

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR *Faculty of Linguistics, Philology and Phonetics 2013-14*

As Faculty board chair of the *Faculty of Linguistics, Philology and Phonetics*, I am responsible for ensuring compliance with University Health and Safety Policy. 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 Faculty Safety Officer *and Area Safety officer* to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Faculty Safety Officer [*Susanne Hemmerich, Head of Administration and Finance*] (and the Area Safety Officer *Louise Mireh* 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 Faculty for ensuring compliance with the relevant part of University Safety Policy:

The Head of Administrator and Finance, *Mrs Susanne Hemmerich* is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made.

In the following parts of the Faculty, the persons named below have executive authority for safety:

Language and Brain Laboratory – *Dr Adam Roberts*
Phonetics Laboratory – *Mrs Sally James*

2. ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the. 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.

Faculty Safety Officer (DSO)

Mrs Susanne Hemmerich is responsible for

- advising me on the measures needed to carry out the work of the Faculty without risks to health and safety
- coordinating any safety advice given in the Faculty by specialist advisors and the University Safety Office
- monitoring health and safety within the Faculty 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 Faculty has the following specialist advisors:

Area Safety Officer (ASO)

Louise Mireh has been appointed to support the DSO in her administrative, monitoring and advisory role.

Faculty Fire Officer

Susanne Hemmerich and Dan Holloway (with advice and input from Louise Mireh) are responsible for all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

Faculty Safety Advisory Committee

The Faculty holds a general faculty meeting every term, and Health and Safety items are sectioned on the agenda.

In addition to the above arrangements, there is a termly meeting of the Humanities Divisional Health and Safety Committee, whose functions are set out in University Policy Statement S2/01 and whose membership comprises:-

All Faculty Departmental Safety Officers (DSOs), Area Safety Officer Louise Mireh and Humanities Head of Administration, Mrs Lynne Hirsch.

The Committee's terms of reference are

- Attendance & apologies
- Minutes of previous meeting
- Matters arising
- New items
 - New University Policies
 - New Memoranda
 - New code of practices

- Accident/injury and near miss statistics and reports
- New statement of safety updates and gaps identified
- Training: recommendations, new and on-going
- Any other business (AOB)
- Date of next meeting

3. OTHER SAFETY FUNCTIONS

First aid

The following persons are responsible for first aid:

Clarendon Institute	1) Dan Holloway (Linguistics, Philology and Phonetics) Tel: (2) 80404 (trained in breath of life) 2) Rosanna Gosi (Chinese Studies, Tel: (2) 80387
Phonetics Laboratory	Sally James (Linguistics, Philology and Phonetics), Tel: (2)70444
Language and Brain Laboratory	Sandra Kotzor (Linguistics, Philology and Phonetics), Tel: (6)11631

First aid facilities are located as follows:

Clarendon Institute	Linguistics Kitchen, 2 nd Floor
Phonetics Laboratory	Library Room 1.36 (under sink)
Language and Brain Laboratory	Room 264.00.15A (Hair wash room)

Accident and incident reporting

Rosanna Gosi is responsible for keeping the accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are kept in the following place:

Clarendon Institute	<i>Main Reception</i>
Phonetics Laboratory	<i>Room 1.35 (Administration Office - above Filing Cabinet)</i>
Language and Brain Laboratory	<i>With Adam Roberts</i>

Display screen assessors

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.

*Louise Mireh
Humanities Health and Safety Officer*

Manual handling assessors

I have appointed the following people as Manual Handling Assessors

*Louise Mireh
Humanities Health and Safety Officer*

Ladder Safety Assessor

I have appointed the following people as Ladder Safety Assessors

*Susanne Hemmerich
Dan Holloway*

Travel risk assessment screening team

I have appointed the following people to help screen my decision approvals on overseas travel

Medium/ high risk areas and high risk activities according to the FCO information

Dan Holloway, in consultation with Area Safety Officer Louise Mireh and or Safety Office

Low risk areas of travel and low risk Activates

Dan Holloway

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 Faculties employees, all students and all other persons entering onto the Faculties premises or who are involved in Faculties 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 by properly wearing any personal protective equipment that is required.
- (c) Obey all instructions emanating from the Faculty board chairs, faculty safety officer and area safety officer in respect of health and safety.
- (d) Warn me and the DSO/ASO [*Susanne Hemmerich/Louise Mireh*] of any significant new hazards to be introduced to the Faculty or of newly identified significant risks found on the premises or in existing procedures.
- (e) Ensure that their visitors, including contractors, have a named contact within the Faculty with whom to liaise.
- (f) Attend training where managers identify it as necessary for health and safety
- (g) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- (h) Report all fires, incidents, and accidents immediately to [*Dan Holloway – Clarendon Centre, Adam Roberts – Language and Brain Laboratory and Sally James – Phonetics Laboratory*].
- (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 in hard copy at *[insert location]*.

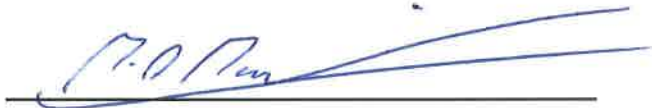
6. SPECIFIC SIGNIFICANT RISKS

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

[list areas/activities and note the location of any relevant documentation].

Field work

Overseas travel.



Prof Martin Maiden, Faculty Board Chair

1 September 2013

ANNEX

It is my responsibility, as Faculty Board Chair, 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.