

# HEALTH and SAFETY

Last Updated : Sep 2016

OCDEM

Factsheet No.6

## ***Safety Is Everybody's Business***

In OCDEM the Head of Safety (Professor Fredrik Karpe) has overall responsibility for safety and Heads of Divisions are responsible for safety within their areas. Day to day administration of safety policy is delegated to the local departmental safety officer and the local biological safety officer. It is the University's responsibility to provide a safe working environment; and the employee's responsibility to work in a safe manner. If you will be working in the department on any site, you **must** arrange an appointment to discuss safety before you start work. **You are required by law to receive and read this information before you start work in the department.** This will be organized as part of your local induction programme. You can also visit for further information

[www.admin.ox.ac.uk/safety/hs-management-policy/](http://www.admin.ox.ac.uk/safety/hs-management-policy/)

### **Accidents**

All accidents and incidents must be reported to the University Safety Office on completed Accident / Incident Report Forms which are available from your DSO. This applies to employees, students and visitors. If an accident / incident occurs: make the situation safe, arrange for first aid or emergency services to attend as appropriate, notify the DSO immediately and complete an Accident/Incident

Report Form as soon as possible

### **Blood**

Only suitably qualified staff are permitted to take blood samples and this must be in a designated area. You are prohibited from working with samples of your own blood (e.g. if these have been taken as 'control' blood). More information about the University's policy on working with blood:

[www.admin.ox.ac.uk/uohs/policies-guidance/blood/](http://www.admin.ox.ac.uk/uohs/policies-guidance/blood/)

### **COSHH**

The Control of Substances Hazardous to Health (COSHH) Regulations provide the legal framework for controls on exposure to hazardous substances arising from work activities. Please ask your DSO for advise on the COSHH assessment process. Further information, see: [www.admin.ox.ac.uk/safety/policy-statements/upss614/](http://www.admin.ox.ac.uk/safety/policy-statements/upss614/)

### **Display Screen Equipment**

DSE Regulations cover cathode ray screens, liquid crystal displays, laptops and also include laboratory equipment with similar ergonomic considerations. If you feel an assessment of your needs is required, please contact your DSO or DSE assessor for your group. Alternatively, you can complete the DSE Self Assessment Form online found in the related links section of <http://www.admin.ox.ac.uk/safety/policy-statements/s8-09/>

If any problems arise you should contact the DSO as soon as possible. You are entitled to eye

tests, paid for by the Department. For more info, please contact the HR Officer, or Purchasing Officer for further information

## ***What To Do In An Emergency***

In a medical emergency of any kind, if you are on an Oxford Hospital site, you should dial **4444** from any departmental telephone.

If the emergency is a cardiac arrest, dial **2222**.

These numbers are printed on the reverse of your hospital ID Card. For all other problems please contact Churchill Security dial 25466.

### **First Aid**

First aid boxes are located in the laboratory lobbies, the Clinical Research Unit, Oxlip Office, Takeda Wing offices (second floor), DTU offices.

The department's trained First Aiders are:

Amy Barrett (1st Floor Labs) dial 57366  
Jane Cheeseman (CRU) dial 57288  
Vanessa Gregory dial 57233

### **Fire**

In the event of a fire a loud alarm will sound. Please leave the building immediately, exit via the nearest fire exit, do not use the lift. The assembly point is Car Park3, opposite main entrance to OCDEM.

### **Departmental Fire Marshals**

Mandy Bennett (Senior Fire Marshal)  
Den Carter  
Sarah Cross  
Matt Neville  
Rachel Craven-Todd  
Judy MacDonald  
Vanessa Gregory

## Oxford Centre for Diabetes, Endocrinology and Metabolism

### Lone Working

All out of hours working (6pm - 8am) should be limited to that which is necessary. Research students must obtain permission to work out of hours from their supervisor. No undergraduate may carry out lone benchwork.

Due to the clinical nature of the Department there are many occasions when you may be working evenings and weekends. Take care with your personal security and ensure you are not tailgated into restricted areas and that doors close properly behind you.

### Manual Handling

University employees are often required to carry out manual handling or lifting operations. Your DSO can offer advice on whether a specific risk assessment is required and organise appropriate training.

### Pregnancy

Any female staff who is a new or expectant mother should inform the DSO who will arrange a risk assessment.

### Training

The Safety Office runs several training courses – see [www.admin.ox.ac.uk/safety/safetytraining/](http://www.admin.ox.ac.uk/safety/safetytraining/). Your DSO can advise which ones you must attend before starting your laboratory work.

### Transport of Biological Material, Hazardous or Non-Hazardous

You should consult the Laboratory Manager if you need to transport biological materials. Suitable containers for transport of dangerous goods can be purchased if necessary. Rules also apply for transport of biological material *between* sites and between laboratories.

### Visitors

Prior to the arrival of any visitor, the HR Officer and the Departmental Safety Officer must be notified so that the appropriate paperwork can be completed (including a risk assessment for activities). Any visitor should be introduced to the departmental safety officer prior to starting work. Children under the age of 16 years are not permitted access to laboratory areas. Young persons between the ages of 16 to 18 years MUST be accompanied / supervised in the laboratory at all times. Visitor forms can be found at <http://www.ocdem.ox.ac.uk/visitors-2>

### Fire

You will be advised during your local safety induction of the local procedure to be followed in the event of a fire.

If you discover a fire **BREAK THE FIRE ALARM GLASS** to raise the alarm. The fire alarm bells will ring continuously, as a signal to evacuate the building.

On hearing the Fire Alarm, close all windows and internal doors, make any work safe and leave the building without delay via the fire exits.

**DO NOT USE THE LIFTS.** Assemble in the area designated for your building (see factsheet 14 and local induction) where your local fire warden will take a roll call. **DO NOT** re-enter the building until told to do so.

### General / Prevention

If you work in a hospital building, you must attend the ORH 'Fire Safety Training' at least once a year. This will be covered at induction.

**SMOKING IS NOT ALLOWED** within the grounds of the hospital.

### First Aid

You will be informed during your health and safety induction who the first aiders in your work area are.

### Health and Safety Officer

We are currently awaiting the appointment of a new H&S Officer. In the interim all queries should be directed to

**Fredrik Karpe**

[fredrik.karpe@ocdem.ox.ac.uk](mailto:fredrik.karpe@ocdem.ox.ac.uk)

## For More Information Contact

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