

## STATEMENT OF HEALTH AND SAFETY ORGANISATION

### Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)

Interim version to cover period between retirement of Sandy Humphreys and appointment of new safety officer.

As Head of the Oxford Centre for Diabetes, Endocrinology and Metabolism, I am responsible for ensuring compliance with University Health and Safety Policy within OCDEM.

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 and supervisors should notify me, **Fredrik Karpe**, ([fredrik.karpe@ocdem.ox.ac.uk](mailto:fredrik.karpe@ocdem.ox.ac.uk)) and the Departmental Safety Officer, **to be appointed**, and the Divisional Safety Officer(s), **Graham Ross, Julie Hamilton, Eleanor Booth-Davey** 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, others in charge of areas, or those with specific duties are to be absent for significant periods, adequate substitution must be made in writing to the Head of Group. Deputising arrangements must be in accordance with University Policy. The way this affects staff and their reporting lines must be described.

The following employees have executive responsibility throughout the Department for ensuring compliance with the relevant part of University Safety Policy:

The OCDEM Administrator, (tel: (8)57212), is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

The person responsible for the bulk storage of highly flammable and flammable liquids is **to be appointed**, (tel:).

I have appointed **Sam Stephen** as radiation protection supervisor (RPS) and he is directly responsible to me for the day to day coordination of radiation protection arrangements within the Department and supervision of work with ionising radiation, in accordance with the requirements of the Ionising Radiations Regulations 1999. The purpose of this supervision is to ensure compliance with the requirements of the Department's local rules for work with ionising radiation and the University's general radiation protection arrangements. The RPS is

also responsible for supervising the keeping and use of radioactive materials and the accumulation and disposal of radioactive waste, in accordance with the conditions of the University's permits under the Environmental Permitting (England and Wales) Regulations 2010. This is a supervisory role and the RPS has my authority to direct others.

## **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)**

**To be appointed, tel,;**

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:

### **Divisional Safety Officers**

**Graham Ross, ext 22789, [graham.ross@medsci.ox.ac.uk](mailto:graham.ross@medsci.ox.ac.uk)**

**Julie Hamilton, 01865 289203, [julie.hamilton@medsci.ox.ac.uk](mailto:julie.hamilton@medsci.ox.ac.uk)**

**Eleanor Booth-Davey, 01865 289203, [eleanor.booth-davey@medsci.ox.ac.uk](mailto:eleanor.booth-davey@medsci.ox.ac.uk)**

have been appointed to support the DSO in her administrative, monitoring and advisory role.

### **Senior Fire Marshal**

**Amanda Bennett, tel: (8)57366, [amanda.bennett@ocdem.ox.ac.uk](mailto:amanda.bennett@ocdem.ox.ac.uk)**

is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy and the Oxford University Hospitals NHS Foundation Trust Fire Policy.

## **Departmental Biological Safety Officer (BSO)**

**Patrik Rorsman**, tel: (8)57348, <mailto:patrik.rorsman@ocdem.ox.ac.uk>

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

## **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

**Chairperson** (Head of Department, F. Karpe)

**Biological Safety Officer** (Patrik Rorsman)

**Departmental Safety Officer** (to be appointed)

**CRU Safety Officer** (Sarah White)

**OCDEM Administrator or a representative** (Lynne Whay)

**Safety officer for the Office areas** (Dennis Carter)

**A Principal Investigator** (Anna Gloyn)

**A post – doctoral researcher** (Mark Stevenson)

**A laboratory Manager** (Amy Barrett)

**A laboratory technician** (Thomas Cornfield)

**A post-graduate student** (Mahesh Umapathysivam)

**A representative from the Islet Lab** (Stephen Hughes)

**Display screen assessment co-ordinator** (Dennis Carter)

**Senior Fire Marshal** (Amanda Bennett)

**Radiation Protection Supervisor** (Sam Stephen)

**Laser Safety supervisor** (Andrei Tarasov)

**Divisional Safety Officer** (Julie Hamilton/Eleanor Booth-Davey/ Graham Ross)

**Representative from the University Safety Office**

The Committee's terms of reference are to adopt all reasonable practicable measures:

- To secure the health, safety and welfare of all employees at places of work under OCDEM's control, and provide safety advice to members of staff.
- To protect students and other persons who are lawfully on OCDEM's premises against risk to their health or safety, which might arise out of activities in those places.
- To maintain machinery and equipment and ensure OCDEM is a safe and healthy place to work.
- Implement the University's safety policies and guide lines; keeping up to date with safety developments.
- Investigate and resolve any safety issues.

The committee will meet once a term.

## **Departmental Radiation Protection Committee**

I have set up a Departmental Radiation Protection Committee, whose functions are set out in University Policy Statement S1/12 and whose membership comprises:

**RPS** (Sam Stephen)

**University RPO** (Mark Bradley)

**University Radiation Technical Assistant** (Gillian Jenkins) –

The Committee will meet annually.

## **Genetic Modification Safety Committee**

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

**Departmental Biological Safety Officer** (Patrik Rorsman)

**Departmental Safety Officer** (to be appointed)

**Caroline Gorvin**

**Anna Gloyn**

**Vibe Nylander**

**Katherine Pinnick**

**Andrei Tarasov**

**Department Administrator**

**University BSO and/or deputy** (Andrew Thompson/Tracey Mustoe)

**Divisional Safety Officer** (Julie Hamilton/Eleanor Booth-Davey/Graham Ross)

The Committee's terms of reference are:

- To advise on risk assessment and ensure that:
- Proper and valid assessments have been made of the risks to human health and safety and to the environment.
- Satisfactory decisions about the appropriate containment and control measures have been made; and
- the approach to risk assessment is in accordance with the guidance provided by the ACGM\* taking into account the parameters detailed in the Regulations.

\*(The ACGM is the Health and Safety Commission's Advisory Commission on Genetic Modification)

The Committee will meet annually.

### 3. OTHER SAFETY FUNCTIONS

#### First aid

The following persons are responsible for first aid:

**Amy Barrett\***

**Jane Cheeseman\*\***

**Vanessa Gregory\***

\* Holds a current First Aid at Work Certificate

\*\* Registered nurse

First aid facilities are located as follows:

- All laboratory areas on the first and ground floors
- Clinical Research Unit on the ground floor
- Diabetes Trials Unit Offices on the second floor (West end)
- Office areas on the second floor (East end)

#### Accident and incident reporting

##### To be appointed

is responsible for keeping the accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. Completed forms are kept in the Admin offices for security.

Accident report forms for completion are kept in the following places:

- Safety Station in Lab F40
- Outside the Admin offices on the second floor

#### Fire Marshals

The following persons have been appointed as fire marshals and their instructions must be followed during a fire alarm, regardless of whether it is a real fire, a test or a false alarm.

**Amanda Bennett**

**Helen Brown**

**Dennis Carter**

**Catriona Charlton**

**Rachel Craven-Todd**

**Vanessa Gregory**

**Alex Hamilton**

**Kreepa Kooblall**

**Samiul Mostafa**

**Diana Mantripp**

**Matt Neville**

**Steven Richards**

**Rebecca Spiers**

Fire Marshals will meet once a term and meetings will be co-ordinated by the Senior Fire Marshal: **Amanda Bennett**

### **Display Screen Assessors**

I have appointed the following people as Display Screen Assessors; the number is sufficient to ensure no one has to assess more than 50 persons.

**Co-ordinator: Dennis Carter**

**Taryn Ayres**

**Massimo Costa**

**Louise Dennis**

**Charlotte Kelly**

**Kreepa Kooblall**

**Sam Pearce**

### **Manual Handling Assessors**

I have appointed the following people as Manual Handling Assessors

**To be appointed**

**Louise Dennis (Back Care Facilitator in CRU area)**

### **Departmental Laser Supervisor (DLS)**

**Andrei Tarasov**

is responsible for advising the DSO 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.

### **Departmental Electrical Safety Supervisors**

**Dennis Carter, tel: (8)27209**

**Matt Neville, tel:(8)57220**

are responsible for advice to the DSO on all matters relating to electrical safety to ensure compliance with University Health and Safety Policy and in particular for the

### **Office Safety Officer**

**Dennis Carter, tel: (8)57209**

has been appointed as safety officer for the University office areas within OCDEM and reports to the DSO on all matters relating to office safety.

### **Clinical Research Unit Safety Officer**

**Sarah White, tel: (8)57287**

has been appointed as safety officer in the CRU and reports to the DSO on all matters relating to safety in the CRU.

### **Laboratory Safety Representatives**

**Amy Barrett, tel: (8)57115**

**Amanda Bennett, tel: (8)57366**

**Mark Stevenson, tel: (8)57227/573537**

**Sam Stephen, tel: (8)57071**

have been appointed as laboratory safety representatives and are responsible for ensuring laboratory health and safety procedures are adhered to. The laboratory safety representatives report to the DSO on laboratory health and safety.

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

University Policy Statement S2/13 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/Divisional SO (**to be appointed/Graham Ross/Julie Hamilton/Eleanor Booth-Davey**) 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 **the DSO (to be appointed)**.
- i) 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 a hard copy can be found at the following locations

Outside the Admin Office on the second floor of phase 1.

The Safety Station in Laboratory F40.

## 6. SPECIFIC SIGNIFICANT RISKS

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

**Liquid Nitrogen**

**Dry ice**

**Radiation**

**Toxins**

**Flammable Solvents**

**Flammable/compressed gases**

**Lasers**

**Walk-in cold rooms**

The specific documents relating to the use of the above can be found on the OCDEM website on the 'Staff' pages.

Risk assessments for toxins and laser work are available from the Rorsman Lab.

**All University safety policies and other safety documentation can be found on the safety station in lab. F40. Risk assessments and CoSHH assessments can be found in the laboratories using the procedures stated in the relevant assessment.**



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**Professor Fredrik Karpe, OCDEM Head of Department**

Date: 7<sup>th</sup> June 2017

## **ANNEXE**

It is my responsibility, as the person appointed by the OCDEM Management Board 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.

