathryn Lacey** - Operations

**Cathy Krasopolous** – Nursing staff

**Aaron Hess** – Physics

**Saul Myerson** – Clinical

### 2.3 CVM-CCRF LOCAL SAFETY OFFICER

**Mrs Polly Whitworth** is responsible for advising the DSO on the measures needed to carry out the work of the CCRF without risks to health and safety; coordinating any safety advice given in the CCRF by specialist advisors and the University Safety Office; monitoring health and safety within the CCRF and reporting any breaches of the Health and Safety Policy to me. The DSO must inform the Director of Health and Safety Services if any significant new hazards are to be introduced.

## **2.4 MEDICAL SCIENCES DIVISIONAL SAFETY OFFICERS**

The following have been appointed as Medical Sciences Divisional Safety Officers and will support the DSO and DSO2 in their administrative, monitoring and advisory duties.

**Dr Graham Ross**

**Dr Julie Hamilton**

**Ms Eleanor Booth-Davey**

## **2.5 DIVISIONAL FIRE OFFICER (CVM-JR)**

**Mrs Polly Whitworth** is responsible for advice to the DSO on all matters relating to fire precautions and prevention to ensure compliance with the University Health and Safety Policy. CVM-OCMR follows the Trust Policy with respect to Fire Safety with **Mrs Kathryn Lacey** acting as Fire Safety Officer. CVM-WW follows the West Wing policy and CVM-WCHG follows the WCHG policy with respect to Fire Safety.

## **2.6 DIVISIONAL BIOLOGICAL SAFETY OFFICER (DBSO)**

**Dr Charles Redwood (Deputy Mr Phil Townsend)** is responsible for advice on all matters relating to biological safety. Specific duties of Biological Safety Officers are described in University Policy Statement S5/09.

Risk assessments for work involving genetic modification or biological risks in CVM-WW are assessed and approved by the West Wing Genetic Modification and Biological Safety Committee (CVM representative Mr Philip Townsend). Similarly, such work undertaken at CVM-WCHG is assessed and approved by the WCHG Genetic Modification and Biological Safety Committee (CVM representatives Dr James Brown and Mr Graham Davies). Where required (for Class 2/3/4 work), risk assessments are forwarded *via* the University Biological Safety Officer(s) to the HSE for further approval.

## **2.7 RADIATION PROTECTION**

**Dr James Brown** acts as Radiation Protection Supervisor for CVM-WCHG, reporting to the WCHG Senior Radiation Protection Supervisor. No radiation work is undertaken in CVM-CCRF, CVM-OCMR or CVM-WW.

## **2.8 DISPLAY SCREEN ASSESSORS**

**Mrs Heidi Crook, Dr James Brown, Mrs Sharon Dash and Mr Phil Townsend** have been appointed as Display Screen Assessors.

## 2.9 CVM SAFETY ADVISORY COMMITTEE

In addition to the above arrangements I have set up a Safety Advisory Committee (SAC). The members are:

**Professor S Neubauer** (or his representative)

**Dr James Brown** (DSO)

**Mrs Heidi Crook** (Administrator)

**Mrs Jane Francis** (OCMR Safety Officer, First Aider)

**Mrs Kathryn Lacey** (OCMR Operations Manager)

**Dr Charles Redwood** (DBSO)

**Dr Nancy Spagou** (CCRF Operations Manager)

**Mr Phil Townsend** (DSO2, DBSO2, DSA)

**Mrs Polly Whitworth** (CCRF Safety Officer, Fire Officer, staff representative)

The purpose of the SAC is to discuss safety at the divisional level. The SAC will review the implementation of new University health and safety policies and review accident/incident reports forwarded to the Safety Office. Other matters for discussion include the results of divisional inspections and prior consideration of the introduction of new and significant risks. The agenda and papers should be forwarded to the University Safety Office, who must also receive minutes of the committees or discussion forums. It will meet once a year or as required.

Safety matters relating to the building for the OCMR are dealt with by their Safety Committee. Safety matters relating to CVM-WCHG staff, students and visitors are dealt with by the WCHG Safety Committee.

## 3 TRADE UNIONS AND APPOINTED SAFETY REPRESENTATIVES

Employees in this Division 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 <http://users.ox.ac.uk/~unite>

UNISON <http://users.ox.ac.uk/~unison>

## 4 OTHER FUNCTIONS

The following persons are responsible for first aid for CVM,

CVM-WW: Mrs Heidi Crook

CVM-OCMR: Dr Saul Myerson and Mrs Sharon Dash. First aid boxes are located in the Large Clinical Room, and the kitchen.

CVM-CCRF: Mrs Polly Whitworth

CVM-WCHG: Dr James Brown, Mrs Debra McAndrew plus other WCHG staff

## 5 INDIVIDUAL RESPONSIBILITY

All Divisional employees, students and all other persons entering onto the Division's premises or who are involved in Divisional activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the University Health and Safety Policy as appropriate.

### *Individuals must:*

- a) Make sure that their work is carried out in the approved way and in accordance with University Policy.
- b) Protect themselves and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided.
- c) Obey all instruction emanating from the Head of Department in respect of health and safety.
- d) Warn me [and/or the DSO] of any significant new hazards to be introduced or newly identified significant risks found in existing procedures.
- e) Give their visitors (including contractors) a named contact within the Division with whom to liaise.
- f) Register for health surveillance with the University's Occupational Health Service when required to do so by University policy.
- g) Report all fires, incidents and accidents immediately to Mrs Heidi Crook (Departmental Administrator).
- h) Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, together with the fire procedures.



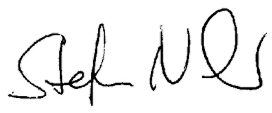
### *Individuals should:*

- a) Offer any advice and suggestions that they think may improve health and safety.
- b) Note that University Policy Statements can be found at <http://www.admin.ox.ac.uk/safety/policy-statements/>

If you are in doubt about any matter of health and safety consult your supervisor, the DSO or, if necessary, me.

It is my responsibility, as Head of the Division of Cardiovascular Medicine, Radcliffe Department of Medicine, directly, or through delegation (which is detailed and in writing), in accordance with the law -

- A** To ensure adherence in all respects to the Health and Safety Policy of the University of Oxford and in particular to ensure that the necessary resources for implementation are available.
- B** To plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any visitors (including contractors).
- C** To carry out general risk assessments and specific risk assessments as required by health and safety legislation.
- D** To ensure that all work procedures under my control are safe and without risks to health.
- E** To ensure that training and instruction have been given in all relevant procedures including emergency procedures.
- F** To inform the University Safety Office before any significant hazards are introduced or when significant hazards are identified.
- G** To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires, and to report immediately to the University Safety Office any serious or potentially serious accidents, incidents or fires.

RDM Division of Cardiovascular Medicine STATEMENT OF HEALTH AND SAFETY ORGANISATION 2017			
		21/11/2017	
<i>Professor Stefan Neubauer, Head of Division</i>		<i>Date</i>	