

## PRO-FORMA STATEMENT OF SAFETY ORGANISATION FOR UNITS IN THE HUMANITIES DIVISION

### 1. EXECUTIVE RESPONSIBILITY FOR SAFETY

*Sally James*

As the Unit Safety Officer I am responsible for day-to-day safety in the following areas:

*Phonetics Laboratory*

### 2. I am responsible either directly or through delegation for the following:

- (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.
- (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 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.

### 3. FIRST AID

The following persons are responsible for first aid in the Unit:

*Sally James (Phonetics Laboratory) (2)70444*

*Joanna Nyirenda (41-47 modern languages) (2) 70753*

*Iryna Vink 41 modern languages (2) 70766*

*Liliane Morton (Oriental Institute): (2) 78200*

*Rosanna Gosi (Chinese Institute): (2) 80387*

*Trevor Langrish (Chinese Studies) can act as a Assistor to a Fist Aider, is trained in general but not work First Aider.*

First aid facilities are located as follows:

*Library (room 1.36), Phonetics Laboratory*

#### 4. DISPLAY SCREEN ASSESSORS

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

*Louise Mireh*  
*Humanities Health and Safety Officer*

#### 5. ACCIDENT AND INCIDENT REPORTING

*Sally James* is responsible for keeping the Unit's accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. Accident report forms are kept in the following places, *Room 1.35, Enquiries*.

#### 6. TRADES UNIONS AND APPOINTED SAFETY REPRESENTATIVES

University Policy Statement S2/04 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>

#### 7. INDIVIDUAL RESPONSIBILITY

All Unit employees, all students and all other persons entering onto the Unit's premises or who are involved in Unit 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**

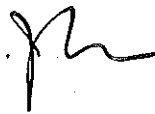
- (a) Make sure that their work is carried out in accordance with University Safety Policy.
- (b) Protect themselves and others by properly using any safety equipment or personal protective equipment provided.
- (c) Obey my instructions in respect of health and safety.
- (d) Warn me of any significant new hazards to be introduced to the Unit, 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 Unit with whom to liaise.
- (f) Report all fires, incidents, and accidents immediately to the person named in section 5 above.

- (g) 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, 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/notes.shtml> and in hard copy in *Room 1.35, Enquiries*

Head of Department: Professor John Coleman



Head of Department: J.S. COLEMAN

Date: 29/9/11