

## STATEMENT OF HEALTH AND SAFETY ORGANISATION

### RDM Nuffield Division of Clinical Laboratory Sciences

As Head of RDM Nuffield Division of Clinical Laboratory Sciences, I am responsible for ensuring compliance with the University Health and Safety Policy.

My responsibilities are set out in the Annex 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 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 RDM Nuffield Division of Clinical Laboratory Sciences 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 RDM Nuffield Division of Clinical Laboratory Sciences Safety Officer Dr Amanda Anderson (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 RDM Nuffield Division of Clinical Laboratory Sciences for ensuring compliance with the relevant part of University Safety Policy:

The Senior Administrator Dr Mark Evans is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

We do not have bulk storage of highly flammable and flammable liquids.

At present, we do not do any work with radioactive sources within the RDM Nuffield Division of Clinical Laboratory Sciences, so no senior radiation protection supervisor (SRPS) nor appropriate committee are necessary.

In the following parts of the RDM Nuffield Division of Clinical Laboratory Sciences, the persons named below have executive authority for safety:

RESPONSIBLE PERSON(S)	ROOM/LOCATION	USE
Dr A. Anderson	1A451 Level 1, JR2	Office
Dr A. Anderson & Mrs. S. Roberts-Gant	1822, 1823, 1825, 1827 (used jointly with NHS) Level 1, JR2	PM room, Observation etc.
Dr A. Anderson & Mr. D. Smith	4736, Level 4, JR2 (used jointly with NHS)	Dark Room

Professor A. Schuh	4709, 4711, 4720, 4734 Level 4, JR2	Offices & Labs
Dr. T. Gamlen	4834A-D, 4826 including 4826A-E, 4836, 4824, 4811, 4809, 4805, 4807, 4820, 4822, 4824, 4828 Level 4, JR2	Labs & Offices
Dr. T. Gamlen & Dr. B. Shine	4808 & 4814, Level 4, JR2 (used jointly with NHS)	Cold/Instrument room
Dr. H. Dolatshad	5501 including 5501A-E, Level 5, JR2	Lab & Office
Dr. C. Groves	7703A, 7703B, 7705, 7709, 7714, 7718, 7720, 7722, 7724, 7724A, 7730, 7732 Level 7, JR2	Labs & Offices, hot room and cold room
Dr A. Anderson & Mrs. S Roberts-Gant	1A716, 1A721, 1A722, 1A723, 1A724, 1A728, Level 1, Academic Block, JR2 (used jointly with NHS)	Labs & Offices
Dr A. Anderson	4A10A, 4A13, 4A14, 4A14A, 4A15, 4A17, 4A17A, Level 4, Academic Block, JR2	Labs & Office
Dr A. Anderson	4A12, 4A12A, 4A12B, 4A12C, Level 4, Academic Block, JR2	Lab & Offices
Dr. M. Evans	4A11, 4A22, 4A25A, 4A120, 4A121, 4A122, 4A123A & B, 4A124, 4A125, 4A126, 4A127, 4A128, 4A129, 4A130, 4A131, Level 4, Academic Block, JR2	Offices & Seminar room
Dr A. Anderson & Dr. A. Ghosh	4A25, Level 4, Academic Block, JR2	Museum

## 2. ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the RDM Nuffield Division of Clinical Laboratory Sciences. If any member of the RDM Nuffield Division of Clinical Laboratory Sciences 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.

### NDCLS Safety Officer (DSO)

Dr Amanda Anderson is responsible for

- a) advising me on the measures needed to carry out the work of the RDM Nuffield Division of Clinical Laboratory Sciences without risks to health and safety
- b) coordinating any safety advice given in the RDM Nuffield Division of Clinical Laboratory Sciences by specialist advisors and the University Safety Office
- c) monitoring health and safety within the RDM Nuffield Division of Clinical Laboratory Sciences and reporting any breaches of the Health and Safety Policy to me
- d) informing me and the Director of the University Safety Office of any significant new hazards are to be introduced to the RDM Nuffield Division of Clinical Laboratory Sciences.

The DSO's duties are described in University Policy Statement S1/01 'Duties of Departmental Safety Officers'.

Mrs Joanne Lavender is the **NDCLS Deputy Safety Officer (DDSO)** and assists with the above duties.

To further assist in this work, the RDM Nuffield Division of Clinical Laboratory Sciences has the following specialist advisors:

**Divisional Safety Officer (DivSO)**

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

**NDCLS Fire Officer**

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

**NDCLS Biological Safety Officer (BSO)**

Professor Steve Hyde is responsible for advice on all matters relating to biological safety, and in particular on the implementation of University Policy Statement S5/09 'Biorisk Management'. The BSO's duties are described in this policy statement.

**NDCLS Safety Advisory Committee**

In addition to the above arrangements I have set up a NDCLS Safety Advisory Committee, whose functions are set out in University Policy Statement S2/01 'Departmental Safety Advisory Committees' and whose membership comprises:

<b>NDCLS SAFETY ADVISORY COMMITTEE</b>	
<b>Head of NDCLS Division</b>	<b>Professor D. Gill</b>
<b>NDCLS Safety Officer</b>	<b>Dr A. Anderson</b>
<b>NDCLS Deputy Safety Officer</b>	<b>Mrs. J. Lavender</b>
<b>Area Safety Officer</b>	<b>Dr. G. Ross</b>
<b>Biological Safety Officer</b>	<b>Professor S. Hyde</b>
<b>Deputy Biological Safety Officer</b>	<b>Dr. H. Dolatshad</b>
<b>Fire Officer</b>	<b>Dr. T. Gamlen</b>
<b>Deputy Fire Officer / Laser Supervisor</b>	<b>Mrs. J. Lavender</b>
<b>Radiation Protection Supervisor</b>	<b>Not Required</b>
<b>Staff Representatives</b>	<b>Dr. S. Irshad Dr. H. Dolatshad Dr. S. Cai Dr. T. Gamlen Ms. M. Viegas Dr. A. Graham Dr. S. Jones Dr. M. Evans</b>
<b>NHS Liaison Officer</b>	<b>Dr. B. Shine</b>
<b>NHSBT Safety Representative</b>	<b>Professor D. Roberts</b>
<b>Student Representative</b>	<b>Vacant</b>

The Committee's terms of reference are to advise on safety policy within the RDM Nuffield Division of Clinical Laboratory Sciences.

It will meet three times during the year (i.e. termly).

### **NDCLS Radiation Protection Committee**

The NDCLS Radiation Safety Committee, whose functions are set out in University Policy Statement S1/12 'Ionising Radiation', is not currently required as no work with radioactive sources is being undertaken.

<b>NDCLS RADIATION PROTECTION COMMITTEE</b>	
<b>Head of NDCLS</b>	<b>Not Required</b>
<b>Radiation Protection Supervisor</b>	<b>Not Required</b>
<b>Deputy Radiation Protection Supervisor</b>	<b>Not Required</b>
<b>NDCLS Safety Officer</b>	<b>Not Required</b>
<b>NDCLS Deputy Safety Officer</b>	<b>Not Required</b>
<b>Administrative Representative</b>	<b>Not Required</b>
<b>Staff Representatives</b>	<b>Not Required</b>

It would meet at least once a year if required.

### **Genetic Modification Safety Committee**

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

<b>NDCLS GENETIC MODIFICATION SAFETY COMMITTEE</b>	
<b>Head of NDCLS</b>	<b>Professor D. Gill</b>
<b>Administrative Representative</b>	<b>Dr. M. Evans</b>
<b>Biological Safety Officer</b>	<b>Professor S. Hyde</b>
<b>Deputy Biological Safety Officer</b>	<b>Dr. H. Dolatshad</b>
<b>NDCLS Safety Officer</b>	<b>Dr A. Anderson</b>
<b>Divisional Safety Officer</b>	<b>Dr. G. Ross</b>
<b>University Biological Safety Officer</b>	<b>Miss T. Mustoe</b>
<b>Staff Representatives</b>	<b>Dr. T. Gamlen</b>
	<b>To be confirmed</b>

The Committee's terms of reference are for risk assessment, recommending categories and approval of experiments involving Genetic Modification Procedures before work starts.

It will meet at least once a year.

### **3. OTHER SAFETY FUNCTIONS**

#### **First aid**

Dr D. Hay (20506) is a first aider. Additionally, some members of the division are awaiting training. Assistance may also be sought from any other medically-qualified staff in the areas adjacent to NDCLS spaces who agree to act as a First Aider.

The Accident & Emergency Department on Level 1 of the John Radcliffe Hospital can also be contacted (20208/20209), and emergency assistance can be obtained by dialling 4444 from any hospital phone, or 2222 in the event of a cardiac arrest.

First Aid boxes are located in all laboratories, the Medical Informatics Unit and Administration in the RDM Nuffield Division of Clinical Laboratory Sciences.

### **Accident and incident reporting**

Dr Amanda Anderson is responsible for ensuring that accidents are reported promptly via the online Incident Reporting and Investigation System (IRIS).

### **Display screen equipment**

In accordance with University Policy Statement S08/09 'Display Screen Equipment Regulations' 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. Dr. Amanda Anderson is the NDCLS Display Screen Assessment Coordinator (20993).

<b>Dr. A. Pellagatti</b>	<b>(20344)</b>
<b>To be confirmed</b>	<b>(TBC)</b>

### **Manual handling assessor**

I have appointed the following person as Manual Handling Assessor:

Dr Amanda Anderson (20993)

### **NDCLS laser supervisor (DLS)**

Dr Amanda Anderson is responsible for advising on the use of laser systems and in particular for the implementation of University Policy Statement S2/09 'Laser Safety', which also outlines the other duties of a DLS.

### **NDCLS Electrical Safety**

Janus Ltd, an external third party contractor, is responsible for advice to the DSO on all matters relating to electrical safety to ensure compliance with University Health and Safety Policy Statement S4/10 'Working Safely with Electricity'.

## **4. TRADES UNIONS AND APPOINTED SAFETY REPRESENTATIVES**

University Policy Statement S2/13 'Safety Representatives' 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 University employees, all students and all other persons entering onto the RDM Nuffield Division of Clinical Laboratory Sciences' premises or who are involved in NDCLS 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 NDCLS in respect of health and safety.
- e) Warn me and the DSO Dr Amanda Anderson and/or DivSO Dr Graham Ross of any significant new hazards to be introduced to the RDM Nuffield Division of Clinical Laboratory Sciences, 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 RDM Nuffield Division of Clinical Laboratory Sciences 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 the DSO Dr Amanda Anderson.
- 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 <https://safety.admin.ox.ac.uk/topics>

## **6. SPECIFIC SIGNIFICANT RISKS**

The following areas/activities have been identified as significant risks in RDM NDCLS spaces:

### **Research Laboratories**

Ultra-violet (UV) radiation, lasers, use of hazardous chemicals, and use of human tissues including relevant material as defined by the Human Tissue Act. Asbestos and/or asbestos-containing materials may also be present within the spaces that NDCLS occupy.

### **Microbiology Spaces**

Level 4 Academic Block (4A14), Level 4 Haematology (4720), Level 4 Clinical Biochemistry (4826), Level 5 (5501). Microbiological and genetic modification techniques carried out.

**NDCLS Cryostorage Facility**

Level 4 Academic Centre (4A10B). Use of liquid nitrogen for long-term storage of cells and tissues including relevant material as defined by the Human Tissue Act.

**Animal Use**

Level 4 Clinical Biochemistry (4834B). Schedule 1 sacrifice and post-mortem organ recovery.

**Aging Infrastructure of Building**

NDCLS inhabits space that is owned and maintained by Oxford University Hospitals Foundation Trust (OUHFT). Over the years, the chronic under-maintenance of the buildings has resulted in issues that we are unable to control, or mitigate for, due to lack of engagement from OUHFT.

**7. SOURCES OF INFORMATION**

Information can be found online through the Health & Safety pages of the RDM Nuffield Division of Clinical Laboratory Sciences website at <https://www.rdm.ox.ac.uk/about/our-divisions/nuffield-division-of-clinical-laboratory-sciences> In addition the University Safety Office has a small Safety Library that may be consulted during normal office hours.



**Professor Deborah Gill**

Head of RDM Nuffield Division of Clinical Laboratory Sciences

Date: 2021.03.01

## **ANNEX**

It is my responsibility, as Head of the RDM Nuffield Division of Clinical Laboratory Sciences, directly or through written delegation

- a) To ensure adherence to the University's Health and Safety Policy and to ensure that sufficient resources are made available for this.
- b) 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.
- c) To carry out general and specific risk assessments as required by health and safety legislation and University Safety Policy.
- d) To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.
- e) To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.
- f) 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.
- g) To inform the University Safety Office before any significant hazards are introduced or when significant hazards are newly identified.