

STATEMENT OF HEALTH AND SAFETY ORGANISATION

RDM Nuffield Division of Clinical Laboratory Sciences

As Head of RDM Nuffield Division of Clinical Laboratory Sciences (RDM-NDCLS), 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, the RDM-NDCLS Safety Officer (DSO) Dr. Amanda Anderson, and the Medical Sciences Divisional Safety Officer (MSD DivSO), Dr Graham Ross, to report to me any breach of the Policy.

All those with executive responsibility should notify me and RDM-NDCLS DSO (and the MSD DivSO) 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 RDM-NDCLS for ensuring compliance with the relevant part of University Safety Policy:

The RDM-NDCLS Interim Administrator, Miss Felicity Green, 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 RDM-NDCLS, so no senior radiation protection supervisor (SRPS) nor appropriate committee is necessary.

In the following areas of RDM-NDCLS, 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 (used by Department of Oncology)	Offices & Labs
Dr. K. Miah	4834A-D, 4826 including 4826A-E, 4836, 4824, 4811, 4809, 4805, 4807, 4820, 4822, 4824, 4828 Level 4, JR2	Labs & Offices
Dr. K. Miah & 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 (Used by RDM-IMD)	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. A. Anderson and Miss F. Green	4A11, 4A20, 4A22, 4A25A, 4A120, 4A121, 4A122, 4A123A & B, 4A124, 4A125, 4A126, 4A127, 4A128, 4A129, 4A130, 4A131, Level 4, Academic Block, JR2	Offices, Pathology Store & 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 RDM-NDCLS. If any member of RDM-NDCLS 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 RDM-NDCLS without risks to health and safety
- b) coordinating any safety advice given in RDM-NDCLS by specialist advisors and the University Safety Office
- c) monitoring health and safety within RDM-NDCLS 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 RDM-NDCLS.

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

Dr. Daniel Royston is the **NDCLS Deputy Safety Officer (DDSO)** and assists with the above duties.

To further assist in this work, RDM-NDCLS has the following specialist advisors:

Medical Sciences Divisional Safety Officer (DivSO)

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

NDCLS Fire Officer

Dr. Hamid Dolatshad is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Policy Statement S1/21 'Fire Safety Management'.

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 the NDCLS Safety Advisory Committee, whose functions are set out in University Policy Statement S2/01 'Departmental Safety Advisory Committees' and whose membership comprises:

NDCLS SAFETY ADVISORY COMMITTEE	
Head of NDCLS Division	Professor D. Gill
NDCLS Safety Officer	Dr A. Anderson
NDCLS Deputy Safety Officer	Dr D. Royston
Medical Sciences Division Safety Officer	Dr. G. Ross
Biological Safety Officer	Professor S. Hyde
Deputy Biological Safety Officer	Dr. H. Dolatshad
Fire Officer	Dr H. Dolatshad
Deputy Fire Officer	Dr. S. Irshad
Laser Supervisor	Dr. S. Cai
Electrical Safety Officer	Dr. K. Miah
Radiation Protection Supervisor	Not Required
Staff Representatives	Dr. S. Irshad Dr. H. Dolatshad Dr. S. Cai Dr. K. Miah Ms. M. Viegas Dr. S. Jones Dr. D. Maldonado-Perez Miss F. Green
NHS Liaison Officer	Dr. B. Shine
NHSBT Safety Representative	Ms A. Lamikanra
Student Representative	Vacant

The Committee's terms of reference are to advise on safety policy within RDM-NDCLS.

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.

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

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

NDCLS GENETIC MODIFICATION SAFETY COMMITTEE	
Head of NDCLS	Professor D. Gill
Administrative Representative	Miss F. Green
Biological Safety Officer	Professor S. Hyde
Deputy Biological Safety Officer	Dr. H. Dolatshad
NDCLS Safety Officer	Dr. A. Anderson
Medical Sciences Division Safety Officer	Dr. G. Ross
University Biological Safety Officer	Miss T. Mustoe
Staff Representative	Dr. K. Miah

GM matters are typically addressed at the termly Safety Advisory Committee meeting, and the GM committee will meet separately to this if the need arises. The Committee's terms of reference are for risk assessment, recommending categories and approval of experiments involving Genetic Modification Procedures before work starts.

3. OTHER SAFETY FUNCTIONS

First aid

Dr. D. Hay (20506), Miss A. Ruffle (21844) and Miss F. Green (20481) are named first aiders, in accordance with University Policy Statement S4/14 'First Aid'. 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 RDM-NDCLS.

Dr. A. Anderson (20551) and Miss F. Green (20481) are also named Mental Health First Aiders (MHFAs). Additional MHFAs can be found within RDM and their names are listed on the RDM Mental Health Support webpages.

Accident and incident reporting

Dr. A. Anderson is responsible for ensuring that accidents/incidents and near-misses are investigated promptly once they have been reported via the online Incident Reporting and Investigation System (IRIS). All staff and students bear the responsibility of reporting an incident as quickly as possible and Dr. Anderson can assist with this if required. This is in accordance with University Policy Statement S3/21 'Health, Safety and Environment Incident Reporting and Investigation'.

Display screen equipment

In accordance with University Policy Statement S8/09 '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. A. Anderson (20551) is also the NDCLS Display Screen Assessment Coordinator.

Dr. A. Pellagatti	(22911)
Dr. A. Anderson	(20551)

Manual handling assessor

I have appointed the following person as Manual Handling Assessor in accordance with University Policy Statement S2/21 'Manual Handling':

Dr. A. Anderson (20551)

NDCLS Laser supervisor (DLS)

Dr. S. Cai 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

Dr. K. Miah is responsible for advising on the use of electrical equipment and for the implementation of University Policy Statement S4/10 'Working Safely with Electricity'. Janus Safety Solutions Ltd, an external third party contractor, is responsible ensuring regular portable appliance testing in accordance with the above policy.

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: <https://www.ucu.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 RDM-NDCLS' premises, or who are involved in RDM-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

- Make sure that their work is carried out in accordance with University Safety Policy.
- Protect themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided.
- Protect themselves by properly wearing any personal protective equipment that is required.
- Obey all instructions emanating from the Head of NDCLS in respect of health and safety.
- Warn me and the RDM-NDCLS DSO and/or MSD DivSO of any significant new hazards to be introduced to RDM-NDCLS, or of newly identified significant risks found on the premises or in existing procedures.
- Ensure that their visitors, including contractors, have a named contact within RDM-NDCLS with whom to liaise.
- Attend training where managers identify it as necessary for health and safety.
- Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- Report all fires, incidents, and accidents immediately to the RDM-NDCLS DSO and on IRIS (Incident Reporting and Investigation System).
- 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

- 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.
- Offer any advice and suggestions that they think may improve health and safety.
- 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:

Asbestos

Asbestos and/or asbestos-containing materials may be present within the spaces that RDM-NDCLS occupy. Any procedure that may risk an exposure to asbestos and/or asbestos-containing materials must only be done in conjunction with Oxford University Hospitals Estates department, who hold the asbestos register for the OUH buildings.

Research Laboratories

Ultra-violet (UV) radiation, lasers, use of hazardous chemicals, and storage and use of human tissues including relevant material as defined by the Human Tissue Act.

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. An additional cell bank and filling cylinder is located in room 5501.

Animal Use

Level 4 Clinical Biochemistry (4834B). This room is used for Schedule 1 sacrifice and post-mortem organ recovery.

Human Tissues

All staff/students working with human tissues must complete training on the Human Tissue Act and its related codes of practice. This training must be undertaken before starting work with human samples, and updated every two years. Compliance is monitored by Research Governance, Ethics and Assurance Team. Most work with human tissue is carried out under REC approval but the collections in the Museum (4A25) and the Gene Medicine Group (4826), and the Oxford Radcliffe Biobank samples in the NDCLS Cryostorage Facility (4A10B), are all held under HTA Licence 12217.

NDCLS Staff/Students Based On Other Sites

A number of NDCLS staff and students are based in other sites including NHSBT Oxford and the Nuffield Orthopaedic Centre. Whilst the main safety responsibilities are held by the local organisations, we maintain an oversight of arrangements and remain available to assist in any manner that may be required.

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 RDM-NDCLS 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.

A handwritten signature in blue ink, appearing to read 'D Gill', is positioned above the printed name.

Professor Deborah Gill

Head of RDM Nuffield Division of Clinical Laboratory Sciences

Date: 2021.05.23

ANNEX

It is my responsibility, as Head of RDM-NDCLS, 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.